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

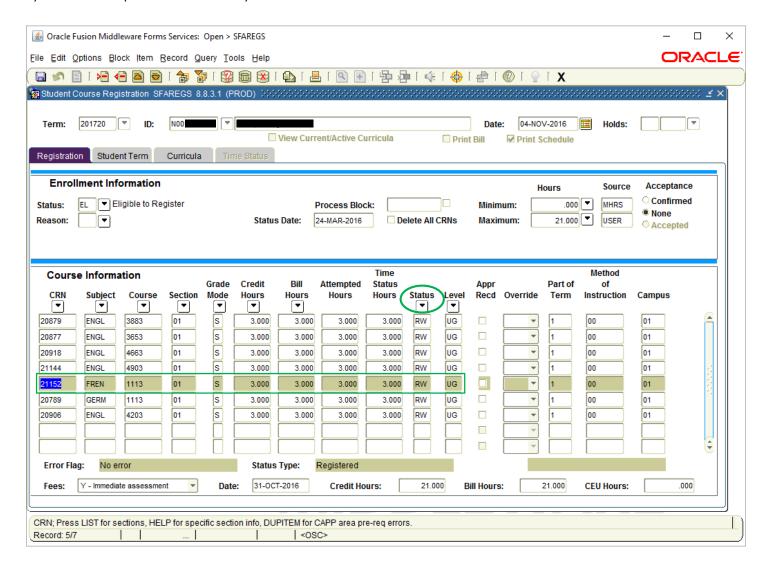
1) Enter:

• Term: Current Term

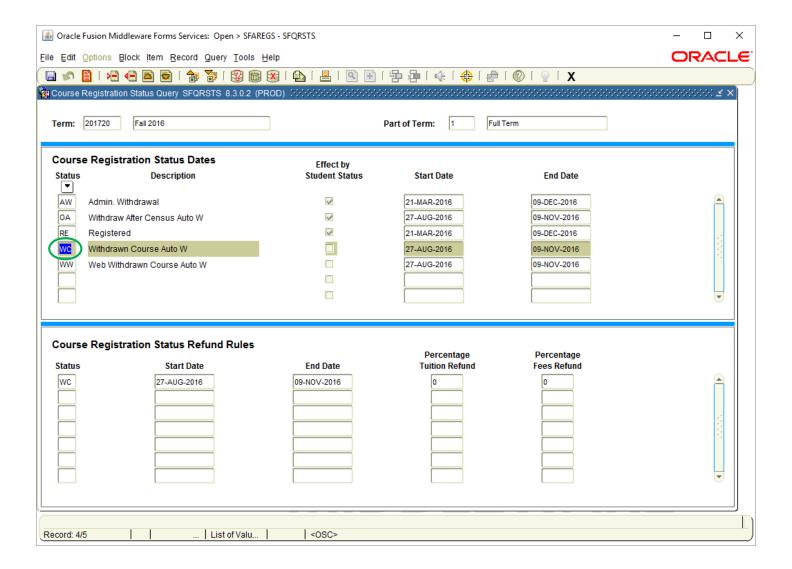
ID: N#

• 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



- 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 - WC Withdrawn Course Auto W
 - WN Withdrawn Course No Auto W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.



- 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)

