

Withdrawal Process

- Tap on the **"Cal Poly Pomona College of Professional & Global Education"** at the top bar
- Select **"My Enrollment History"**
- Select **"Enrolled"** to view **"My Current Courses"**
- Go to the course that you wish to withdraw from and select **"Request Drop"** under **"Actions and Status"**, located on the left side of the box.

The screenshot displays the Cal Poly Pomona student portal. At the top, the header includes the Cal Poly Pomona logo, the text "College of Professional and Global Education", and a user greeting "Welcome Am... | Log Out". Below the header is a navigation bar with links: "Cal Poly Pomona College of Professional & Global Education", "Courses", "Certificates", "Programs", and "Request Information".

A dropdown menu is open, showing the following options: "Student Home", "My Profile", "My Enrollment History" (highlighted in blue), "My Course Schedule", "My Applications", "My Certificates and Designations", "My Account History", "My Saved Items", "My Files", "Forms and Policies", "Special Requests", "Announcements", and "Help".

Below the dropdown, the "My Enrollment History" page is visible. It features a sidebar with links: "Student Home", "My Profile", "My Enrollment History" (selected), "My Course Schedule", "My Applications", "My Certificates and Designations", "My Account History", "My Saved Items", "My Files", "Forms and Policies", "Special Requests", "Announcements", and "Help".

The main content area of the "My Enrollment History" page shows a section for "My Current Courses". It includes a table with the following columns: "Course No. and Title", "Enrolled", "Term", "Academic Units", "CEUs", and "Actions and Status".

Course No. and Title	Enrolled	Term	Academic Units	CEUs	Actions and Status
CMC120 - Summer 2022-1 - The Negotiation	Mar 15, 2022	2022 - Summer	-	2.5	Request Drop, Request Transfer, Print...
				2.50	Request Drop, Request Transfer, Print...

A red arrow points from the "Request Drop" button in the "Actions and Status" column of the first row to a magnified view of the "Request Drop" button. The magnified view shows the "Request Drop" button highlighted with a red box, with "Request Transfer" and "Print..." buttons below it.

Withdrawal Process

- On the **"Drop Request"** page select a drop reason in the dropdown box and click on **"Submit"**
- The website will confirm completion of your drop transaction. You will also receive a confirmation email displaying a withdrawal from the selected course and including a refund receipt file.
- Please allow 5-7 business days for the refund to be processed and returned to the card used to purchase the course.

CalPoly Pomona | College of Professional and Global Education

Welcome Am... | Log Out

Courses Certificates Programs Request Information

Drop Request

You have requested to drop CMC120 - Summer 2022-1 - The Negotiation

[Review Policies](#)

Provide a reason for your drop request. We will attempt to process your drop and any applicable refunds immediately. If your drop request requires review by a staff member you will receive a decision by email.

Select a drop reason:*

Other:

Cancel Submit

Required fields are indicated by *.

CalPoly Pomona | College of Professional and Global Education

Welcome Am... | Log Out

Courses Certificates Programs Request Information

My Enrollment History

Your drop transaction is complete. Please see My Account History for details of any applicable refunds.

Click here to review our policies. Contact us at (909) 869-2288 or cpgereg@cpp.edu if you have questions about making any changes to your enrollments.

Enrolled Completed Dropped

My Current Courses

Your currently enrolled courses. Contact us at (555) 555-5555 or email@school.edu if you have any questions.

Course No. and Title	Enrolled	Term	Academic Units	CEUs	Actions and Status
CMC110 - Summer 2022-1 - Basic Estimating and Bidding	Mar 16, 2022	2022 - Summer	-	2.50	Request Drop Request Transfer Print...
LGS110 - Summer 2022-1 - Local Government Supervisory Program	May 11, 2022	2022 - Summer	-		Request Drop Request Transfer Print...