TITLE: Undergraduate Withdrawal Balance View (Student)

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

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 Withdrawal Policy, please visit [http://www.sonoma.edu/UAffairs/policies/withdrawalfromcourses.htm](http://www.sonoma.edu/UAffairs/policies/withdrawalfromcourses.htm).

The table below will outline how to view your balances.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to <strong>Self Service&gt;Student Center</strong></td>
<td><img src="image.png" alt="Screenshot" /></td>
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</tbody>
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2. Select **Withdrawals/Repeats** from the **other academic...** drop down. Click the \( \times \) button to view the page.

3. View the **Withdrawal Summary** and **Withdrawal Courses**.

   **Overall Unit Limit** – 18.00 withdrawal units are permitted in a student’s career.

   **Units Used** – Running total of the number of withdrawals used.

   **Units Available** – The number of units still available for withdrawal.

   **Withdrawal Courses** – A descriptive list of all withdrawn classes.