

ACADEMIC SERVICES OFFICE (ASO)

ONLINE COURSE WITHDRAWAL GUIDE EMPOWER WEB MODULE

Ahmad Saeed Administration Building (Room 001/ 002)
92-42-923-1581-8, Ext. 314/316

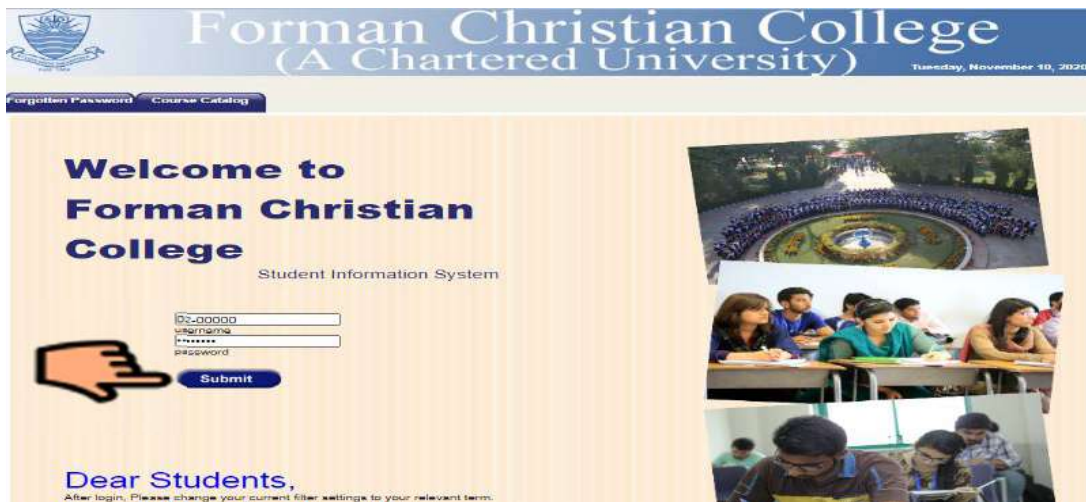
STUDENTS MAKING COURSE WITHDRAWAL REQUEST:

Beginning Fall 2020, the course withdrawal process will be online. Students who need to request a withdrawal for a course must make the request via EMPOWER web module. Once a request is submitted, the student, student advisor and an academic representative at ASO will receive an email notification of the request. The request will be processed by the academic representative. The student, student's advisor and the course instructor will be notified via email.

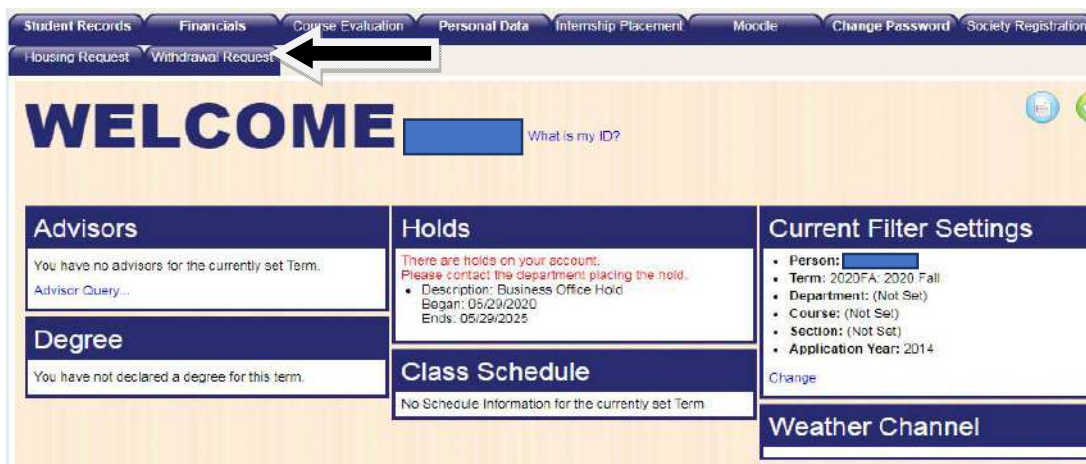
Course Withdrawal requests must be made during the first 10 working weeks of the classes.

Step by step instructions are provided below:

1. Enter your username and password on the Empower and click on SUBMIT to login at <https://empower.fccollege.edu.pk/fusebox.cfm>



2. After you are logged in, click on the Withdrawal Request tab. (Arrow points to the tab)



3. Click on **Change** for current term and the page given below will open. **Choose the current term if not automatically set.**

Student Records Financials Course Evaluation Personal Data Internship Placement Moodle Change Password Society Registration

Housing Request Withdrawal Request

Clear Settings

Change Person

Term: 2020SP: 2020 Spring (02/10/2020)

Department (Dept): ***

Course (Crse): ***

Section (Sect): ***

Application Year (App. Year): ***

Return to Previous Page

4. **Select the course** carefully that you wish to Withdraw, as shown in the picture below. In the Cc, please make sure that the student's FCCU Email ID is mentioned. Also, you must write a **valid reason** for withdrawing from the course. Click on **'Request'** tab as directed below through an **arrow**.

Student Records Financials Course Evaluation Personal Data Internship Placement Moodle Change Password Society Registration

Housing Request Withdrawal Request

Withdrawal Request

Change Current filter settings: Person: [redacted] Term: 2020SP: 2020 Spring Dept: Crse: Sect: App. Year:

You may request withdrawal from the selected course by completing this form and clicking the "Request" button at the bottom. You must provide your reason. Your request will be processed by school administration according to school policy. Confirmation will be emailed to the address found below in the field labeled "cc."

Student Advisor: [redacted]

Course:

- 2020 Spring - BUSN 206 A Mgt. Acc. & Control (R Rehman)
- 2020 Spring - BUSN 225 D Econ Appl for Busn (U Sharif)
- 2020 Spring - BUSN 361 B Ops Excellence (A Mughal)
- 2020 Spring - BUSN 370 A Management Inf Syste (S Nazir)
- 2020 Spring - CSCS 100 B Intro to Computing (U Nisar)

Cc: [redacted]

I request to withdraw from this class (these classes) for the following reason:

I would like to withdraw because I have 6 courses and it is very difficult to manage. Moreover, I have released my Midterm for CSCS 100 B, so kindly Withdraw this course for me.

required and optional

Request

Note: A notification email will be generated automatically to the Academic representative, Student's advisor and to the Student's email address for Course Withdrawal.

5. To make sure that your request has been successfully made, you will be automatically directed to the below given page which confirms that your request has been made. You will see a **thank you** note for the successful submission of the request.



The Academic Services Office (ASO) representative will process the request as soon as possible. However, if you do not hear from ASO within **five working days** please email at academicoffice@fccollege.edu.pk or call **(042) 99231581 Extension 314/316**. This is students responsibility to ensure that withdrawal courses properly appear on the transcript and dealt within the applicable semester.

Note: The withdrawal courses are charged as per policy.