

# **Title: Undergraduate Withdrawal Balance View (Faculty)**

**OBJECTIVE:** This document will detail how to view the Withdrawal Balances based on changes made pursuant to CSU Executive Order 1037.

**[LESSON 1: WITHDRAWAL BALANCE VIEW ..... PG. 2](#)**

### ***NEED ADDITIONAL INFORMATION?***

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the **STUDENT RECORDS FUNCTIONAL LEAD** under Student Administration.

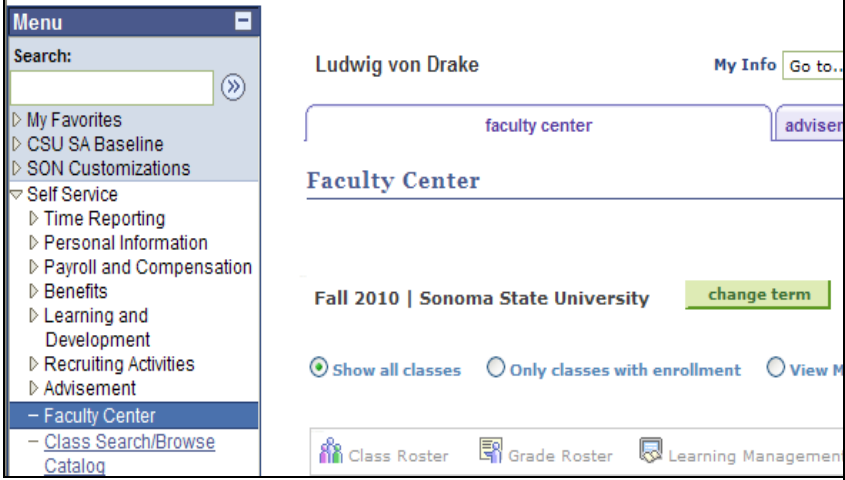
# Lesson 1: Withdrawal Balance View

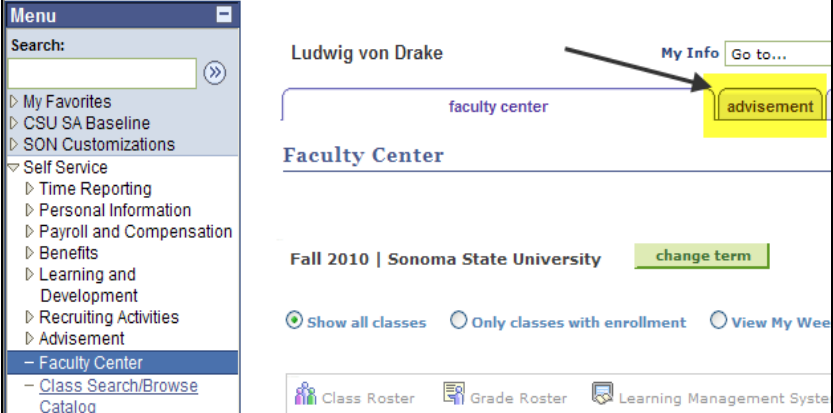
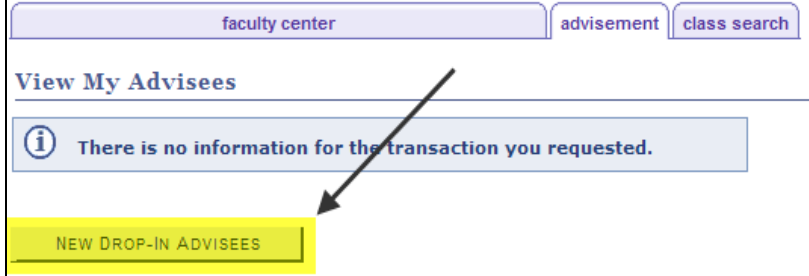

**Navigation:** Self Service>Student Center

**Introduction:** The student withdrawal limits are now set to a total of 18 units pursuant to CSU Executive Order 1037. This means a student will be blocked from withdrawing from a course if that withdrawal will put them over the 18 unit limit. The student record system has been setup to enforce this effective Fall 2010 forward. Any student who has 10 or more withdrawals in their history beginning Fall 2010 forward will see a pop up window of balance limits when attempting to enroll showing the number of withdrawal units they have remaining. This count starts for the Fall 2010 enrollment period and does not include withdrawal history prior to Fall 2010.

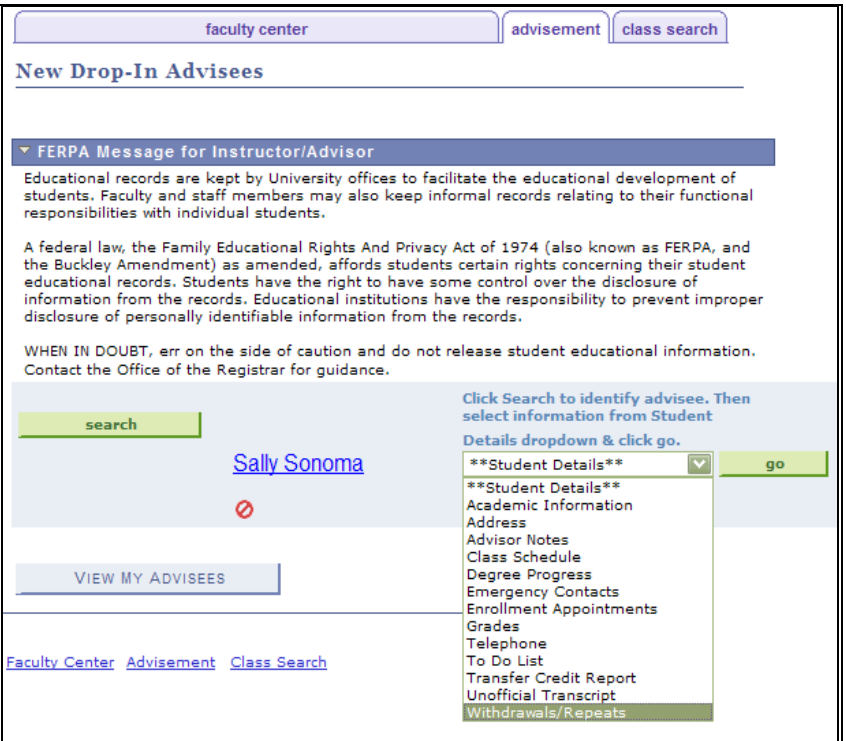
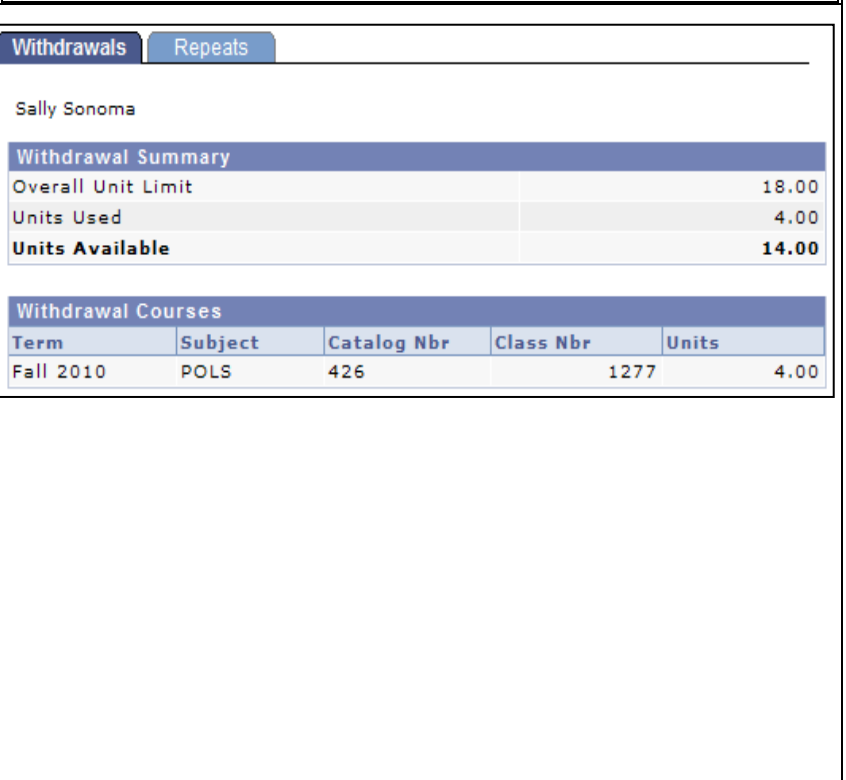
For more information about Sonoma State University’s Course Repeat Policy, please visit <http://www.sonoma.edu/UAffairs/policies/withdrawalfromcourses.htm>.

The table below will outline how to view your balances.

Step	Action	Screenshot
1	Navigate to <b>Self Service&gt; Faculty Center</b>	 <p>The screenshot shows a user interface for Ludwig von Drake. On the left, a 'Menu' is open with 'Faculty Center' selected. The main area displays 'Faculty Center' with options for 'Fall 2010   Sonoma State University' and 'change term'. There are also radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View M'. At the bottom, there are icons for 'Class Roster', 'Grade Roster', and 'Learning Management'.</p>

<p>2</p>	<p>Click on the <b>Advisement Tab.</b></p>											
<p>3</p>	<p>Click the <b>New Drop-In Advisees</b> button.</p>											
<p>4</p>	<p><b>Search</b> for a student.</p>	 <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus</th> </tr> </thead> <tbody> <tr> <td>001643283</td> <td>Sonoma, Sally Jane</td> <td>Female</td> <td>11/17</td> <td>(blank)</td> </tr> </tbody> </table>	ID	Name	Gender	Date of Birth	Campus	001643283	Sonoma, Sally Jane	Female	11/17	(blank)
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## Student Records

<p>5</p> <p>From the <b>**Student Details**</b> drop down, select <b>Withdrawal/ Repeats</b>, and click <b>Go</b>.</p>																																				
<p>6</p> <p>View the <b>Withdrawal Summary</b> and <b>Withdrawal Courses</b>.</p> <p><b>Overall Unit Limit</b> – 18.00 withdrawal units are permitted in a student’s career.</p> <p><b>Units Used</b> – Running total of the number of withdrawals used.</p> <p><b>Units Available</b> – The number of units still available for withdrawal.</p> <p><b>Withdrawal Courses</b> – A descriptive list of all withdrawn classes.</p>	 <table border="1"> <thead> <tr> <th colspan="5">Withdrawal Summary</th> </tr> </thead> <tbody> <tr> <td>Overall Unit Limit</td> <td></td> <td></td> <td></td> <td>18.00</td> </tr> <tr> <td>Units Used</td> <td></td> <td></td> <td></td> <td>4.00</td> </tr> <tr> <td><b>Units Available</b></td> <td></td> <td></td> <td></td> <td><b>14.00</b></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">Withdrawal Courses</th> </tr> <tr> <th>Term</th> <th>Subject</th> <th>Catalog Nbr</th> <th>Class Nbr</th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>Fall 2010</td> <td>POLS</td> <td>426</td> <td>1277</td> <td>4.00</td> </tr> </tbody> </table>	Withdrawal Summary					Overall Unit Limit				18.00	Units Used				4.00	<b>Units Available</b>				<b>14.00</b>	Withdrawal Courses					Term	Subject	Catalog Nbr	Class Nbr	Units	Fall 2010	POLS	426	1277	4.00
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