

SFAREGS - Dropping / Withdrawing Students from Courses

Student cannot drop/withdraw on own through goNSU due to hold(s)

If a student asks to drop ALL courses or the last/only class in which they are enrolled, they must fill out the [Semester Withdrawal Form](#)

1) Enter:

- Term: Current Term
- ID: N#
- Holds: OVR (code to override registration holds)

2) Click Next Block twice to enter the Course Information section (Keyboard shortcut: Ctrl + Page Down)

3) Click Next Record OR Click in CRN Box to highlight the course the student wishes to withdraw from (Keyboard shortcut: Down Arrow)

4) Click the LOV (List of Values arrow) under Status

Oracle Fusion Middleware Forms Services: Open > SFAREGS

File Edit Options Block Item Record Query Tools Help

Student Course Registration SFAREGS 8.8.3.1 (PROD)

Term: 201720 ID: N00... Date: 04-NOV-2016 Holds: []

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Time Status

Enrollment Information

Status: EL Eligible to Register Reason: [] Process Block: [] Status Date: 24-MAR-2016 Delete All CRNs: []

Hours: Minimum: .000 Maximum: 21.000 Source: MHRs USER Acceptance: Confirmed None Accepted

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
20879	ENGL	3883	01	S	3.000	3.000	3.000	3.000	RW	UG	[]	[]	1	00	01
20877	ENGL	3653	01	S	3.000	3.000	3.000	3.000	RW	UG	[]	[]	1	00	01
20918	ENGL	4663	01	S	3.000	3.000	3.000	3.000	RW	UG	[]	[]	1	00	01
21144	ENGL	4903	01	S	3.000	3.000	3.000	3.000	RW	UG	[]	[]	1	00	01
21152	FREN	1113	01	S	3.000	3.000	3.000	3.000	RW	UG	[]	[]	1	00	01
20789	GERM	1113	01	S	3.000	3.000	3.000	3.000	RW	UG	[]	[]	1	00	01
20906	ENGL	4203	01	S	3.000	3.000	3.000	3.000	RW	UG	[]	[]	1	00	01

Error Flag: No error Status Type: Registered

Fees: Y - Immediate assessment Date: 31-OCT-2016 Credit Hours: 21.000 Bill Hours: 21.000 CEU Hours: .000

CRN: Press LIST for sections, HELP for specific section info, DUPITEM for CAPP area pre-req errors. Record: 5/7

5) Select the appropriate action (double click); available selections will change depending on part of term (i.e. DD is no longer an option once add/drop period ends).

- DD – Before add/drop period ends
- WC – Withdrawn Course Auto W
- WN – Withdrawn Course No Auto W

6) Repeat process with additional courses if student requests dropping/withdrawing from more than one.

Oracle Fusion Middleware Forms Services: Open > SFAREGS - SFQRSTS

File Edit Options Block Item Record Query Tools Help

Course Registration Status Query SFQRSTS 8.3.0.2 (PROD)

Term: 201720 Fall 2016 Part of Term: 1 Full Term

Course Registration Status Dates

Status	Description	Effect by Student Status	Start Date	End Date
AW	Admin. Withdrawal	<input checked="" type="checkbox"/>	21-MAR-2016	09-DEC-2016
OA	Withdraw After Census Auto W	<input checked="" type="checkbox"/>	27-AUG-2016	09-NOV-2016
RE	Registered	<input checked="" type="checkbox"/>	21-MAR-2016	09-DEC-2016
WC	Withdrawn Course Auto W	<input type="checkbox"/>	27-AUG-2016	09-NOV-2016
WW	Web Withdrawn Course Auto W	<input type="checkbox"/>	27-AUG-2016	09-NOV-2016
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Course Registration Status Refund Rules

Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
WC	27-AUG-2016	09-NOV-2016	0	0

Record: 4/5 | ... | List of Valu... | <OSC>

7) Verify the correct code aligns with the course from which the student would like to drop / withdraw:

- If **correct**, click Save TWICE to assess the fee process
- If **incorrect**, click Block at the top of the page and select Clear (without this step to correct an error, SFAREGS will not allow you to exit the screen)

8) Exit SFAREGS (X)

Oracle Fusion Middleware Forms Services: Open > SFAREGS

File Edit Options **Block** Item Record Query Tools Help

Student Course Registration SFAREGS 8.8.3.1 (PROD)

Term: 201720 ID: N00 [REDACTED] Date: 04-NOV-2016 Holds: [REDACTED]

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Course Information

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20879	ENGL	3883	01	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>	[REDACTED]	1	00	01
20877	ENGL	3653	01	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>	[REDACTED]	1	00	01
20918	ENGL	4663	01	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>	[REDACTED]	1	00	01
21144	ENGL	4903	01	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>	[REDACTED]	1	00	01
21152	FREN	1113	01	S	.000	3.000	3.000	.000	WC	UG	<input checked="" type="checkbox"/>	[REDACTED]	1	00	01
20789	GERM	1113	01	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>	[REDACTED]	1	00	01
20906	ENGL	4203	01	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>	[REDACTED]	1	00	01
											<input type="checkbox"/>	[REDACTED]			
											<input type="checkbox"/>	[REDACTED]			

Error Flag: In Progress Status Type: In Progress

Fees: Y - Immediate assessment Date: 31-OCT-2016 Credit Hours: 21.000 Bill Hours: 21.000 CEU Hours: .000

Level Student is Taking Course; Press LIST for valid codes.
Record: 5/7 | ... | List of Valu... | <OSC>