

Withdrawing a student using myShark – Instructor

1. Log in on your myShark account

Welcome: Please sign on

Login:

Password:

[Sign On](#)

 Sign in with Google

[Forgot your password?](#)

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

Your [feedback](#) is appreciated.

Shark Feed (Hide)

News and Information from the College of Micronesia-FSM

- + [Dining Hall Menu for the Week of February 8-14, 2021](#)
- + [Higher Education Emergency Relief Fund \(HEERF\) II Received by COM-FSM](#)
- + [\[Scholarship Opportunity\] Studying in China](#)
- + [\[RFP\] Building C – Dining Hall Improvement & Renovation Project – Phase II](#)
- + [Chinese Embassy Donates Learning Materials to the College](#)
- + [Request for Proposal for Development of Project Conceptual Design RFP No.B2021-06](#)
- + [Invitation to Bid: Notice of Sale on Surplus Property](#)
- + [Aquaculture Training Opportunity](#)

2. Click on Online Withdraw located on the Menu box on the left side of your screen.

myShark 02/10/2021 10:02AM
Welcome, [User Name]

Menu

- Instructor Records**
 - Advisees
 - [Advisee List](#)
 - [Class Schedule](#)
 - [Online Transcript](#)
 - [Degree Completion](#)
 - [Online Reg. Advising](#)
 - [Online Withdraw](#)
 - Instruction
 - [Class Lists](#)
 - [Record Grades](#)
- Student Records**
 - Academic
 - [Available Sections](#)
- Personal Information**
 - [Addresses](#)
 - [Directory Info](#)
 - [Change Password](#)

[Sign Off](#)

Schedules and Alerts

Teaching Schedules (Hide)

National Campus: Spring 2021

Course	Enr	Days	Time or Dates	Room
AG 101/1 Intro. To Agriculture	10	T	11:00AM-1:55PM	AGLAB
		MWF	11:00AM-11:55AM	AG
AG 101/2 Intro. To Agriculture	10	MWF	11:00AM-11:55AM	AG
		Th	11:00AM-1:55PM	AGLAB
AG 110/1 Crop Production	10	MWF	9:00AM-9:55AM	AG
		Th	9:00AM-11:55AM	AGLAB
AG 299/1 Directed Field Experience	6	MWF	2:00PM-2:55PM	AG
		T	2:00PM-4:55PM	AGLAB

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

Shark Feed (Hide)

News and Information from the College of Micronesia-FSM

- [+ Dining Hall Menu for the Week of February 8-14, 2021](#)
- [+ Higher Education Emergency Relief Fund \(HEERF\) II Received by COM-FSM](#)
- [+ \[Scholarship Opportunity\] Studying in China](#)
- [+ \[RFP\] Building C – Dining Hall Improvement & Renovation Project – Phase II](#)
- [+ Chinese Embassy Donates Learning Materials to the College](#)
- [+ Request for Proposal for Development of Project Conceptual Design RFP No.B2021-06](#)
- [+ Invitation to Bid:Notice of Sale on Surplus Property](#)
- [+ Aquaculture Training Opportunity](#)

Honolulu Star Advertiser (Hide)

Breaking News

- [+ MLB players to wear electronic tracers, face discipline](#)
- [+ World's second-oldest person survives COVID-19 at age 116](#)
- [+ Hawaii Health Department and state officials warn of increase in COVID-19 vaccination scams](#)
- [+ Pittsburgh building at least 141 years old to be demolished after fire](#)

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](#)

3. Select the course and section where you are withdrawing a student

myShark 02/10/2021 10:08AM
Welcome, [User Name]

Menu

Instructor Records

- Advisees
 - Advisee List
 - Class Schedule
 - Online Transcript
 - Degree Completion
 - Online Reg Advising
 - Online Withdraw
- Instruction
 - Class Lists
 - Record Grades

Student Records

- Academic
 - Available Sections

Personal Information

- Addresses
- Directory Info
- Change Password

[Sign Off](#)

Online Withdraw Close

Withdraw Students from Section

Section

Advisor Approval of Advisee Withdraw Requests

There are no pending withdraw requests

Instructor Approval of Student Withdraw Requests

There are no pending student withdraw requests

Reset Close

4. Click on Withdraw Student located beside the student's ID number

myShark
02/10/2021 10:14AM
Welcome, Kyoshi

Menu

Instructor Records

- Advisees
 - [Advisee List](#)
 - [Class Schedule](#)
 - [Online Transcript](#)
 - [Degree Completion](#)
 - [Online Reg. Advising](#)
 - [Online Withdraw](#)
- Instruction
 - [Class Lists](#)
 - [Record Grades](#)

Student Records

- Academic
 - [Available Sections](#)

Personal Information

- [Addresses](#)
- [Directory Info](#)
- [Change Password](#)

[Sign Off](#)

Online Withdraw
Close ✕

Withdraw Students from Section

Section AG 101/1 Intro. To Agriculture

Spring 2021

Section	Title	Credits	Room	Days	Time or Dates	Instructor
AG 101/1	Intro. To Agriculture	4.0	AG	MWF	11:00AM-11:55AM	
			AGLAB	T	11:00AM-1:55PM	

Action	ID Number	Name	Credits	Reg Status
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered
Withdraw Student			4.0	Registered

Advisor Approval of Advisee Withdraw Requests

There are no pending withdraw requests

Instructor Approval of Student Withdraw Requests

There are no pending student withdraw requests

COM-FSM Home

© 2021 - College Of Micronesia-FSM
 P. O. Box 159, Kolonia, Pohnpei, 96941 - (691) 320-2480
 Accredited by the Western Association of Schools and Colleges

5. A reason for withdrawing will be asked. Click on the circle on the reason then click the confirm box.

myShark 02/10/2021 10:23AM
Welcome, [User Name]

Menu

Instructor Records

- o Advisees
 - [Advisee List](#)
 - [Class Schedule](#)
 - [Online Transcript](#)
 - [Degree Completion](#)
 - [Online Reg Advising](#)
 - [Online Withdraw](#)
- o Instruction
 - [Class Lists](#)
 - [Record Grades](#)

Student Records

- o Academic
 - [Available Sections](#)

Personal Information

- o [Addresses](#)
- o [Directory Info](#)
- o [Change Password](#)

[Sign Off](#)

Online Withdraw Close ✕

Please indicate the reason you are requesting a withdraw:

<p>General:</p> <p>Personal Reasons <input type="radio"/></p> <p>Health Reasons <input type="radio"/></p> <p>Financial Reasons <input type="radio"/></p> <p>Other <input type="radio"/> <input style="width: 100px; height: 15px;" type="text"/></p>	<p>Academic Challenges:</p> <p>Low Grade <input type="radio"/></p> <p>Study/Learning Disability <input type="radio"/></p> <p>Attendance <input checked="" type="radio"/></p> <p>Technology Challenges <input type="radio"/></p>
---	--

6. A confirmation that the withdrawal from the course will show up. If you wish to re-instate a student on the class, please contact the Office of Admissions, Records and Retention.

The screenshot displays the myShark web application interface. At the top, the myShark logo is on the left, and the date and time '02/10/2021 10:26AM' and a 'Welcome, [redacted]' message are on the right. A blue navigation menu on the left lists categories: 'Instructor Records' (with sub-items: Advisees, Class Schedule, Online Transcript, Degree Completion, Online Reg Advising, Online Withdraw), 'Student Records' (with sub-item: Academic, Available Sections), and 'Personal Information' (with sub-items: Addresses, Directory Info, Change Password). A 'Sign Off' link is at the bottom of the menu. The main content area is titled 'Online Withdraw' and contains a 'Registration Update' section. A yellow arrow points to the text 'AG 101/1 withdraw complete' within this section. Below the text is a button labeled 'Return to Registration Summary'. A 'Close' button with a red 'X' icon is in the top right corner of the main content area.

