Program Withdrawal

Banner 9

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General Information
Students may be discontinued or withdrawn from a program for a variety of reasons. When a student has been withdrawn from their program, the SGASTDN record may have a PW student status code in the term following the last term of registration to reflect this change.

- PW prior to Revision Deadline:
  - E.g. If a student withdraws from all courses in 201790 prior to the Fall Term revision deadline, SGASTDN is inactivated in the same term (i.e. 201790).

- PW after Revision Deadline:
  - E.g. If a student withdraws from all courses in 201790 after the Fall Term revision deadline, SGASTDN is inactivated in the following term (201810). If an effective term does not exist for the term (201810) in which the PW status code should be applied, a new effective term will need to be created.

Staff in faculty offices can make this change until the end of each term’s revision deadline. Thereafter, a Records Advisor in the Registrar’s Office will need to make the necessary changes. If registration exists, Drop/Delete (DD) and record remove all courses.

Updating Status to Program Withdrawal
If no registration exists in the term the Program Withdrawal is effective, the status update is made in SGASTDN; see Updating Status to Program Withdrawal in SGASTDN for instruction. If registration exists in the term the Program Withdrawal is effective, the status update is made in SFAREGS; see Updating Status to Program Withdrawal in SFAREGS for instruction.

Updating Status to Program Withdrawal in SGASTDN
1. In SGASTDN, enter the student number in the ID field, leave the TERM field blank, and click GO.

If there is no effective term corresponding to the Program Withdrawal, one will need to be created. If the effective term exists, proceed to step 4.
2. Click the LOOKUP button [. . .] next to the NEW TERM FIELD, and select CREATE NEW EFFECTIVE TERM from the Option List.

3. Enter the appropriate term in the NEW TERM field.
4. Enter **PW** in the STUDENT STATUS field, then select the CURRICULA tab.

5. Click UPDATE.

6. SAVE.
Updating Status to Program Withdrawal in SFAREGS

1. Go to SFAREGS.
2. Enter the correct **effective term** in the TERM field and the student **number** in the ID field. Click GO.

![Image of SFAREGS interface with TERM and ID fields highlighted]

3. Select the STUDENT TERM tab.

![Image of SFAREGS interface with STUDENT TERM tab highlighted]

4. Enter **PW** in the STUDENT STATUS field
5. SAVE.