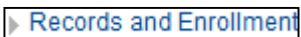


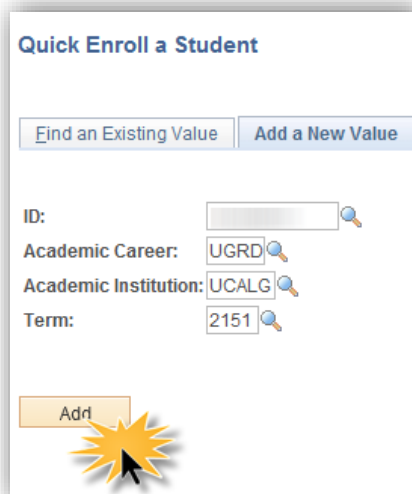


The following steps explain how to withdraw a student either by Quick Enrollment or Enrollment Request. During the add/drop period, the system processes a “drop” up to the last day to drop (based on dates). After the last day to drop and up to the last day of lectures the system will produce a “W” (Withdraw). Note: The system pre-determines either a withdrawal or a drop date based on the current date; therefore retroactive add/drop or retroactive withdrawals cannot be done.

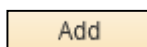
In both Quick Enrollment and Enrollment request all withdrawals must have an “action reason” indicated. Choose the function desired for the withdrawal (e.g. “SDRP” student initiated drop).

### Quick Enrollment Withdrawal:

1. Click the [Records and Enrollment](#) link.  

2. Click the [Enroll Students](#) link.  

3. Click the [Quick Enroll a Student](#) link.  

4. Enter the student ID, select the Academic Career and Term. Use the Lookup tool to select the available terms. For this example 2151 (Winter 2015) has been selected.



5. Click the [Add](#) button.



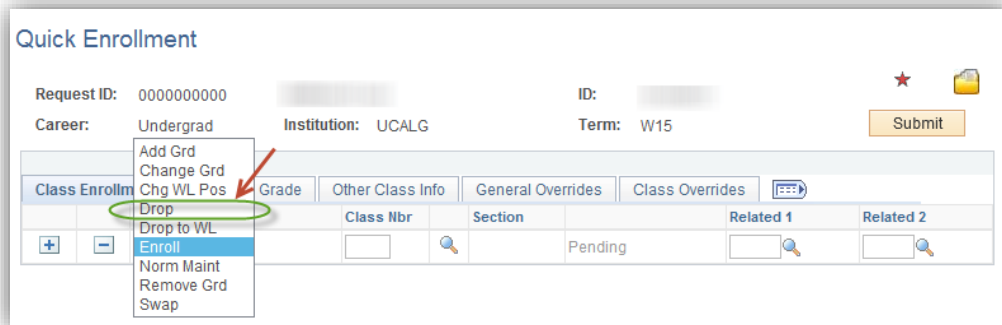
# Quick Enrollment and Enrollment Request Withdrawal



SA - Registration

- On Quick Enrollment, click the **Action** list. A list of actions displays, click the **Drop** list item. **All** withdrawals must have an action reason attached.

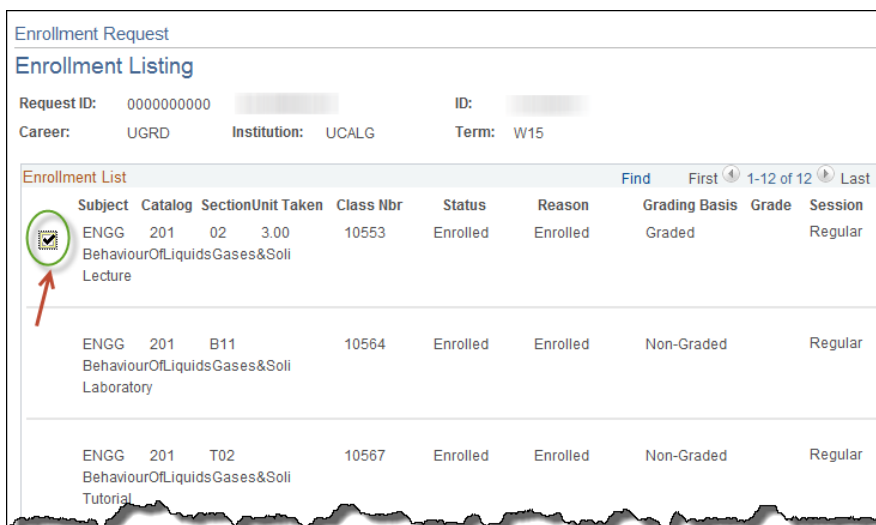
Drop



- To view the student's schedule and select the course to withdraw, click the **Search** button



- Enrollment Request displays the Enrollment List which includes the courses the student's schedule. Click the **Enrollment Select** button (checkmark) beside the desired class to withdraw (e.g. ENGG 201).



- Click the **Other Class Info** object.

Other Class Info

10. Click the **Look up Action Reason** button to display a list of Action Reasons.



The most common action reason will be Student-Initiated Drop; however, Requires Written Consent, Course Cancellation and Staff Withdrawal are all options that can be used.

Look Up Action Reason
✕

[Help](#)

**Set ID:** UCALG

**Academic Career:** Undergraduate Programs

**Enrollment Action:** D

**Enrollment Action Reason:** begins with

**Description:** begins with

Look Up
Clear
Cancel
Basic Lookup

### Search Results

View 100      First ◀ 1-17 of 17 ▶ Last

Enrollment Action Reason	Description
BL01	Lacks Pre-/Co-Requisite
BL02	Lacks Min Pre-Requisite Grade
BL03	Lacks 3 FCEs Junior Level
BL04	Requires Written Consent
BL05	Consent Required to Repeat
BL06	Equivalent Course on Record
BL07	Exceeds Junior English Limit
BL08	Insufficient Year of Program
BL09	Special Program Restriction
BL10	Proficiency Restriction
BL11	Max for Courses Outside Major
BL12	Has Similar Advanced Credit
BL14	Contact your Faculty
CANC	Term Cancellation
CCNC	Course Cancellation
SDRP	Student-Initiated Drop
SWTH	Staff Withdrawal

# Quick Enrollment and Enrollment Request Withdrawal

SA - Registration



11. For this example click the [Student-Initiated Drop](#) link.

[Student-Initiated Drop](#)

12. Click the [Submit](#) button.

[Submit](#)

13. Click the [Messages](#) link.

[Messages](#)

14. Any messages will display to the right of the page.

02 BehaviourOfLiquidsGases&Soli

Message Severity: **Message**

Message Text:

Enrollment Drop Date is Past Drop With Penalty Date. (14640,45)

The enrollment drop date is past the pre-established drop with penalty date. Drop was processed as within drop with penalty date.

---

2 BehaviourOfLiquidsGases&Soli

Message Severity: **Message**

Message Text:

A Grade of W has been assigned for this Drop Request. (14640,144)

The drop transaction assigned a grade to the student, leaving the student in 'drop enrolled' status.

15. The messages displayed indicate that the enrollment penalty date has passed and a grade of W (Withdrawn) has been assigned as a student grade and the class has been dropped.

## Enrolment Request Withdrawal:

1. Click the [Records and Enrollment](#) link.

[Records and Enrollment](#)

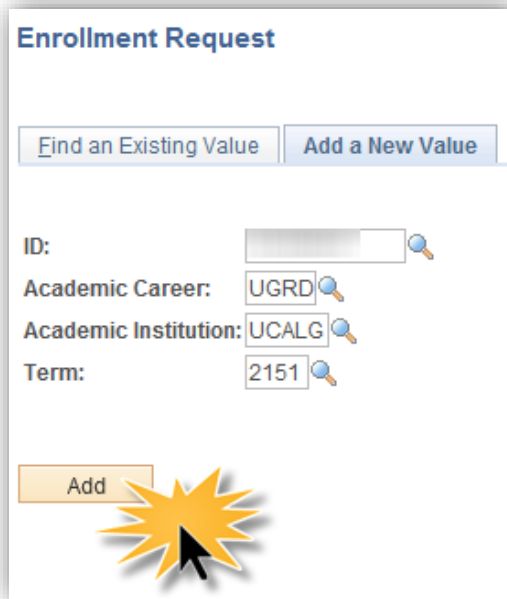
2. Click the [Enroll Students](#) link.

[Enroll Students](#)

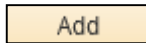
3. Click the [Enrollment Request](#) link.

[Enrollment Request](#)

- Enter the student ID, select the Academic Career and Term. Any term the student has previously registered in will display. For this example 2151 (Winter 2015) has been selected.



- Click the **Add** button.

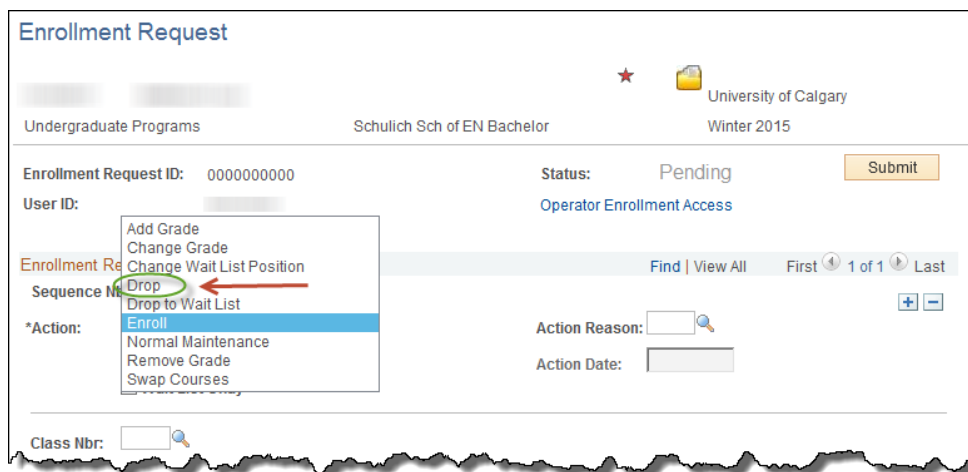


- From Enrollment Request, Enrollment Request Details, click the **Action** list.



- A list of actions display. **All** withdrawals must have an action reason attached. Click the **Drop** list item.

Drop



# Quick Enrollment and Enrollment Request Withdrawal

SA - Registration

8. To view the student's schedule and select the course to withdraw, click the **Search** button  
Click the **Search** button by Class Nbr.



9. Select the applicable class to withdraw from Enrollment Request, Enrollment Listing.  
Click the **Enrollment Select** button (checkmark) for the desired class (e.g. PHYS 259).



Note that the Reason reflects "Withdrawn" from the previous steps to further confirm the Withdraw was successful.

Enrollment Request

## Enrollment Listing

Request ID: 0000000000      ID:   
UGRD      Institution: UCALG      Term: W15

Enrollment List										Find	First	1-12 of 12	Last	
	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session				
<input checked="" type="checkbox"/>	ENGG	201	02	3.00	10553	Enrolled	Withdrawn	Graded	W	Regular				
	BehaviourOfLiquidsGases&Soli Lecture													
	ENGG	201	B11		10564	Enrolled	Withdrawn	Non-Graded		Regular				
	BehaviourOfLiquidsGases&Soli Laboratory													
	ENGG	201	T02		10567	Enrolled	Withdrawn	Non-Graded		Regular				
	BehaviourOfLiquidsGases&Soli Tutorial													
<input checked="" type="checkbox"/>	PHYS	259	03	3.00	10924	Enrolled	Enrolled	Graded		Regular				
	Electricity and Magnetism Lecture													
	PHYS	259	B30		10955	Enrolled	Enrolled	Non-Graded		Regular				
	Electricity and Magnetism Laboratory													

10. From Enrollment Request Details, click the **Look up Action Reason** button to display a list of action reasons.



The most common action reason will be Student-Initiated Drop; however, Requires Written Consent, Course Cancellation and Staff Withdrawal are all options that can be used.

Look Up Action Reason
✕

[Help](#)

**Set ID:** UCALG

**Academic Career:** Undergraduate Programs

**Enrollment Action:** D

**Enrollment Action Reason:** begins with

**Description:** begins with

Look Up
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Cancel
Basic Lookup

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BL11	Max for Courses Outside Major
BL12	Has Similar Advanced Credit
BL14	Contact your Faculty
CANC	Term Cancellation
CCNC	Course Cancellation
SDRP	Student-Initiated Drop
SWTH	Staff Withdrawal

# Quick Enrollment and Enrollment Request Withdrawal

SA - Registration

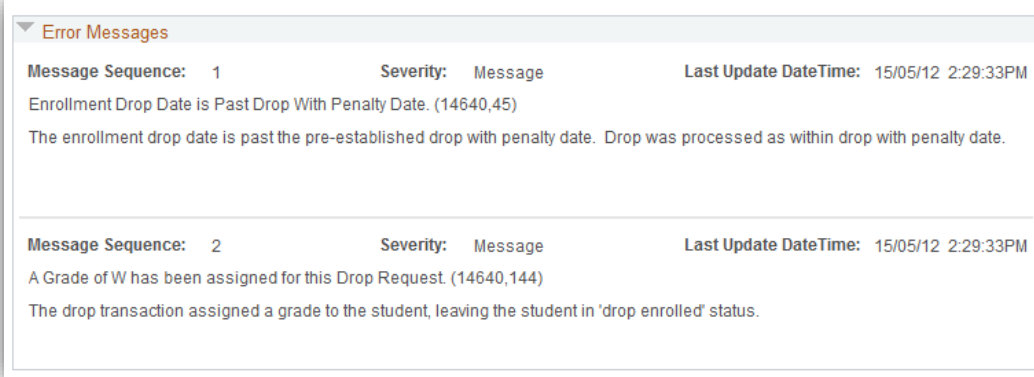


- For this example, select Student-Initiated Drop from the list. Click the **SDRP** link.
- Click the **Submit** button.
- Success/Message indicate the student has been successfully dropped/withdrawn. Scroll down to view the messages.

The screenshot shows the 'Enrollment Request' form for the University of Calgary. The form is for an Undergraduate Program, Schulich Sch of EN Bachelor, Winter 2015. The Enrollment Request ID is 0006482711. The Status is 'Success/Message', which is circled in red. A red arrow points down to the 'Enrollment Request Details' section, where the 'Messages' link is also circled in red. The \*Action is 'Drop' and the Action Reason is 'SDRP Student-Initiated Drop'. The Class Nbr is 10924, and the course is PHYS 259 03 Lecture Electricity and Magnetism. The form also includes an 'Override' section with fields for Grading Basis (GRD), Units Taken (3.00), and Course Count (1.00).



14. The Error Messages will indicate the drop date is past the penalty date and the Grade of W (Withdrawn) will be assigned to the student grade.



The screenshot shows a window titled "Error Messages" with two entries. The first entry has a message sequence of 1, severity of Message, and a last update date/time of 15/05/12 2:29:33PM. The message text is "Enrollment Drop Date is Past Drop With Penalty Date. (14640,45)" followed by "The enrollment drop date is past the pre-established drop with penalty date. Drop was processed as within drop with penalty date." The second entry has a message sequence of 2, severity of Message, and a last update date/time of 15/05/12 2:29:33PM. The message text is "A Grade of W has been assigned for this Drop Request. (14640,144)" followed by "The drop transaction assigned a grade to the student, leaving the student in 'drop enrolled' status."

Message Sequence	Severity	Last Update DateTime	Message
1	Message	15/05/12 2:29:33PM	Enrollment Drop Date is Past Drop With Penalty Date. (14640,45) The enrollment drop date is past the pre-established drop with penalty date. Drop was processed as within drop with penalty date.
2	Message	15/05/12 2:29:33PM	A Grade of W has been assigned for this Drop Request. (14640,144) The drop transaction assigned a grade to the student, leaving the student in 'drop enrolled' status.

For the corresponding online learning; consult [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining)

**End of Procedure.**