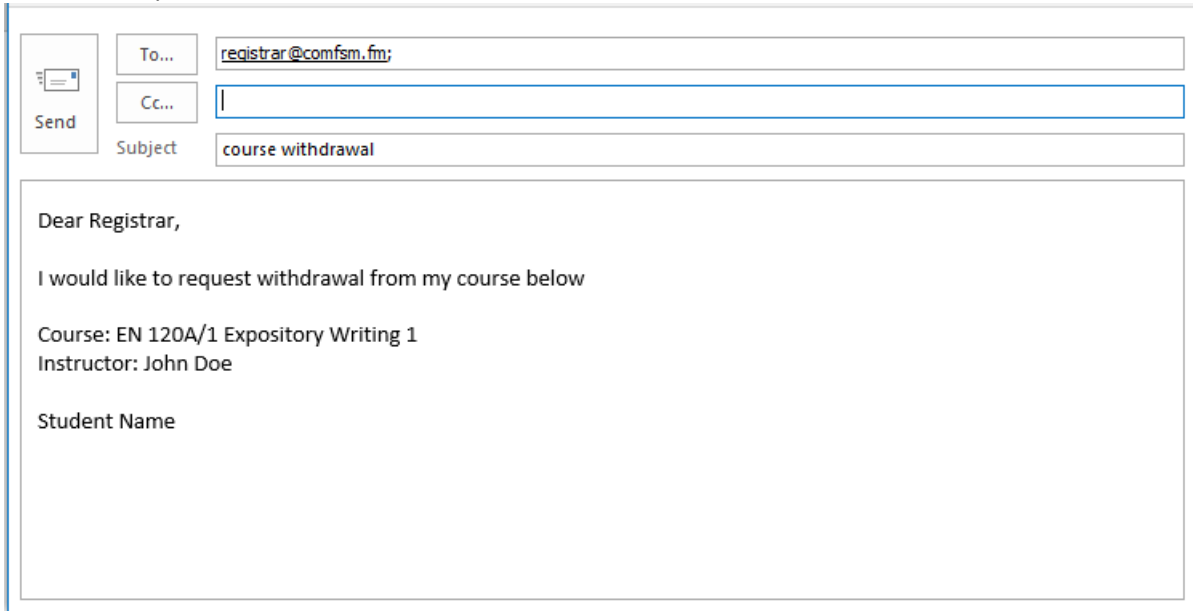


Summer 2020 withdrawal from a course procedure for students

1. Open your college email address
2. Create a new email and put “course withdrawal” as the subject
3. Type in your request of withdrawal indicating the course, course number, section and instructor.
4. Type in your name at the bottom (First name and last name)
5. Send your email to Office of Admissions, Records & Retention (OARR). See OARR contact persons by campus below.

National Campus Doman Daoas Registrar/OARR Director registrar@comfsm.fm	CTEC Rensleen Joel Student Services Specialist rensleen@comfsm.fm	Chuuk Tandy Marar Student Services Specialist matandy@comfsm.fm	Kosrae Eileen Nena Student Services Specialist eileens@comfsm.fm	Yap Cecilia Dibay Student Services Coordinator cdibay@comfsm.fm
Sernida Eperiam Student Services Specialist seperiam@comfsm.fm			Arthur Jonas Student Services Coordinator ajonas@comfsm.fm	

See an example of the email below:



The screenshot shows an email composition interface with the following fields and content:

- To...**: registrar@comfsm.fm;
- Cc...**: (empty)
- Subject**: course withdrawal
- Body**:

Dear Registrar,

I would like to request withdrawal from my course below

Course: EN 120A/1 Expository Writing 1
Instructor: John Doe

Student Name

Note: When your request was processed, you should be receiving a confirmation email which is also copied to the instructor of your course/class.