ADMISSIONS & RECORDS/FINANCIAL AID

Training Documentation

Term Withdrawal Processing

Academic Year 2014
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This document describes one type of term withdrawals processed by the Peralta Community Colleges: a term withdrawal which keeps a transcript record of the drops for the term and uses the appropriate adjustment calendar. The process for a cancellation is slightly different as it generally originates on the Student Financials side. Although, a cancellation does not keep a transcript record of the drops, the system will calculate a refund of student charges as a 100% credit for the term.

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Using the delivered term withdrawal/cancellation process allows the system to properly record enrollment for National Student Clearing House reporting, student account maintenance and student financial aid processing. If students go to A&R to withdraw from all of their classes the staff will manually do the Term Withdrawal Process on the Term History page in PeopleSoft.

This withdrawal process is managed and executed in the Admissions and Records offices. The tuition calculation process is managed and executed in the Student Financials offices. The financial aid term/return to Title IV process (not described herein) is managed and executed in the Financial Aid offices.
Currently, withdrawing from a term is an automatic customized process. When a student drops all of their classes online or if an instructor drops a student from their last class the customized withdrawal process will be triggered. It is the student’s responsibility to withdraw from the term. If the student does not withdraw, he/she may be charged and could receive an “F” grade that will appear on their permanent record.

Students can drop/withdraw from classes online or at the Admissions and Records Office on campus. The student may completely withdraw without intervention by a Peralta Community College staff member.

Withdrawal
A withdrawal reported to the District Admissions and Records Office prior to Census Day, on or before the last day to drop classes and receive a refund, shall not be noted on the student’s academic record.

A “W” symbol will be recorded on the student’s transcript upon withdrawal after the last day to drop classes.

The academic record of a student who has not withdrawn from class nor been dropped by an instructor within the time allowed by this policy must reflect a grade other than “W” as awarded by the instructor. The “W” symbol shall not be used to determine academic probation but only to determine progress probation.

NOTE: The system automatically assigns the “W” grade to affected classes when the student is withdrawn from the term.

SET UP STEPS
Refer to page 5 of the “Admissions & Records / Student Financials Business Process Guide: Withdrawal Processing” Document provided by Robbie Deleur on 12/13/13. The set up steps will not need to change.
Step 1: Term Withdrawal - Do not do “Quick Enroll” when a student requests to drop all their classes. Instead, you must do a “Term Withdrawal” which will withdraw a student from all of their classes.

Menu Path: Records and Enrollment > Student Term Information > Term History

Step 2: Complete the following fields:

*Withdrawal\Cancel = Withdrew

Withdrawal\Cancel Reason = Student Request

Withdrawal\Cancel Date = Date the classes are dropped

Last Date of Attendance = Date the classes are dropped

Step 3: Click the “Post Term Withdrawal Button”

Step 4: Click “Save”

This completes the “Process Steps - Admissions & Records”.
After the Withdrawal Process is successful, the students account should resemble the screens below:

Menu Path: Records and Enrollment > Student Term Information > Term History > Term Withdrawal Tab > Success

Message results when clicking the Success link in the Term Withdrawal page:

**Student's Unofficial Transcript:**
If the Automated Withdrawal Process is successful, the students account should resemble the screen(s) below:

Menu Path: Campus Community > Student Services Ctr (Student):

This completes the “Process Steps - Admissions & Records”.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Grade Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 102</td>
<td>Intro to Art History</td>
<td>3.00</td>
<td>Graded</td>
<td>W</td>
</tr>
<tr>
<td>ART 201</td>
<td>History of Western Art</td>
<td>3.00</td>
<td>Graded</td>
<td>W</td>
</tr>
<tr>
<td>ART 103</td>
<td>Intro to Astronomy</td>
<td>3.00</td>
<td>Graded</td>
<td>W</td>
</tr>
<tr>
<td>BUS 131</td>
<td>Managerial Accounting</td>
<td>4.00</td>
<td>Graded</td>
<td>W</td>
</tr>
</tbody>
</table>
### Step 1: Tuition Calculation
- When a student withdraws, the Tuition Calculation Required flag is set to Y. This allows the student record to be picked up in the next regularly scheduled tuition calculation process. The Time of the Tuition Calculation Process is recorded and the process sets the “TIV” service indicator (“Return to Title IV Calc Req’d.”)

Menu Path: Student Financials > Tuition and Fees > Tuition Calculation

![Tuition Calculation](image)

### Step 2: Update Financial Aid Term
- The next scheduled run of the FA Term process will insert a row displaying the service indicator code. The presence of this code prevents a student refund from being generated until after the return to Title IV aid programs process is completed.

Menu Path: Financial Aid > Financial Aid Term > Maintain Student FA Term

![Update Financial Aid Term](image)
If the student attempts to reenroll into classes online after being withdrawn from the term, the customized withdrawal process will reverse and make the “Withdrawal\Cancel field blank on the Term Withdrawal and remove the student’s “TIV” hold (if applicable).

This completes the “Process Steps - Financial Aid”.