

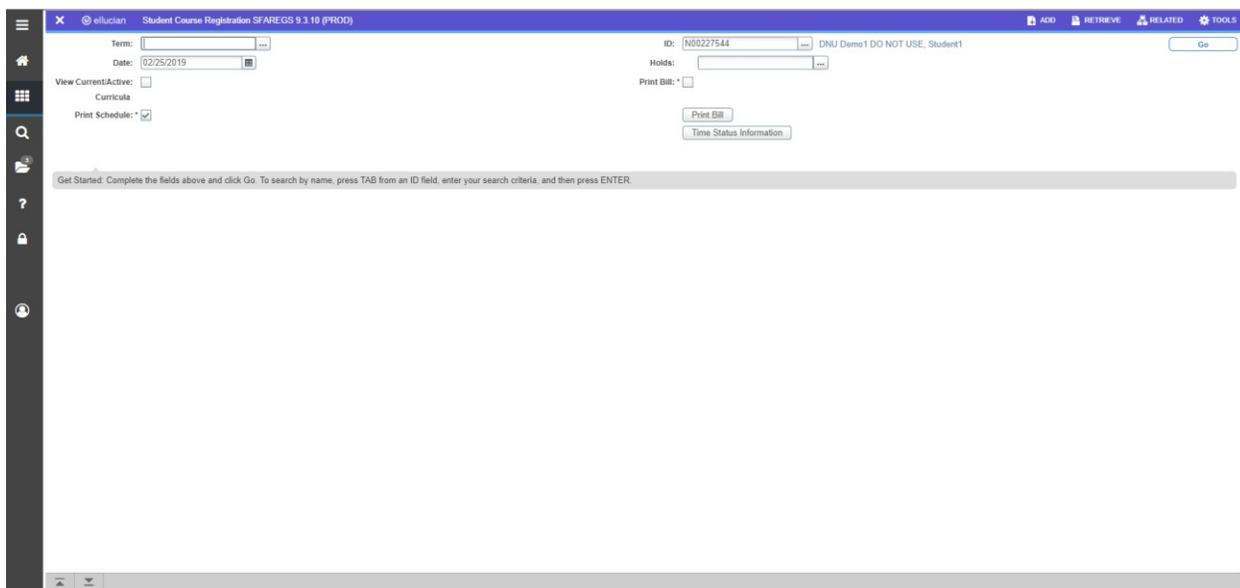
SFAREGS

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)



The screenshot displays the SFAREGS web application interface. The browser title is "Student Course Registration SFAREGS 9.3.10 (PROD)". The interface includes a search form with the following fields and options:

- Term:** A dropdown menu with a "Go" button.
- Date:** A date input field showing "02/25/2019".
- ID:** A dropdown menu with "N00227544" selected and "DNU Demo1 DO NOT USE, Student1" displayed.
- Holds:** A dropdown menu.
- View Current/Active:** A checkbox.
- Curricula:** A checkbox.
- Print Schedule:** A checked checkbox.
- Print Bill:** A button.
- Time Status Information:** A button.

A message at the bottom of the form reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

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

ENROLLMENT INFORMATION

Status: Eligible to Register Status Date: 01/29/2019

Reason: Process Block: Delete All CRNs:

Minimum: 0.000 Source: MHRs Maximum: 19.000 Source: MHRs Acceptance: Confirmed None Accepted

COURSE INFORMATION

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
31992	UNIV	1003	99	S	0.000	3.000	3.000	0.000	WC	UG	<input type="checkbox"/>		1	00	01
31994	SOC	1113	99	S	0.000	3.000	3.000	0.000	WC	UG	<input type="checkbox"/>		1	00	01
31993	MATH	0133	99	D	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1	00	01
31995	HIST	1493	99	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1	00	01
31996	H ED	1113	99	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1	00	01

ENROLLMENT TOTALS

Fees: Y - Immediate assessment Date: 02/25/2019

Credit Hours: 9.000 Bill Hours: 15.000

CEU Hours: 0.000

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.

COURSE REGISTRATION STATUS DATES

Status	Description	Affected by Student Status	Start Date	End Date
AW	Admin. Withdrawal	<input checked="" type="checkbox"/>	10/22/2018	05/10/2019
OA	Withdraw After Census Auto W	<input checked="" type="checkbox"/>	01/29/2019	04/15/2019
RE	Registered	<input checked="" type="checkbox"/>	10/22/2018	05/10/2019
WC	Withdrawn Course Auto W	<input type="checkbox"/>	01/29/2019	04/15/2019
WW	Web Withdrawn Course Auto W	<input type="checkbox"/>	01/29/2019	04/15/2019

COURSE REGISTRATION STATUS REFUND RULES

Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
WC	01/29/2019	04/15/2019		0

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. A green notification will appear as in picture below.

The screenshot displays the 'Student Course Registration SFAREGS 9.3.10 (PROD)' interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' menus. The main form area contains the following fields and controls:

- Term: 201930
- Date: 02/25/2019
- ID: N00227544
- DNUI Demo1 DO NOT USE, Student1
- Holds: Y
- Print Bill:
- Buttons: Print Bill, Time Status Information
- View CurrentsActive:
- Curricula:
- Print Schedule:

A green notification box in the top right corner contains two messages:

- Fee Assessment processed.
- Student registered. Press save or Print Bill to submit print jobs, rollback to return to ID.

A grey instruction bar below the form reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

The bottom status bar shows 'EDIT Record: 1/1', 'KEY_BLOCK_PRINT_BILL [1]', '©2000 - 2018 Ellucian. All rights reserved.', and the 'ellucian' logo.

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)