

DROPPING A STUDENT FROM A COURSE

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REVISION HISTORY

Version	Date	Name	Description
	6/26/18	Gabby O.	Banner 9 updates.

INTRODUCTION AND PURPOSE

A student may enroll for courses during their assigned registration period via R'web. After their initial enrollment appointment a student may make changes to their schedule during open enrollment via R'web. Please visit the Academic Calendar online at <http://registrar.ucr.edu/registrar/academic-calendar/default.aspx> for dates.

Undergraduate students may continue to make changes to their class schedule after R'web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate Students seeking to make changes to their enrollment after R'web closes may obtain a paper EAF from their department's graduate program coordinator.

Graduate Students seeking to make changes to their enrollment after the deadline may obtain a paper Enrollment Adjustment Form (EAF) from their department's graduate program coordinator.

The EAF is utilized to add or drop a course(s), and/or change the grading basis, or unit value of a course(s). Please visit the [Academic Calendar](#) to determine when the EAF has a \$4 processing fee.

This tutorial will demonstrate how to:

- [Drop a Student from a Course](#)
- [Drop a Student from a Course After Encountering an Error You Are Not Going to Resolve at that Time](#)

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All enrollment adjustments after open enrollment are completed by the Registrar's Office. Governed by the Academic Senate of the Riverside Division: R1.1.5.1.

A student may drop a course without prior approval no later than the Friday of the second full week of instruction. After the add/drop period, a course may be dropped with the approval of the advisor. Any course drop which would reduce the undergraduate student's academic load to less than 12 units must be approved by the Dean.

With the approval of their college's Executive Committee, instructors and departments may devise policies that drop students from particular courses up to the end of the second full week of instruction-- if students do not meet attendance requirements approved by the Executive Committee and posted in the Schedule of Classes.

A course dropped after the Friday of the second week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.

- R1.1.5.1** A student who has been referred for a pending academic integrity violation may not drop or withdraw from the course to escape the consequences of the misconduct. If a student drops or withdraws from the course prior to the resolution of the case brought to Student Conduct, they will be re-enrolled in the course. Students are encouraged to attend and engage fully in the course during the academic integrity review. (En Feb. 15, 2011)

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Academic Advisors
3. Registrar’s Office
4. Graduate Division of Academic Affairs

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SFAREGS	Student Course Registration	Used to add, drop, or withdraw a student from a course or courses.

PROCEDURES

DROP A STUDENT'S ENROLLED OR WAITLISTED COURSE

STEPS

1. Go to **SFAREGS**.
2. Enter the **Term** and the **SID**; hit **Go**.
 - a. **Please Note:** If you receive a message that enrollment status prohibits registration, ensure that the Status in the Enrollment Information box is EL (Eligible to Register). If the value is not EL, the student has cancelled or withdrawn for the term.
3. Navigate to the **CRN** for the course that you are dropping so the row is highlighted.
4. Tab until you arrive to **Status**.

Note: If the student has a hold, you will get an error message and the student will have to resolve the hold before you can drop the student.

COURSE INFORMATION Insert Delete Copy Filter

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
41405	EDUC	102	001	P	0.000	1.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
43419	HIST	107	001	L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>		1	I	C
43429	HISA	113	001	L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>		1	I	C
43455	HIST	125	001	L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
44206	EDUC	175S	001	L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
44207	EDUC	175S	011	L	0.000	0.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
33937	EDUC	020S	001	L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>		1	I	C
33838	EDUC	020S	011	L	0.000	0.000	0.000	0.000	RW	U	<input type="checkbox"/>		1	I	C
43421	HIST	125	001	L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
41826	BIOL	003	029	L	0.000	0.000	0.000	0.000	RW	U	<input type="checkbox"/>		1	I	C

Error Flag No error
Status Type Registered

5. Place the cursor in the **Status** field and replace **RE**, **RW**, or **WL** (enrolled or waitlisted) with **DC**.
 - a. **Please remember to change the Status for any linked course (i.e. discussions and labs) as well.**
 - b. In this example HIST 107 and HISA 113 were dropped.

COURSE INFORMATION Insert Delete Copy Filter

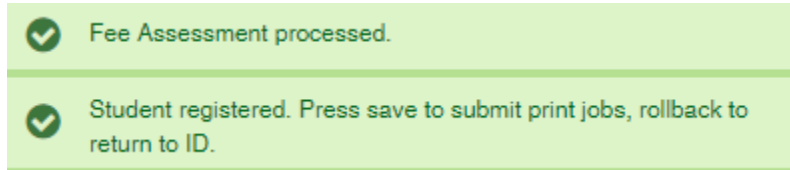
Section Detail View Detailed Results

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
41405	EDUC	102	001	P	0.000	1.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
43419	HIST	107	001	L	0.000	4.000	0.000	0.000	DC	U	<input type="checkbox"/>		1	I	C
43429	HISA	113	001	L	0.000	4.000	0.000	0.000	DC	U	<input type="checkbox"/>		1	I	C
43455	HIST	125	001	L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
44206	EDUC	175S	001	L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
44207	EDUC	175S	011	L	0.000	0.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
33937	EDUC	020S	001	L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>		1	I	C
33838	EDUC	020S	011	L	0.000	0.000	0.000	0.000	RW	U	<input type="checkbox"/>		1	I	C
43421	HIST	125	001	L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
41826	BIOL	003	029	L	0.000	0.000	0.000	0.000	RW	U	<input type="checkbox"/>		1	I	C

Error Flag
Status Type

Record 1 of 12

6. **Save twice.**
 - a. After fees are assed you should receive these notifications:



DROP A STUDENT FROM A COURSE AFTER ENCOUNTERING AN ERROR YOU ARE NOT GOING TO RESOLVE AT THAT TIME

When registration is performed in **SFAREGS**, staff may encounter a registration error they do not intend to resolve at that moment - or ever. In order to move past the error or enter a different transaction, the staff member must drop the course which caused the error. Therefore, there are two drop codes, **DC** and **DD**, which staff need to use at the appropriate time. **DC** is used when the student is already successfully enrolled or waitlisted for a course and you are dropping them. **DD** is used when a staff attempts to enroll or waitlist a student in a course but encounters an error and chooses not to provide a permit for the enrollment transaction to be successful.

STEPS

1. The use of **DD** is appropriate when a staff member is attempting to enroll or waitlist a student in a course. An error message will appear. The example below has a **time conflict**.
 - a. With your mouse, highlight the message to read the whole message.

The screenshot shows the SFAREGS Student Course Registration interface for term 201810. At the top right, a red box highlights an error message: "Student schedule has errors. Correct or delete to continue." Below this, the "ENROLLMENT INFORMATION" section shows the student's status as "EL" (Eligible to Register) and the status date as 10/30/2017. The "COURSE INFORMATION" section displays a table of course sections. Two rows are highlighted in red, indicating a time conflict:

CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Campus
44206	EDUC	175S	001	TIME CONFLICT - The day/time of this section	L	4.000	4.000	4.000	4.000	RE	U			1	I	C
44207	EDUC	175S	011	TIME CONFLICT - The day/time of this section	L	0.000	0.000	0.000	0.000	RE	U			1	I	C

At the bottom of the interface, the "Error Flag" is set to "Do not count in enrollment" and the "Status Type" is "Dropped". A message at the bottom right reads "Web Drop Course-12-JAN-2018".

2. Tab until you arrive to **Status**.
 - a. If you were attempting to enroll a student who is not on the waitlist using Status **RE**, change the registration Status of the course to **DD** to drop the student.
 - b. If you were attempting to waitlist a student using the status **WL**, change the registration Status of the course to **DD** to drop the student from the waitlist.
 - c. If you were attempting to enroll a student who is on the waitlist using the status **RE**, change the registration Status of the course back to **WL** to leave the student on the waitlist, unless you want to drop the student from the waitlist then change the Status to **DC**.
3. **Please remember to change the Status for any linked course (i.e. discussions and labs) as well.**
4. For any courses you changed the Status to **DD**, highlight the row and select **Delete**.

The screenshot shows the Banner Student Course Registration interface. At the top, a green notification bar states "Saved successfully (1 rows saved)". Below this, the "ENROLLMENT INFORMATION" section shows "Status: EL" and "Status Date: 10/09/2017". The "COURSE INFORMATION" section contains a table of courses. The row for CRN 44207 is highlighted in blue, and its status is "DD". A red box highlights the "Delete" button in the top right of the table area, with a red arrow pointing to the "DD" status in the highlighted row.

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
41405	EDUC	102	001	P	0.000	1.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
43419	HIST	107	001	L	0.000	4.000	0.000	0.000	DC	U	<input type="checkbox"/>		1	I	C
43429	HISA	113	001	L	0.000	4.000	0.000	0.000	DC	U	<input type="checkbox"/>		1	I	C
43455	HIST	125	001	L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
44207	EDUC	175S	011	L	0.000	0.000	0.000	0.000	DD	U	<input type="checkbox"/>		1	I	C
33837	EDUC	020S	001	L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>		1	I	C
33838	EDUC	020S	011	L	0.000	0.000	0.000	0.000	RW	U	<input type="checkbox"/>		1	I	C
43421	HIST	126	001	L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C
41026	BIOL	003	029	L	0.000	0.000	0.000	0.000	RW	U	<input type="checkbox"/>		1	I	C
41818	BIOL	003	021	L	0.000	0.000	0.000	0.000	DR	U	<input type="checkbox"/>		1	I	C

5. **Save twice.**
 - a. After fees are assed you should receive these notifications:

The image shows two green notification boxes with checkmarks. The first box says "Fee Assessment processed." The second box says "Student registered. Press save to submit print jobs, rollback to return to ID."

FINAL QUIZ

1. If a student forgot to drop his/her class before the end of the drop/add period you can go into Banner and complete the action for him/her? FALSE
 - a. All enrollment transactions after drop/add must be initiated by an Enrollment Adjustment Form (EAF) and performed by the Registrar's Office.
2. To drop a course for a student, you want to replace RE, RW or WL in the Course Information Status Field with DC. TRUE

3. Linked courses are the different activity sections of a single course and so all sections must be dropped at the same time.
TRUE
4. If you encounter an error message when enrolling a student and decide it is not appropriate for you to permit the student into the course with an override, what should you do?
 - a. Code the course with a DC to drop the student and save the page.
 - b. Code the course with a DD to drop the enrollment request and save the page.
 - c. Code the course with a DD to drop the enrollment request, code any linked courses with DD and use Record Remove and Remove course(s) with DD, and save the page.
 - i. Answer: C