

FIRST SEMESTER 2016-2017

Ref.No.: ARC/R/10/

Date: 03/10/2016

Instructions & Help Manual for Provisional Course Withdrawal

Students concerned are requested to follow the instructions given below for withdrawal of courses in their registration:

- 1. Course withdrawal will be available through ERP on any day from 10 AM - 05 PM 6th - 8th October 2016.**
 - **Login and Password:** If you have any issues with login and password, please contact: abhisek.dadhich@pilani.bits-pilani.ac.in
- 2. Once a course is withdrawn, it is an irreversible action.**
- 3. The students of First Degree (1st year), Higher Degree and ACB/BL are NOT ELIGIBLE for Withdrawal.**
- 4. All "drop actions" performed through ERP will be **provisional**. Final decision will be taken by **Associate Dean, ARCD**. List of **permitted withdrawals** will be displayed on ARCD notice board latest by **13th October**.**
- 5. A course taken through Addition amendment cannot be withdrawn.** ERP will allow you to drop a course taken through addition but will be checked by ARCD team. If anybody is found to drop a course taken through addition amendment, request will be invalidated.
- 6. Withdrawal from a project type course requires permission from Instructor with whom you are working and Associate Dean ID as well.**
 - While withdrawing (dropping) a project type course, ERP will display a message "Dept consent required".
 - Student should submit a manual form signed by Instructor and Associate Dean ID, **latest by 5PM, 12th October in 3136**. ARCD will withdraw the project course on behalf of the student.
 - Withdrawal forms are available with ARCD office during office hours.

In case of any queries related to withdrawal issues please e-mail: arcd@pilani.bits-pilani.ac.in, and with a subject line "issues related to withdrawal". For any other clarifications, you may meet Associate Dean ARCD.

In-charge, WITHDRAWAL