

Useful reference
- Sue

PROCEDURE TO DROP OR WITHDRAW A STUDENT FROM ALL COURSES WITHIN A TERM

In order to properly implement Title IV refund procedures and correctly report the effective date of a withdrawal to the National Student Loan Data System, the University must determine the last date that a student received instructional services for all courses or for those courses dropped/withdrawn from within a term.

It is important to note that most academic program policies state that fees are non-refundable and therefore only use the "D" or "XD" Registration Status Code to reverse tuition and fees when deemed appropriate.

- A. 100% refund for drops completed **prior** to first day of class—a student who is dropping one or all courses with a 100% refund of tuition and has never attended any classes should have a Registration Status Code of "00" - 100% of tuition only, or "DD" - 100% of tuition and fees. The effective date of the drop is a *date prior to the first day of the term for the academic program in which the student is registered.*
- B. 100% refund for drops completed **after** the first day of class—a student who is dropping one or all courses with a 100% refund of tuition and attended one or more classes should have a Registration Status Code of "XO" - 100% of tuition only, or "XD" - 100% of tuition and fees. The effective date of the drop is the *last day of attendance. This is the actual date of the drop as determined by the academic program office. It reflects the last date instructional services were delivered.*
- C. If a student is dropping from one or all courses with a refund **other than** 100%, a Registration Status Code of "75," "50," or "25" would be used to reflect the percentage of the tuition to be reversed. The effective date of the drop can be either the actual last date of attendance or a date that most closely reflects the last date of instructional services within the range of dates for the refund. This date would reflect the date the student notifies his/her advisor of the drop or in the case where the student does not notify the advisor of the drop, the instructor would need to be contacted for a Last Date of Attendance (LDA).
- D. If a student is withdrawing from one or all courses which do not qualify for a refund, a Registration Status Code of "WD" would be used to reflect that zero percent of the tuition is being reversed. The effective date of the withdrawal would reflect the date the student notifies his/her advisor of the withdrawal or in the case where the student does not notify the advisor of the withdrawal, the instructor would need to be contacted for a Last Date of Attendance (LDA).

With all drop/withdrawal transactions, the date field in the first block of SFAREGS must be modified to reflect the *last date instructional services were received or the date within the range of dates for the refund.* This date will be used to facilitate the refund process for Title IV funds and as such reported to the National Student Loan Data System.

DETERMINING THE EFFECTIVE DATE

- A. All courses at one time result in a complete withdrawal;
- B. The last course in a term for which a student is still enrolled, resulting in a complete withdrawal;
- C. Evaluate the transaction and determine whether the student is withdrawing from all courses. If so, a drop/withdrawal must be processed. The date entered into the date field in the first block on SFAREGS is the same date being used to determine the tuition reversal.

PROCESSING THE DROP/WITHDRAWAL

Proceed to the third block to process the drop using the correct Registration Status code (i.e., DD, 00, 75 etc.). Next, click on Save and a message will appear at the bottom of the form asking if you want, 'Y' for immediate processing. Save again.

A message box will then appear that says "Fee Assessment processed." Click OK and press the enter key to complete the transaction.

The screenshot shows the SFAREGS system interface. At the top, there are fields for Term (201120), ID (N00799107), and Name (test test, test). There are also checkboxes for "View Current/Active Curricula", "Print Bill", and "Print Schedule". Below this is the "Enrollment Information" section, which includes a "Status" dropdown (EL - Eligible to Register), "Reason", "Status Date" (26-JUL-2010), "Process Block" (unchecked), "Delete All CRNs" (unchecked), "Minimum" and "Maximum" values, and "Hours" and "Source" dropdowns. The "Acceptance" section has radio buttons for "Confirmed", "None" (selected), and "Accepted".

The "Course Information" section contains a table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Appr Recd, Override, Part of Term, Method of Instruction, and Campus. The table lists four courses: 20172 TECH 1110 10Y 4 000, 20009 MATH 1000 5W1 4 000, 20535 PSYC 1020 DA1 4 000, and 20764 COMP 1000 DA1 4 000. Each row has checkboxes for "Appr Recd" and "Override", and dropdowns for "Part of Term" and "Method of Instruction".

A modal dialog box is open in the center, displaying a warning icon and the message "Fee Assessment processed." with an "OK" button. At the bottom of the interface, there is an "Error Flag" section with a dropdown menu showing "Y - Immediate assessment" and "Fee Assessment processed". There are also fields for "Date" (26-JUL-2010), "Credit Hours" (000), "Bill Hours" (12.000), and "CEU Hours" (000).

CHANGE ENROLLMENT STATUS

At this point, the system will automatically roll you back to the top of the form to the term and name block. Please make sure the date has not changed and proceed to use the next block function, which takes you to the Status field in the second block. There you will change the 'EL' status to 'WD' and do a rollback function (click the blue arrow).

A message will appear: "Do you want to save the changes you have made?" select "Yes" by clicking on it.

Another message box will appear at the bottom of the page: "Transaction complete: 1 records applied and saved."

The screenshot displays the SFAREGS 8.2.1 interface for student course registration. At the top, there are fields for Term (201120), ID (Y0079910), and Name (test test, test). The Date is set to 26-JUL-2010. There are checkboxes for 'View Current/Active Curricula', 'Print Bill', and 'Print Schedule'.

The interface is divided into several sections:

- Registration:** Includes tabs for 'Process Term', 'Curricula', and 'Time Status'.
- Enrollment Information:** Contains fields for Status, Reason, Status Date, Process Block, Delete All CRNs, Minimum/Maximum Hours, Source, and Acceptance (Confirmed, None, Accepted).
- Course Information:** A table with columns for 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, and Campus.
- Summary:** Includes Error Flag, Status Type, Credit Hours, Bill Hours, and CEU Hours.

At the bottom of the window, a message box states: "FRM-40400: Transaction complete: 1 records applied and saved."

