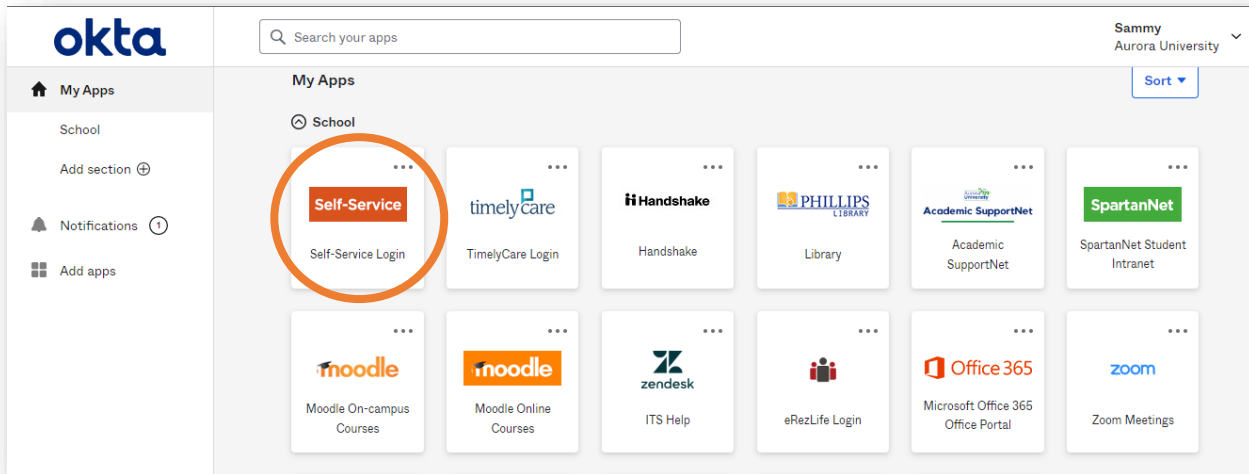
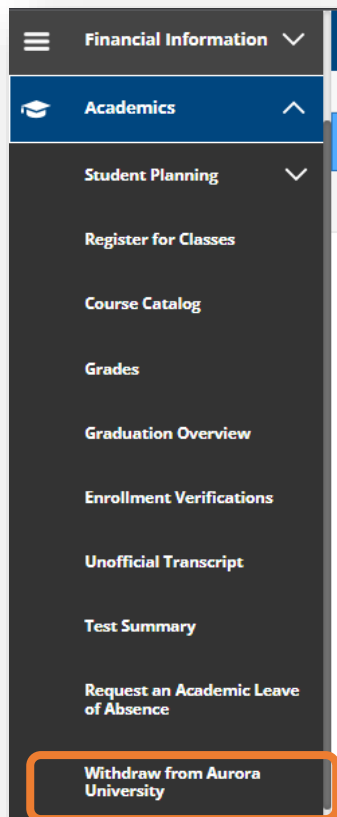


## Requesting to Withdraw from Aurora University in Self-Service

**STEP 1:** After logging into your Okta dashboard via [aurorauniversity.okta.com](https://aurorauniversity.okta.com), click on the **Self-Service** application.



**STEP 2:** Access the **Withdraw from Aurora University** sub-menu under **Academics** by clicking the three horizontal bars in the top left corner of your Self-Service page.



## Requesting to Withdraw from Aurora University in Self-Service

**STEP 3:** Read through the information and regulations to **Withdraw from Aurora University**. Click the **“I understand and accept”** button.

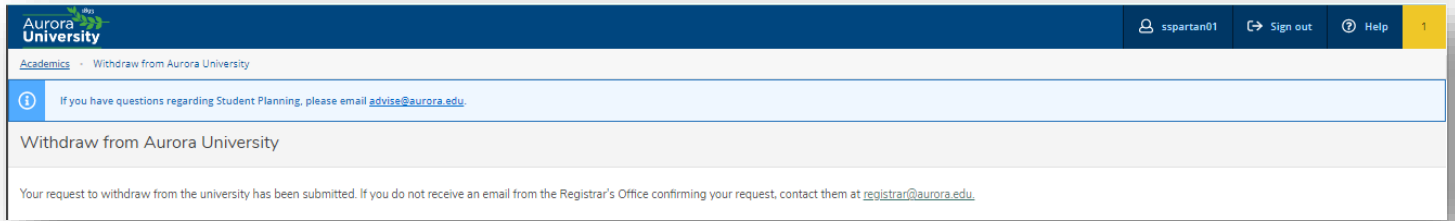
The screenshot shows the Aurora University Self-Service portal. The header includes the Aurora University logo, a user profile for 'sspartan01', and links for 'Sign out' and 'Help'. The breadcrumb trail is 'Academics > Withdraw from Aurora University'. A blue information banner at the top states: 'If you have questions regarding Student Planning, please email [advise@aurora.edu](mailto:advise@aurora.edu).' The main heading is 'Withdraw from Aurora University'. Below this, there is a sub-heading 'Withdraw from Aurora University' and a paragraph: 'Students wishing to discontinue their studies entirely at Aurora University need to complete the "Withdrawal/Academic Leave of Absence" form in Self-Service.' This is followed by a list of bullet points detailing the process, including submission of a Self-Service form, consequences for financial aid, and the need to complete the form before the drop/withdrawal deadline. A 'Please Note' section follows, with a list of bullet points regarding the timing of the withdrawal and the assignment of a grade of 'W'. At the bottom of the text area, there is a statement: 'I have read Aurora University's regulations governing a Withdrawal from Aurora University. I understand that I am bound by all of the above provisions.' Below this statement is a button labeled 'I understand and accept.', which is circled in orange.

**STEP 4:** Complete all required fields on the request form. Click the Submit button at the end of the form.

The screenshot shows the Aurora University Self-Service portal with the 'Withdraw from Aurora University' form. The header and breadcrumb trail are the same as in the previous screenshot. The form title is 'Withdraw from Aurora University'. Below the title is the sub-heading 'Academic Withdrawal / Leave of Absence For' and the name 'Star Spartan'. The form contains several input fields, all of which are empty: 'Mailing Address Line 1 \*' (Address Line 1), 'Mailing Address Line 2' (Address Line 2), 'City \*' (City), 'State \*' (State), 'Zip Code \*' (ZipCode), 'Country \*' (Country), and 'Phone Number \*'. The form is currently blank, ready for user input.

## Requesting to Withdraw from Aurora University in Self-Service

**STEP 5:** A confirmation message will display stating your request has been submitted.



The screenshot shows the Aurora University self-service portal interface. At the top left is the Aurora University logo. The top right navigation bar includes a user profile icon labeled 'sspartan01', a 'Sign out' button, a 'Help' button, and a notification bell icon with the number '1'. Below the navigation bar, the breadcrumb trail reads 'Academics > Withdraw from Aurora University'. A light blue information banner contains an information icon and the text: 'If you have questions regarding Student Planning, please email [advise@aurora.edu](mailto:advise@aurora.edu)'. The main content area is titled 'Withdraw from Aurora University' and displays a confirmation message: 'Your request to withdraw from the university has been submitted. If you do not receive an email from the Registrar's Office confirming your request, contact them at [registrar@aurora.edu](mailto:registrar@aurora.edu)'.