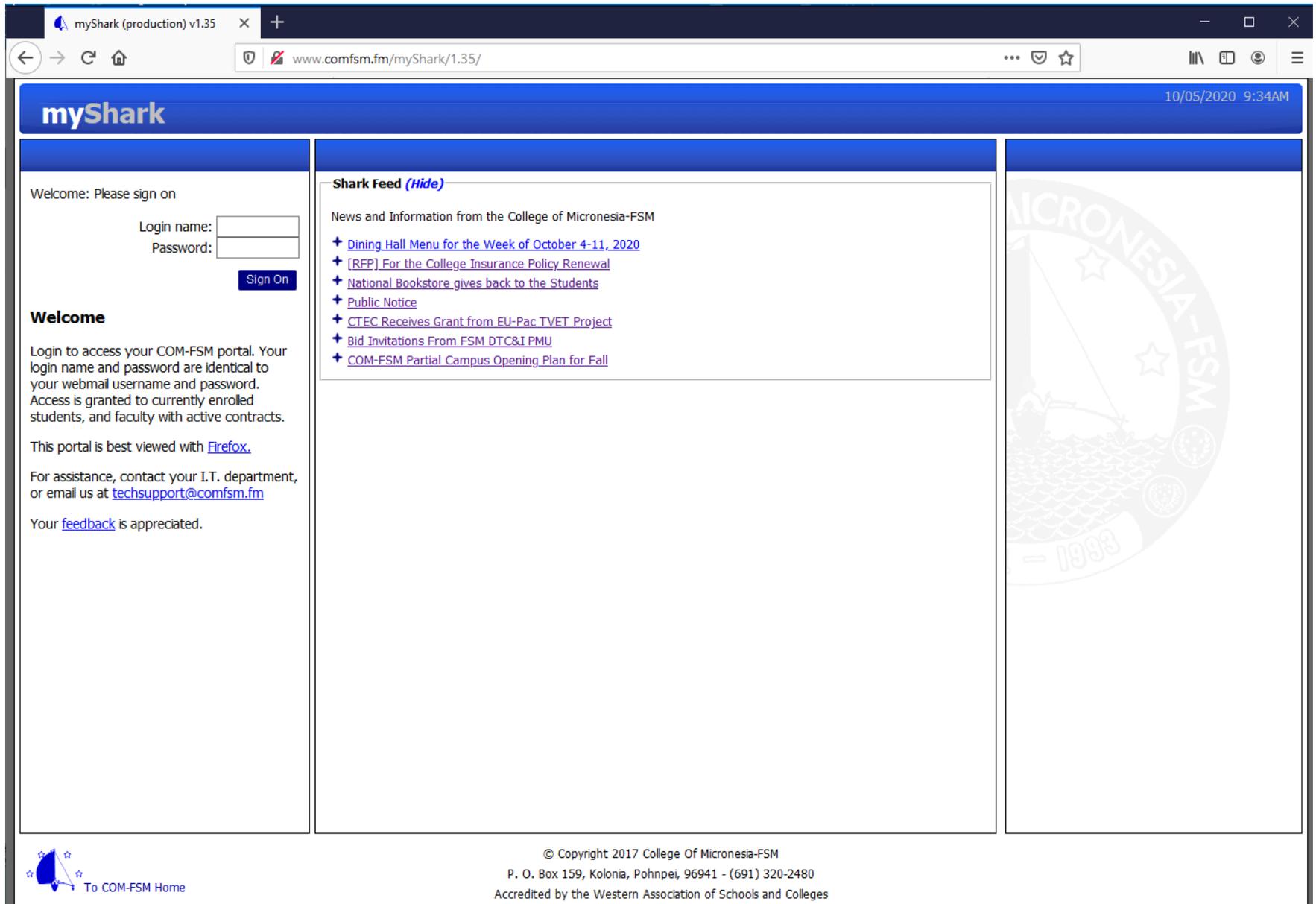


# How to Withdraw a Course Online for Students

## 1. Login on your myShark account.



The screenshot shows a web browser window with the URL [www.comfsm.fm/myShark/1.35/](http://www.comfsm.fm/myShark/1.35/). The page features a blue header with the "myShark" logo and the date/time "10/05/2020 9:34AM".

**myShark** 10/05/2020 9:34AM

Welcome: Please sign on

Login name:

Password:

[Sign On](#)

**Welcome**

Login to access your COM-FSM portal. Your login name and password are identical to your webmail username and password. Access is granted to currently enrolled students, and faculty with active contracts.

This portal is best viewed with [Firefox](#).

For assistance, contact your I.T. department, or email us at [techsupport@comfsm.fm](mailto:techsupport@comfsm.fm)

Your [feedback](#) is appreciated.

**Shark Feed (Hide)**

News and Information from the College of Micronesia-FSM

- + [Dining Hall Menu for the Week of October 4-11, 2020](#)
- + [\[RFP\] For the College Insurance Policy Renewal](#)
- + [National Bookstore gives back to the Students](#)
- + [Public Notice](#)
- + [CTEC Receives Grant from EU-Pac TVET Project](#)
- + [Bid Invitations From FSM DTC&I PMU](#)
- + [COM-FSM Partial Campus Opening Plan for Fall](#)



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2. Click on "Online Withdraw" located where the yellow arrow is pointing.

The screenshot shows the myShark portal interface. The browser address bar displays <https://app.comfsm.fm/devportal/2.01/>. The page header includes the myShark logo, the date 04/13/2021 10:30AM, and a welcome message. The main content area is divided into three columns: Menu, Schedules and Alerts, and Helpful Information.

**Menu**

- Student Records
  - Academic
    - Available Sections
    - Online Registration
    - Class Schedule
    - Online Withdraw** (highlighted with a yellow arrow)
    - Grades
    - Degree Completion
    - Online Transcript
  - Financial
    - Receivable Account
- Personal Information
  - Addresses
  - Change Password

[Sign Off](#)

**Schedules and Alerts**

Spring 2021 Class Schedule (Hide)

Your advisor is: [Redacted]   
E-Mail: [Redacted]  
Office: Math and Science Division  
National Campus Enrollment:

Course	CR	Room	Days	Time or Dates	Instructor
AG 101/1 Intro. To Agriculture	4.0	AG	MWF	11:00AM-11:55AM	Phillip/K
		AGLAB	T	11:00AM-1:55PM	Phillip/K
MR 201/1 Aquaculture	4.0	A104	MWF	2:00PM-2:55PM	Lynch/D
		A104	Th	8:00AM-10:55AM	Lynch/D

Online Courses Enrollment:

Course	CR	Room	Days	Time or Dates	Instructor
SS 125/O2 Geo. Of the Pacific	3.0	VC	Online	01/11/2021-05/07/2021	Elias/M

Enrolled credits: 11

**Registration fee has been PAID**

You have Online Withdraw updates that can be reviewed on the [Online Withdraw](#) form

**Financial Aid Information (Hide)**

Your financial aid status at the end of Fall 2020 is **Good Standing.**

**Shark Feed (Hide)**

News and Information from the College of Micronesia-FSM

- [Board of Regents Issues Actions and Directives after April 2021 Meeting](#)
- [More than 40% of COM-FSM Employees Are Vaccinated](#)
- [\[National\] Campus Vaccination Drive](#)
- [Dining Hall Menu for the Week of April 12 to 18, 2021](#)
- [Financial Aid Assistance During Summer 2021](#)
- [Textbook Buyback Spring 2021 \(Part 1\)](#)
- [College co-organized International Conference on Business, Economics and Information Technology \(ICBETT\)](#)

**Honolulu Star Advertiser (Hide)**

Breaking News

**Helpful Information**

- [Helpdesk](#)
- [Virtual Orientation](#)
- [\[Video\] Financial Aid Office Services](#)
- [Counseling Services](#)
- [\[Video\] Office of Admissions, Records, and Retention Services](#)
- [\[Video\] How to Register For Online Classes](#)
- [\[Video\] How to Withdraw from a Course](#)
- [\[Video\] How to login to Schoology](#)
- [Learning Resource Center](#)
  - [EBSCO](#)
  - [Academic OneFile](#)

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3. The online withdraw page shows all your current registered courses with a “Request Withdraw” box on each of them as shown on where the yellow arrow is pointing.

Portal - Development - 2.00

https://www.comfsm.fm/devportal/2.00/

10/05/2020 8:56AM

Welcome,

**myShark**

**Menu**

**Student Records**

- Academic
  - Available Sections
  - Online Registration
  - Online Withdraw
  - Class Schedule
  - Grades
  - Degree Completion
  - Online Transcript
- Financial
  - Receivable Account

**Personal Information**

- Addresses
- Change Password

[Sign Off](#)

**Online Withdraw** Close

**Withdrawing from Courses**

Requests to withdraw from courses must be approved by your advisor and the section instructor. They will be notified by e-mail of your request, or you may contact them directly.

You may not withdraw from all courses online. Your advisor must assist you in completing (a) withdrawal from COM-FSM clearance form, and (b) a drop form if the withdrawal is on or before the last day to drop courses, or a withdrawal card per registered course for post-drop period withdrawal. The completed forms are then submitted to Office of Admissions, Records and Retention (OARR).

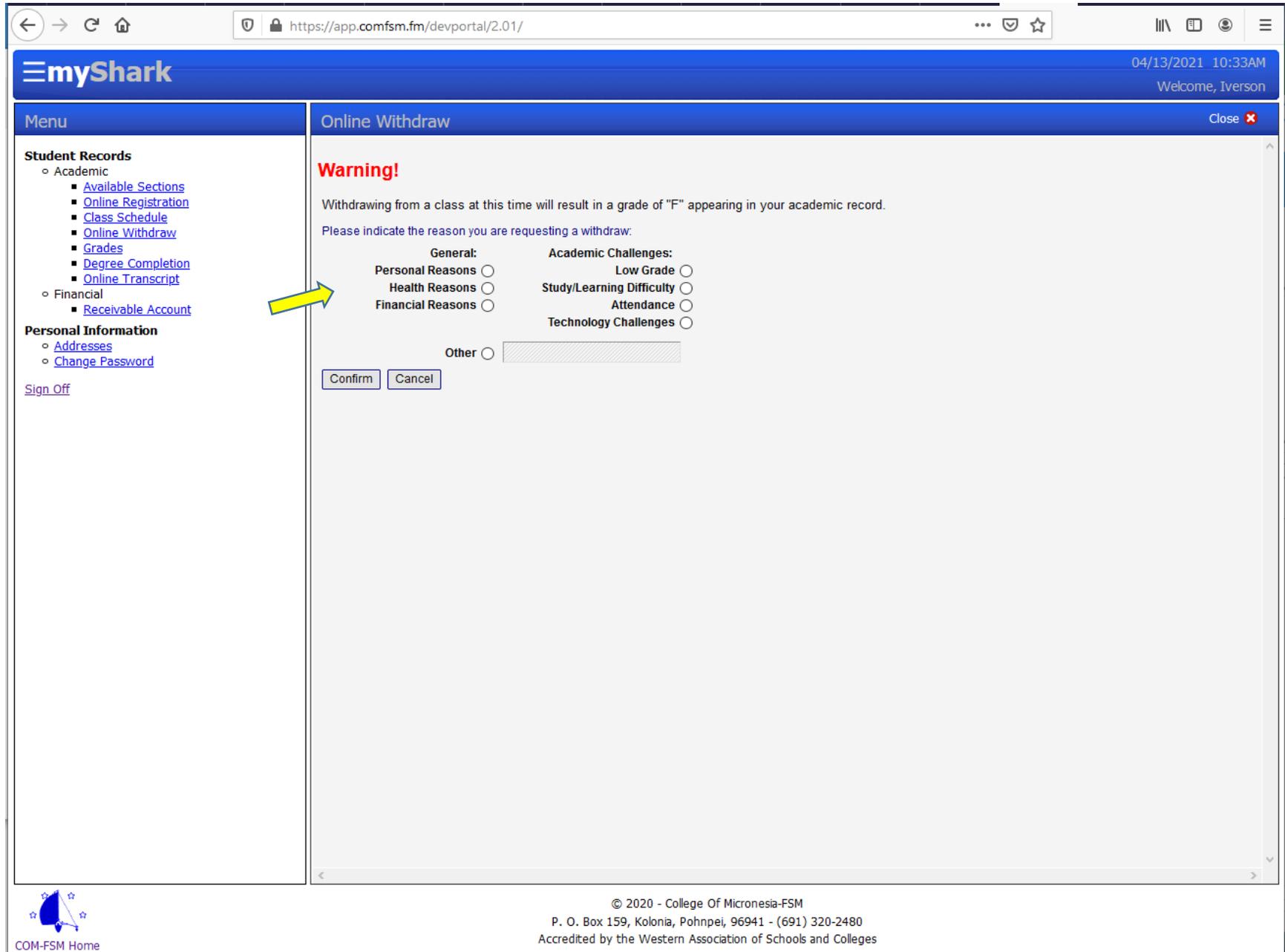
**Current Registration**

Fall 2020

Action	Section	Title	Credits	Room	Days	Time or Dates	Instructor
Request Withdraw	BU 101/O1	Intro to Business	3.0	VC	Online	08/17/2020-12/11/2020	Mangonon/M
Request Withdraw	IS 201/O1	Comp. Inform. System	3.0	VC	Online	08/17/2020-12/11/2020	Castro/E
Request Withdraw	MS 101/O5	Algebra and Trig.	3.0	VC	Online	08/17/2020-12/11/2020	Chapap/L
Request Withdraw	MS 150/O3	Statistics	3.0	VC	Online	08/17/2020-12/11/2020	Lukusa/J

Close

4. If you clicked on "Request Withdraw" this page will appear. You need to indicate the reason why you are withdrawing from the class. Please note that if you are withdrawing after the last day to withdraw with a "W", a warning appears saying that withdrawing now will result to an "F" grade on you class.



The screenshot shows a web browser window with the URL <https://app.comfsm.fm/devportal/2.01/>. The page header includes the myShark logo, the date and time (04/13/2021 10:33AM), and a welcome message (Welcome, Iverson). The main content area is titled "Online Withdraw" and features a prominent red "Warning!" message: "Withdrawing from a class at this time will result in a grade of 'F' appearing in your academic record. Please indicate the reason you are requesting a withdraw." Below the warning, there are two columns of radio button options: "General:" (Personal Reasons, Health Reasons, Financial Reasons) and "Academic Challenges:" (Low Grade, Study/Learning Difficulty, Attendance, Technology Challenges). An "Other" option with a text input field is also present. At the bottom of the form are "Confirm" and "Cancel" buttons. A yellow arrow points to the "Personal Reasons" radio button. The left sidebar contains a "Menu" with sections for "Student Records" (Academic, Financial), "Personal Information" (Addresses, Change Password), and a "Sign Off" link. The footer includes the COM-FSM Home logo and contact information: © 2020 - College Of Micronesia-FSM, P. O. Box 159, Kolonia, Pohnpei, 96941 - (691) 320-2480, Accredited by the Western Association of Schools and Colleges.

5. After you have confirmed the reason why you are withdrawing, the box beside the course you requested for withdrawal shows “Cancel Withdraw”. You can cancel it if you change your mind. A notice is also automatically sent to your academic advisor and class instructor for approval. Contact your academic advisor if you have not discussed it with him/her yet.

**myShark** 04/13/2021 10:45AM  
Welcome, [User Name]

**Menu**

- Student Records**
  - Academic
    - Available Sections
    - Online Registration
    - Class Schedule
    - Online Withdraw
    - Grades
    - Degree Completion
    - Online Transcript
  - Financial
    - Receivable Account
- Personal Information**
  - Addresses
  - Change Password

[Sign Off](#)

**Online Withdraw** Close

**Withdrawing from Courses**

Requests to withdraw from courses must be approved by your advisor and the section instructor. They will be notified by e-mail of your request, or you may contact them directly.

You may not withdraw from all courses online. Your advisor must assist you in completing (a) withdrawal from COM-FSM clearance form, and (b) a drop form if the withdrawal is on or before the last day to drop courses, or a withdrawal card per registered course for post-drop period withdrawal. The completed forms are then submitted to Office of Admissions, Records and Retention (OARR).

**Current Registration**

Spring 2021

Action	Section	Title	Credits	Room	Days	Time or Dates	Instructor	
<a href="#">Cancel Withdraw</a>	AG 101/1	Intro. To Agriculture	4.0	AG	MWF	11:00AM-11:55AM	Phillip/K	
				AGLAB	T	11:00AM-1:55PM	Phillip/K	
<a href="#">Request Withdraw</a>	MR 201/1	Aquaculture	4.0	A104	MWF	2:00PM-2:55PM	Lynch/D	
				A104	Th	8:00AM-10:55AM	Lynch/D	
<a href="#">Confirm Withdraw</a>	SC 180/1	Microbiology	Withdraw 02/12/2021					
<a href="#">Request Withdraw</a>	SS 125/O2	Geo. Of the Pacific	3.0	VC	Online	01/11/2021-05/07/2021	Elias/M	

[Close](#)

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COM-FSM Home

6. If your academic advisor and instructor approved your request, then the box beside the class you requested to withdraw will be showing “Confirm Withdraw”. Click on it and you will be officially withdrawn as of the date you have clicked confirm.

The screenshot shows the myShark portal interface. The browser address bar displays <https://www.comfsm.fm/devportal/2.00/>. The page title is "Portal - Development - 2.00". The myShark logo is in the top left, and the date and time "10/05/2020 9:10AM" are in the top right. A "Welcome," message is partially visible.

The main content area is titled "Online Withdraw" and includes a "Close" button. Below the title, there is a section for "Withdrawing from Courses" with explanatory text. A "Current Registration" section for "Fall 2020" contains a table with the following data:

Action	Section	Title	Credits	Room	Days	Time or Dates	Instructor	
Request Withdraw	BU 101/O1	Intro to Business	3.0	VC	Online	08/17/2020-12/11/2020	Mangonon/M	
Request Withdraw	IS 201/O1	Comp. Inform. System	3.0	VC	Online	08/17/2020-12/11/2020	Castro/E	
Request Withdraw	MS 101/O5	Algebra and Trig.	3.0	VC	Online	08/17/2020-12/11/2020	Chapap/L	
Confirm Withdraw	MS 150/O3	Statistics	Withdraw 10/05/2020					

A yellow arrow points to the "Confirm Withdraw" button in the last row of the table. Below the table is a "Close" button.

The left sidebar contains a "Menu" with sections for "Student Records", "Personal Information", and "Sign Off".

NOTE: If either your advisor or your instructor deny your request, then your request for withdrawal from a course is automatically canceled.