

# 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.

Cal Poly Pomona College of Professional & Global Education | College of Professional and Global Education

Welcome Am... | Log Out

Cal Poly Pomona College of Professional & Global Education | Courses Certificates Programs Request Information

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Cal Poly Pomona College of Professional and Global Education

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Courses Certificates Programs Request Information

## My Enrollment History

Click here to review our policies. Contact us at (909) 869-2288 or [cpgereg@cpp.edu](mailto: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](mailto:email@school.edu) if you have any questions.

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...
					Request Drop

### Actions and Status

Request Drop  
Request Transfer  
Print...

# 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.

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Courses Certificates Programs Request Information

## Drop Request

Student Home  
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My Applications

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.

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Select a drop reason:\*

Other:

Required fields are indicated by \*.

CalPoly Pomona | College of Professional and Global Education

Courses Certificates Programs Request Information

## My Enrollment History

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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](mailto:cpgereg@cpp.edu) if you have questions about making any changes to your enrollments.

Enrolled **Completed** Dropped

### My Current Courses

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Course No. and Title	Enrolled	Term	Academic Units	CEUs	Actions and Status
<a href="#">CMC110 - Summer 2022-1 - Basic Estimating and Bidding</a>	Mar 16, 2022	2022 - Summer	-	2.50	<input type="button" value="Request Drop"/> <input type="button" value="Request Transfer"/> <input type="button" value="Print..."/>
<a href="#">LGS110 - Summer 2022-1 - Local Government Supervisory Program</a>	May 11, 2022	2022 - Summer	-		<input type="button" value="Request Drop"/> <input type="button" value="Request Transfer"/> <input type="button" value="Print..."/>