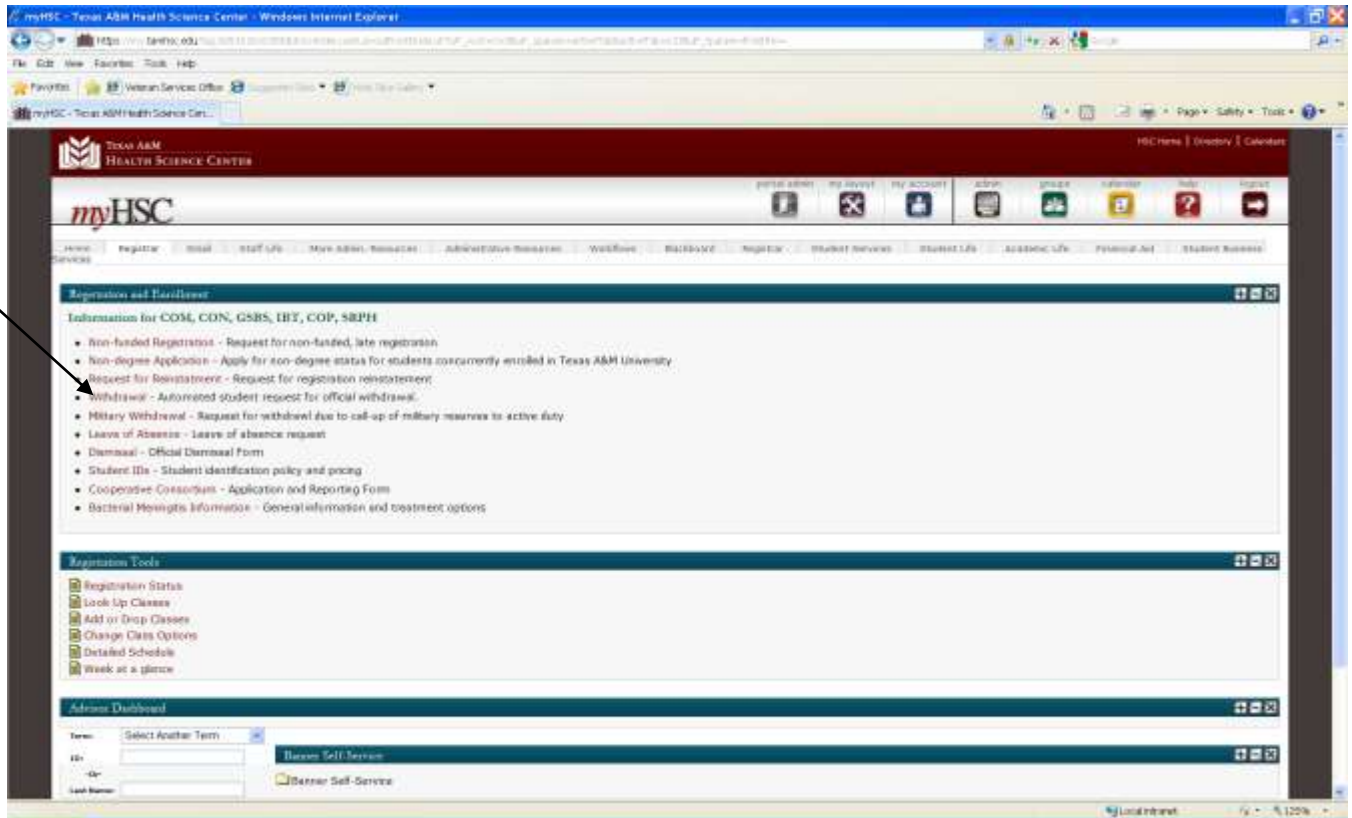




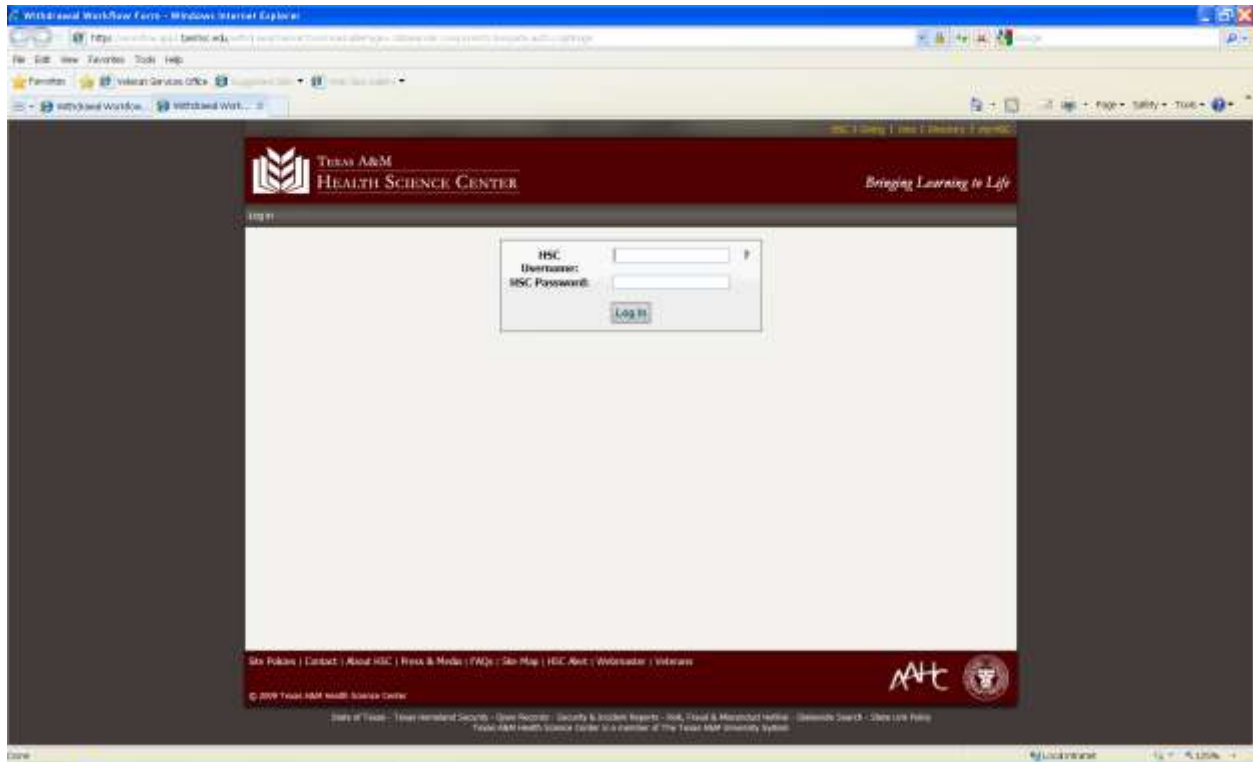
Instructions for Withdrawal

In the event that you wish to withdraw, please follow the instructions below:

1. Log in to myHSC at <https://my.tamhsc.edu/cp/home/loginf>
2. Navigate to the Registrar tab, and click on "Withdrawal."



3. You will be taken to another screen asking you for your log in credentials. Use the same credentials you used to log into *myHSC*:



4. You will then be asked if the correct advisor is listed for you in Banner:

The screenshot shows a web browser window displaying the 'Student Withdrawal Form' on the Texas A&M Health Science Center website. The page header includes the university logo and the slogan 'Bringing Learning to Life'. The main content area features the title 'Student Withdrawal Form' and a question: 'Is this your academic advisor?'. Below the question are two radio buttons: 'Yes' and 'No'. A red message below the question reads: 'If your Academic Advisor on record is incorrect or you do not have one please contact the Registrar's Office to have one assigned to you.' A black arrow points to the 'Yes' radio button. The footer contains navigation links and copyright information.

If the correct advisor is not listed, please contact the Office of the Registrar immediately.

If the correct advisor is listed, click the radio button that says "yes."

5. You will then be asked to complete the withdrawal information:

The screenshot shows a web browser window displaying the "Student Withdrawal Form" on the Texas A&M Health Science Center website. The browser's address bar shows the URL "https://www.hsc.tamu.edu/withdrawal". The page header includes the Texas A&M Health Science Center logo and the tagline "Bringing Learning to Life". The user is logged in as "jwagner" and the date is "Wed Sep 11 14:07:00 CDT 2008".

The form itself is titled "Student Withdrawal Form" and contains the following fields and instructions:

- Instruction: "Please enter your withdrawal information. All fields are required."
- Reason: A dropdown menu with "Choose One" selected.
- Year: A dropdown menu with "Choose One" selected.
- Term: A dropdown menu with "Choose One" selected.
- Full Program Withdrawal: A dropdown menu with "Choose One" selected.
- A "Withdraw" button.
- A question: "Is this your academic advisor?" with radio buttons for "Yes" (selected) and "No".

The footer of the page includes navigation links such as "Site Home", "Contact", "About HSC", "Press & Media", "FAQs", "Site Map", "HSC Alert", "Withdrawal", and "Workshops". It also contains copyright information: "© 2008 Texas A&M Health Science Center".

Once this information has been completed, hit the withdraw button. A message will be returned that states that your withdrawal request was submitted successfully.

6. Next, your advisor will receive an e-mail asking her/him to approve the withdrawal:

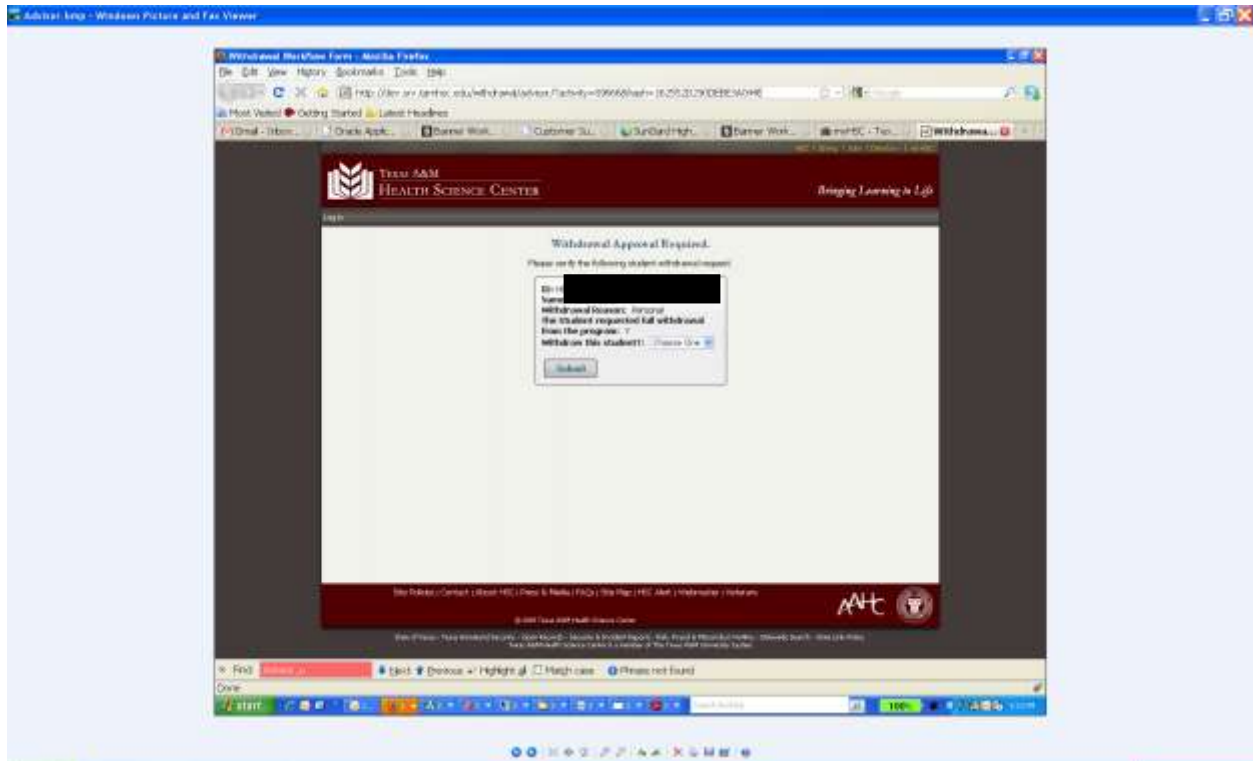
Dear Advisor

Student has requested to be withdrawn. Please take appropriate action at [Click Here to Approve](#).

Thank you,

Office of the Registrar

7. Your advisor will log in after clicking the link provided in the e-mail, and either approve, or disapprove the withdrawal.



8. Once approved, the withdrawal will pass to the Office of Financial Aid, International Services (if applicable) and Student Business Services.
9. Once any issues are cleared with those offices, you will receive an e-mail saying that the withdrawal is complete.

10. Should you have any questions about this process, please contact the Office of the Registrar at 979.436.0191 or contact us at registrar@tamhsc.edu