

Records and Registration



Withdraw Form

Brainerd Campus
 501 West College Drive
 Brainerd, MN 56401-3900
 1-800-933-0346 or
 218-855-8031
 FAX: 218-855-8269

Staples Campus
 1830 Airport Road
 Staples, MN 56479-0099
 1-800-247-6836 or
 218-894-5126
 FAX: 218-855-8269

If you choose to withdraw from ALL of your classes, please visit with the Financial Aid Office for a Total Withdraw form.

Student Name: _____ SSN or Tech ID: _____

Phone: _____ Cell Phone: _____

Circle one: Fall Spring Summer Year: _____

Are you a Post Secondary Enrollment Option student? Yes: _____ No: _____

Notice to Students:

A student may withdraw from a course after the first **FIVE** days of fall and spring semester and after the first THREE days of summer session, and 10 days before the first scheduled day of final exams.

When students withdraw from a course, their transcript will show a “W” grade for the course. While withdrawing from a course does not affect a student’s GPA, a student needs to complete 67% of their cumulative credits or risk academic probation/suspension.

The college strongly recommends that before students withdraw from a course, they first meet with a counselor/advisor.

No refunds are given for withdrawing from individual courses.

To withdraw from a course, please fill out the following:

Department	Course #	Section #	Course Title	Credits	Instructor

I understand it is my responsibility to discuss all schedule changes with my counselor/advisor. I further understand that withdrawing from any course(s) may affect my program plan, financial aid, and/or my graduation date.

Student signature: _____ Date: _____

Registration signature: _____ Date: _____ Phone exchange

CLC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon a 48-hour advance request by contacting Disability Services at 800-933-0346, ext. 8175. Minnesota Relay Service: 800-627-3529 or 612-297-5353.