

## **Drop a Class Before it Starts**

We hope your studies in the Speech Language Pathology Online Pre-requisites Program (SLPonline) are a positive step towards achieving your career plans. However, should your circumstances change and you decide **not** to take the courses in which you are now enrolled, please follow these steps so that you will not be charged for the course.

**You must drop the course on or before = 6 p.m. on the start date.** Start dates are listed in this letter for your convenience.

**NO REFUNDS are given after the start date.**

To drop the course,

a. Go to <https://www2.longwood.edu/websis/ahomepg.htm> , select Enter Student Services, sign in, and follow the directions to drop the course. Sign in using the Longwood Student Number and PIN provided to you via U.S. Mail. If you do not have your Longwood identification information, please contact the Help Desk toll free at 877-267-7883.

b. Email the SLPonline office at [slponline@longwood.edu](mailto:slponline@longwood.edu) State clearly which course(s) are being dropped and include your name, Longwood ID (Student Number) and current email and address where we may acknowledge receipt of your drop request.

You **must complete both of these actions before 6 p.m. on the start date to drop the course or you WILL BE charged for the course.**

**There are NO automatic withdrawals for non-participation or not signing into Blackboard.**

**Please note: If you do not drop the class before the start date, you are responsible for payment of the full tuition and fees.**