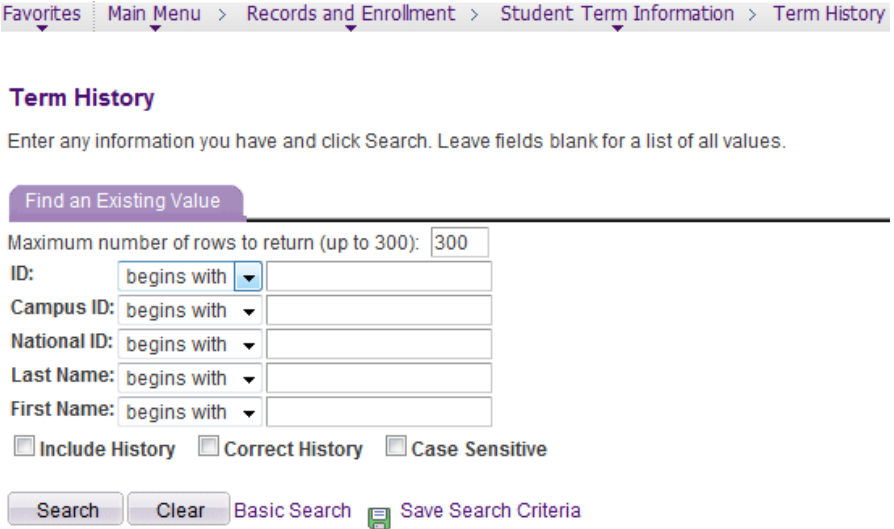


## Processing Withdrawals and Cancellations

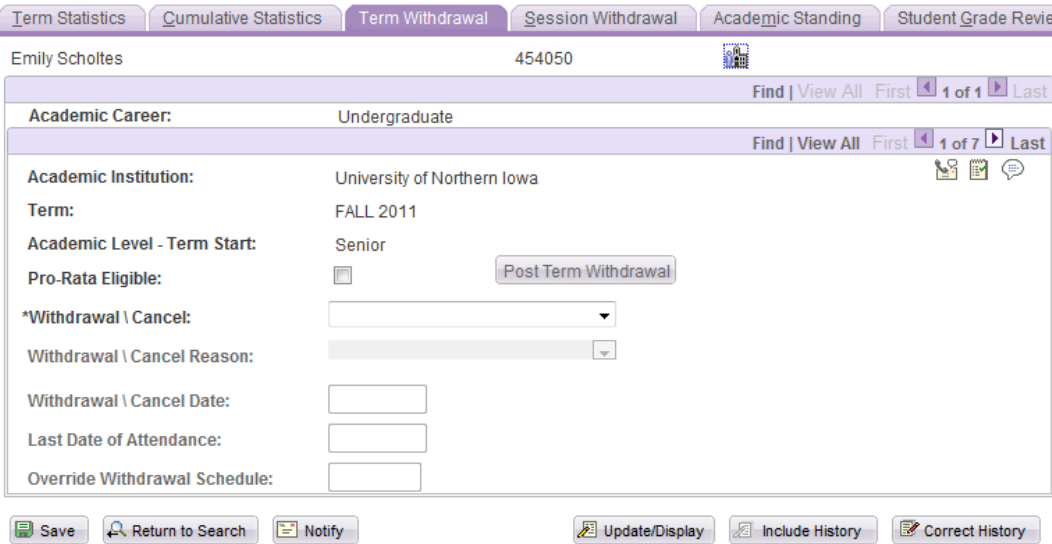
**Important!** Before withdrawing or canceling a student, check to see if they are a student athlete. If they are a student athlete, refer to Diane Wallace for processing.

**Purpose:** withdrawals or cancellations can be entered for a term or session on a student-by-student basis through the **Student Records Term Withdrawal** process. When you withdraw or cancel a student from a term, the process performs a series of session withdrawals or cancellations to complete the term withdrawal or cancellation. A student cannot be cancelled from a session, and therefore a term, in which grades have been posted. The system prevents this with an error message and does so because enrollments for cancelled terms and sessions are always excluded from the transcript. Withdrawals can be processed when grades are present, however the classes with grades will be excluded from the process. A warning message appears when you select the withdrawal code for a session or term where grades are present.

The following instructions describe how to withdraw a student from a term.

Step	Action
1.	<p>Navigating to the <b>Term Withdrawal</b> page. Select: <b>Main Menu &gt; Records and Enrollment &gt; Student Term Information &gt; Term History</b></p>  <p>The screenshot shows the breadcrumb trail: Favorites   Main Menu &gt; Records and Enrollment &gt; Student Term Information &gt; Term History. Below this is the 'Term History' section with a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a search bar with the placeholder 'Find an Existing Value'. Below the search bar is a field for 'Maximum number of rows to return (up to 300):' with the value '300'. There are five search criteria fields, each with a dropdown menu set to 'begins with': ID, Campus ID, National ID, Last Name, and First Name. At the bottom of the search section are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the very bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>
2.	<p>Enter the desired search criteria. Check the <b>Include History</b> box. Click the <b>Search</b> button.</p> <p><b>Result:</b> The <b>Term History</b> page displays, with the <i>Term Statistics</i> tab showing.</p>



Step	Action
3.	<p>Click the <i>Term Withdrawal</i> tab.</p> 
4.	<p>Select the desired value in the <b>Withdrawal\Cancel</b> field:</p> <ul style="list-style-type: none"> <li>• <b>Cancelled</b> – Used if student cancels prior to the term start date</li> <li>• <b>Withdrew</b> – Used if student withdraws once the term has started (on and after the first day of classes)</li> </ul> <p><b>*Withdrawal \ Cancel:</b> <input type="text" value="Withdrew"/></p> <p>Notice once the <b>Withdrawal\Cancel</b> field is populated, the <b>Post Term Withdrawal</b> button becomes active.</p>
5.	<p>Select the appropriate reason for cancel or withdrawal in the <b>Withdrawal\Cancel Reason</b> field. Values: <i>Death, Health/Medical, Military, Non-Payment of Fees, Not Continuing Education, Other/Unknown.</i></p> <p><b>Withdrawal \ Cancel Reason:</b> <input type="text" value="Health/Medical"/></p>
6.	<p>Select the following dates:</p> <ul style="list-style-type: none"> <li>• <b>Withdrawal\Cancel Date</b></li> <li>• <b>Last Date of Attendance</b></li> </ul>
7.	<p>Click the <b>Post Term Withdrawal</b> button.</p> <p><input type="button" value="Post Term Withdrawal"/></p> <p><b>Result:</b> The <b>Success</b> link displays.  <b>Note:</b> If the post is unsuccessful, use the <b>Term Withdrawal Run Status</b> page to view the status.</p>

Step	Action																																								
8.	<p>Click the <b>Success</b> link.</p> <p><b>Result:</b> The <b>Term Withdrawal Run Status Page</b> displays.</p> <p><b>Term Withdrawal Run Status</b></p> <table border="1" data-bbox="358 468 1328 688"> <tr> <td>Term Withdrawal Request ID:</td> <td>0000085726</td> <td>Seq Nbr:</td> <td>1</td> </tr> <tr> <td>EmpID:</td> <td>454050</td> <td>Scholtes,Emily Kay</td> <td></td> </tr> <tr> <td>Academic Career:</td> <td>UGRD</td> <td>Undergraduate</td> <td></td> </tr> <tr> <td>Academic Institution:</td> <td>UNICS</td> <td>University of Northern Iowa</td> <td></td> </tr> <tr> <td>Term:</td> <td>2112</td> <td>FALL 2011</td> <td></td> </tr> <tr> <td>Withdrawal \ Cancel:</td> <td>WDR</td> <td>Withdrew</td> <td></td> </tr> <tr> <td>Withdrawal \ Cancel Reason:</td> <td>HLTH</td> <td>Health/Medical</td> <td></td> </tr> <tr> <td>Withdrawal \ Cancel Date:</td> <td>08/08/2011</td> <td></td> <td></td> </tr> <tr> <td>Last Date of Attendance:</td> <td>08/08/2011</td> <td>Source:</td> <td>SR Withdrawal Panel</td> </tr> <tr> <td>Term Withdrawal Detail Status:</td> <td>Success</td> <td>Header Status:</td> <td>Success</td> </tr> </table> <p>Message Log <span style="float:right">Find   View All   First 1 of 1   Last</span></p> <p>Message Sequence: 1</p> <p>Last Update DateTime: 08/08/11 9:27:42AM Severity: Message</p> <p>Message Text: Success (14650,60)</p> <p>14650 60</p> <p>Explanation: The withdrawal process request has completed successfully.</p> <p><input type="button" value="Cancel"/></p>	Term Withdrawal Request ID:	0000085726	Seq Nbr:	1	EmpID:	454050	Scholtes,Emily Kay		Academic Career:	UGRD	Undergraduate		Academic Institution:	UNICS	University of Northern Iowa		Term:	2112	FALL 2011		Withdrawal \ Cancel:	WDR	Withdrew		Withdrawal \ Cancel Reason:	HLTH	Health/Medical		Withdrawal \ Cancel Date:	08/08/2011			Last Date of Attendance:	08/08/2011	Source:	SR Withdrawal Panel	Term Withdrawal Detail Status:	Success	Header Status:	Success
Term Withdrawal Request ID:	0000085726	Seq Nbr:	1																																						
EmpID:	454050	Scholtes,Emily Kay																																							
Academic Career:	UGRD	Undergraduate																																							
Academic Institution:	UNICS	University of Northern Iowa																																							
Term:	2112	FALL 2011																																							
Withdrawal \ Cancel:	WDR	Withdrew																																							
Withdrawal \ Cancel Reason:	HLTH	Health/Medical																																							
Withdrawal \ Cancel Date:	08/08/2011																																								
Last Date of Attendance:	08/08/2011	Source:	SR Withdrawal Panel																																						
Term Withdrawal Detail Status:	Success	Header Status:	Success																																						
9.	<p>Uncheck the <b>Eligible to Enroll</b> box on the <b>Term Activation Page</b>. Click the <b>Save</b> button.</p> <p>Favorites   Main Menu &gt; Records and Enrollment &gt; Student Term Information &gt; Term Activate a Student</p> <p>Term Activation   Enrollment Limit   Student Session   Terms In Residence   Term Control Dates   External Study</p> <p>Emily Scholtes 454050</p> <p>Academic Career: Undergraduate <span style="float:right">Find   View All   First 1 of 7   Last</span></p> <p>*Academic Institution: UNICS University of Northern Iowa</p> <p>*Term: 2112 2011 FALL Semester Activation Date: 08/22/2011</p> <p>Student Career Nbr: 0 Business Admin-Undergraduate</p> <p>Override All Academic Levels: <input type="checkbox"/></p> <p>Override Projected Level: <input type="checkbox"/></p> <p>Academic Level - Projected: Senior Academic Year: 2011</p> <p>Academic Level - Term Start: Senior Load Determination: Units</p> <p>Academic Level - Term End: Senior *Form of Study: Enrollment</p> <p>Level Determination: Units Academic Load: No Units</p> <p>*Billing Career: UGRD</p> <p><b>Eligible To Enroll: <input checked="" type="checkbox"/></b></p> <p>Go to: Calculate Tuition</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p>																																								



**Viewing Term Summary** – In Student Services Center, on the *Academics* tab, the *Term Summary* section displays the withdrawal information and classes display “Dropped” status.

**Term Summary** edit term data

UNICS - University of Northern Iowa

- UGRD - Undergraduate
  - 2112 - FALL 2011**
  - 2111 - SUMMER 2011
  - 2103 - SPRING 2011
  - 2102 - FALL 2010
  - 2101 - SUMMER 2010
  - 2093 - SPRING 2010
  - 2092 - FALL 2009

**FALL 2011**

**Eligible to Enroll:** Yes

**Primary Program:** CBAUG Business Admin-Undergraduate

**Academic Standing Status:** Data unavailable

▼ **Withdrawal/Cancel**

**Withdrawal/Cancel:** WDR Withdrew

**Date:** 08/08/2011

**Reason:** HLTH Health/Medical

▼ **Level / Load**

**Academic Level - Projected:** Senior

**Academic Level - Term Start:** Senior

**Academic Level - Term End:** Senior

**Approved Academic Load:** Full-Time

**Academic Load:** No Unit Load

▼ **Classes**

✔ Enrolled    
 ⊗ Dropped    
 ▲ Wait Listed

Class	Description	Units	Grading	Grade	Status
ECON 3186-01 (35795)	Stu: Game, Info, Microec Anlys (Lect/Disc)	3.00	Graded		⊗
ECON 3249-01 (35763)	Economic Development (Lect/Disc)	3.00	Graded		⊗
ECON 3257-01 (35765)	History Economic Thought (Lect/Disc)	3.00	Graded		⊗
PHIL 2510-01 (33100)	Ethics (Lect/Disc)	3.00	Graded		⊗
PHIL 3210-01 (36219)	Hist Phil Ancient (Lect/Disc)	3.00	Graded		⊗
PHIL 4110-01 (36555)	Philosophy Of Religion (Lect/Disc)	3.00	Graded		⊗