

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\*\***

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

The screenshot shows the 'Student Course Registration SFAREGS 9.3.10 (PROD)' web application. The interface includes a search bar with the following fields: 'Term:' (set to '02/25/2019'), 'Date:' (set to '02/25/2019'), 'ID:' (set to 'N0227544'), and 'Holds:' (set to 'OVR'). A 'Go' button is located to the right of the 'Holds' field. Below the search fields, there are checkboxes for 'View Current/Active:' and 'Print Schedule:' (checked). There are also buttons for 'Print Bill' and 'Time Status Information'. A message bar at the bottom of the search area 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 application title bar shows 'efluclan' and 'Student Course Registration SFAREGS 9.3.10 (PROD)'. The top right corner has navigation links: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'.

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

Student Course Registration SFAREGS 9.3.10 (PROD)

Term: 201930 ID: N00227544 DNU Demo1 DO NOT USE. Student1 Date: 02/25/2019 Holds: Y View Current/Active Curricula: Print Bill: Print Schedule: Start Over

Registration Student Term Curricula Time Status

ENROLLMENT INFORMATION

Status:  Eligible to Register Status Date: 01/29/2019 Minimum: 0.000 Source: M/HR Source: M/HR Maximum: 19.000 Source: M/HR Acceptance:  Confirmed  None  Accepted

Reason: Process Block: Delete All CRNs

COURSE INFORMATION

Section Detail View Detailed Results

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	WL	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

Error Flag: Status Type: Record 1 of 5

ENROLLMENT TOTALS

Fees:  Date: 02/25/2019

Credit Hours:  Bill Hours:  CEU Hours:

EDT Record 1/1 SFRSTMS (SFRSTMS\_EDITS\_CODE [1]) ©2000 - 2018 Ellucian. All rights reserved. ellucian.

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 Query SFQRSTS 9.3 (PROD)

Term: 201930 Spring 2019 Part of Term: 1 Full Term Start Over

COURSE REGISTRATION STATUS DATES

Status	Description	Affected by Student Status	Start Date	End Date
AW	Admin Withdrawal	<input 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
DD	Withdrawn Course Auto W	<input checked="" type="checkbox"/>	01/29/2019	04/15/2019
WV	Web Withdrawn Course Auto W	<input type="checkbox"/>	01/29/2019	04/15/2019

Record 4 of 6

COURSE REGISTRATION STATUS REFUND RULES

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

Record 1 of 1

QUERY Record 4/6 SFRSTMS (SFRSTMS\_STS\_CODE [1]) ©2000 - 2018 Ellucian. All rights reserved. ellucian.

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.

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)

ellucian Student Course Registration SFAREGS 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS 2

Term: 201930 ID: N02227544 DNU Demo1 DO NOT USE, Student1  
Date: 02/25/2019 Holds: Y  
View CurrentsActive:  Print Bill:   
Curricula  
Print Schedule:

Print Bill  
Time Status Information

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.

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

EDIT Reset 1/1 KEY\_BLOCKPRINT\_BILL [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

8) Exit SFAREGS (X)