

Withdraw student from term or session

Identify no show students (will be a query):

- Students within a give term who have been term activated but who have no enrollment, dropped all enrollments or have been withdrawn from all enrollment.

These students are the population that will be term withdrawal each term at the third week. Term withdrawal will also happen for term activated students who inform the registration office that they will not be attending that term. Term withdrawal will drop these student's enrollment automatically.

After these student's are term activated, identify all student who haven't attended for two consecutive terms (this will be another query). Then go into their program plan stack and insert a DISC row. That will inactive this student and require them to be readmitted.

Home, Manage Student Records, Manage Academic Records, Use, Term History, Term Withdrawal

Home > Manage Student Records > Manage Academic Records > Use > Term History

Term Statistics Cumulative Statistics Term Withdrawal Session Withdrawal Academic Standing

Heather Carey ID: 000002380

View All First 1 of 2 Last

Academic Career: Postbaccalaureate

View All First 1 of 2 Last

Academic Institution: Channel Islands

Term: Fall 2003

Academic Level - Term Start: Post-Bacc

Pro-Rata Eligible: Post Term Withdrawal

Withdrawal \ Cancel: Withdraw

Withdrawal \ Cancel Reason: Medical

Withdrawal \ Cancel Date: 06/03/2003

Last Date of Attendance: 06/03/2003

Override Withdrawal Schedule:

1. **Withdrawal/Cancel:** Use the drop down arrow to select a Withdrawal or Cancel code.
Note: Selecting Cancel will insure student's a 100% refund in when using PS Student Financials.
2. **Withdrawal/Cancel Reason:** Select a Withdrawal or Cancel Reason for the withdrawal or cancellation. Your choices are Medical, Non payment of fees, Retroactive. These are delivered values and cannot be changed.
3. **Withdrawal/Cancel Date:** Enter the Withdrawal or Cancel Date.
4. **Last Date of Attendance:** The system defaults the Withdrawal/Cancel Date into the Last Date of Attendance, but you can override the value. For example, if the student submits the withdrawal 10 days after leaving school due to family emergency or illness, the withdrawal date may be the date the form is submitted, but the last date of attendance could be the actual date the student left school. —The Last Date of Attendance is the last day used for financial aid and refund calculation purposes. If you override the Last Date of Attendance value, Student Financials must recalculate the student's tuition based on the new date you enter.
5. Click the Post button **Post Term Withdrawal** to post the withdrawal to the student's record and withdraw the student from all enrolled classes.

— The cancellation and withdrawal date rules defined on the academic calendar will determine whether the enrollment records are deleted, retained in dropped status, or retained in enrolled status with penalty grade based on the withdrawal/cancel date entered.

The same process is performed when withdrawing a student from a session

Home, Manage Student Records, Manage Academic Records, Inquire, Inquire Term Withdrawal Run Status

Use this page to view the status of a student's withdrawal. This is also viewed by selecting the status hyperlink on the term withdraw page after posting a student withdrawal.

Term Withdrawal Run Status

Term Withdrawal Request ID:	000001152	Seq Nbr:	1
ID:	SR0400	BeckAns	
Academic Career:	UGRD	Undergraduate	
Academic Institution:	PSUNV	PeopleSoft University	
Term:	0487	2003 Spring	
Withdrawal \ Cancel:	WDR	Withdraw	
Withdrawal \ Cancel Reason:			
Withdrawal \ Cancel Date:	07/18/2002		
Last Date of Attendance:	07/18/2002	Source:	SR Withdrawal Panel
Term Withdrawal Detail Status:	Success	Header Status:	Success

Message Log View All First 1 of 1 Last

Message Sequence:	1		
Last Update DateTime:	07/18/02 1:47:35PM	Severity:	Message
Message Text	Success (14850,60)		
14850 60			
Explanation	The withdrawal process request has completed successfully.		

Resubmit failed withdrawal or cancellation requests

Follow this step when an error preventing the complete posting of withdrawal has been resolved to reprocess the withdrawal or cancellation. The enrollment requests generated to adjust the students' enrollment records will be reprocessed.

Home, Manage Student Records, Manage Academic Records, Process, Term Withdrawal \ Cancellation

Term Withdrawal / Cancellation

Run Control ID: PS Report Manager Process Monitor **Run**

Process Term Withdrawal Request ID View All First 1 of 1 Last

*From Term Withdrawal Request	*To Term Withdrawal Request	Term Withdrawal Run Status	+ -
000000001	000000050		

1. **From Term Withdrawal Request and To Term Withdrawal Request fields:**
Enter the range of Term Withdrawal or Cancellation request numbers in the From and To fields.
2. Select the [Term Withdrawal Run Status](#) to specifically review the details of a term withdrawal / cancellation. This link returns to the inquire Term withdrawal run status.
3. Click the Run button to initiate the mass Term Withdrawal process.
4. Select the SRPCWDPR process by checking the Select checkbox.
5. Make sure that you select a sever name (Cobol is always run on the Server).