How to Withdraw From Courses Online

Log into Banner Self-Service

Select Student on the gray tab

Select Registration

Enter your Alternate pin

Fayetteville State University Banner

Personal Information | **Student** | Financial Aid

Search [ ] Go

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Alternate PIN Verification

ⓘ Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Spring 2015 registration begins October 30, 2015 and ends January 16, 2015. Students will begin registering as follows based on **CURRENT EARNED** hours:

- Thursday, October 30 - Seniors, graduate level, doctoral, online degree completion, honors, early college, athletes, special FFR/SO/JR
- Monday, November 3 - Juniors
- Thursday, November 6 - Sophomores
- Monday, November 10 - Freshman, Special Visiting

ALERT! - If you register for online courses, there may be additional fees for verification of student identity for proctored examinations. You should contact your chosen proctor for fee information or re Services Portal at Proctor Information.

Alternate PIN: [ ]

[Submit]

Select Add/Drop/Withdraw

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Personal Information | **Student** | Financial Aid | Employee

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⬎ Registration

❶ Bill Payment questions - please visit **Bursar's Office**

Tuition Management System (Payment Plan) questions, please visit **FSU Payment Center.**

Spring 2016 Registration Ends January 15

For Course Section Descriptions, please click **Section Descriptions**

If you have any questions, please contact your advisor.

Select Term
Insurance Waiver
Add/Drop/Withdraw from Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Withdrawal Information
Registration Status
Active Registration
Registration History
Registration Fee Assessment
Payment Plan
Withdrawal Credits

RELEASE: 8.7

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Select the appropriate term and click Submit

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Personal Information | Alumni and Friends | Volunteer | **Student** | Faculty Services | Employee | WebTailor Administration | Finance

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Select Term

Select a Term: [Spring Semester 2016 ▼]

[Submit]

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Your schedule may appear similar to below. The informational messages in red may be slightly different.

√ A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field.

If no options are listed in the Action field then the class may not be dropped.

When add/drops/withdrawal are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Beginning fall 2014, you may withdraw from no more than 16 credit hours during your undergraduate career at Fayetteville State University.

You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

Career Withdrawals
Withdrawal Credits Used : 0   Withdrawal Credits Remaining : 16

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Jan 06, 2016	None	2855	PSYC	421	D1	Undergraduate	3.000	Normal Grade	Cognitive Psychology
Registered on Jan 06, 2016	None	2622	HEED	112	D1	Undergraduate	2.000	Normal Grade	Health and Wellness
Registered on Jan 06, 2016	None	2808	PSYC	342	D1	Undergraduate	3.000	Normal Grade	Intro Clinical & Counseling Ps
Registered on Jan 06, 2016	None	2827	PSYC	381	D1	Undergraduate	3.000	Normal Grade	Child Psychopathology
Registered on Jan 06, 2016	None	2852	PSYC	400	D1	Undergraduate	3.000	Normal Grade	History & Systems of Psyc.
Registered on May 04, 2015	None	3084	MATH	123	02	Undergraduate	4.000	Normal Grade	College Algebra
Web Registered on May 20, 2015	None	2020	COMM	240	D1	Undergraduate	3.000	Normal Grade	News Editing

Total Credit Hours: 21.000
Billing Hours: 21.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Jan 06, 2016 03:41 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes   Class Search   Reset

Select the withdraw option for the course you wish to withdraw.
Click Submit Changes

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Web Registered on May 20, 2015	None	2020	COMM	240	D1	Undergraduate	3.000	Normal Grade	News Editing

Total Credit Hours: 21.000
Billing Hours: 21.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Jan 06, 2016 03:43 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes   Class Search   Reset

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If no options are listed in the Action field then the class may not be dropped.

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Career Withdrawals
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Web Registered on May 20, 2015	None ∨	2020	COMM	240	D1	Undergraduate	3.000	Normal Grade	News Editing

Total Credit Hours: 21.000
Billing Hours: 21.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Jan 06, 2016 03:58 pm

Add Classes Worksheet

CRNs

Your withdrawal information will display as below for you to verify if this is the course of action you wish to take. Click the appropriate option.

Fayetteville State University Banner

Personal Information   **Student**   Financial Aid   Employee

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Withdrawal Confirmation

💬 Your have requested to withdraw from the course(s)listed below.

Requested Withdrawals

CRN	Subj	Crse	Sec	Title	Credits	Registration Issues
2855	PSYC	421	D1	Cognitive Psychology	3	

❗ If you withdraw from the requested course(s), Your updated withdrawal counts will be :

Withdrawal Credits Used : 3
Withdrawal Credits Remaining : 13

[Complete the Withdrawal]   [Cancel the Withdrawal]

RELEASE: 8.7 [MC:1.1]

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If you select Cancel Withdrawal, the withdrawal will not be processed and your schedule will return similar to below:

You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

Career Withdrawals
Withdrawal Credits Used : 0   **Withdrawal Credits Remaining : 16**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Jan 06, 2016	None ▾	2855	PSYC	421	D1	Undergraduate	3.000	Normal Grade	Cognitive Psychology
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Web Registered on May 20, 2015	None ▾	2020	COMM	240	D1	Undergraduate	3.000	Normal Grade	News Editing

Total Credit Hours: 21.000
Billing Hours: 21.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Jan 06, 2016 05:01 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

If you select Complete Withdrawal, the withdrawal will process and return to you similar as below. Note the course status column. You have now completed the course withdrawal process. Your course withdrawal totals have now been updated to reflect your number of withdrawal credits and remaining credits.

You may now log off.

✓ **A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.**

ⓘ To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field.

If no options are listed in the Action field then the class may not be dropped.

When add/drops/withdrawal are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

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Career Withdrawals
Withdrawal Credits Used : 3   **Withdrawal Credits Remaining : 13**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Withdraw from Course via Web on Jan 06, 2016		2855	PSYC	421	D1	Undergraduate	3.000	Normal Grade	Cognitive Psychology
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Web Registered on May 20, 2015	None	2020	COMM	240	D1	Undergraduate	3.000	Normal Grade	News Editing

NOTES:

- You will receive an email similar to below to also confirm your course withdrawal.

From: Course_Withdrawals
Sent: Monday, June 01, 2015 10:29 AM
To: Baker, Sarah
Subject: Course Withdrawal Processed

Hello STUDENT NAME,

Your withdrawal request has been successfully processed for the following course(s).

TERM	CRN	SUBJECT	COURSE NUMBER	TITLE
Spring Semester 2015	2852	PSYC	400	History & Systems of Psyc.

Withdrawal Credits Information

Withdrawal Credits Used : 14
Withdrawal Credits Remaining : 2

Regards,
University Registrar

- You should confer with your advisor and instructor of the course before withdrawing from a course. Your financial aid could be in jeopardy if you do not maintain the 67% earned/attempted ratio.

- The only option available during the course withdrawal period will be "Withdraw from Course via Web". Once the course withdrawal period ends, the option will no longer be available.

- You <mark>should not</mark> withdraw from all courses using this method. You <mark>must</mark> consult with Personal Development to withdraw from the university.

If you try to withdraw from all courses, you may receive one of two messages as below:
-        This Withdrawal request cannot be performed because it would exceed your available withdrawal limits. Click Return to Add or Drop Classes.

OR

- If you withdraw from all courses and still within your credit limit, you may receive the error message "You cannot drop your last class online. To withdraw from the University, please contact Personal Development at (910) 672 1222/1203".

    If you do not receive this message and you have withdrawn from all courses (even if enrolled in only one course), the University will officially withdraw you from the University using the effective date as the date of the last class from which you withdrew.

If you are unsure of which classes to add, click Class Search to review the class schedule.

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Career Withdrawals
Withdrawal Credits Used : 3   **Withdrawal Credits Remaining :** 13

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Withdraw from Course via Web on Jan 06, 2016		2855	PSYC	421	D1	Undergraduate	3.000	Normal Grade	Cognitive Psychology
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Total Credit Hours: 14.000
Billing Hours: 14.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Jan 06, 2016 05:35 pm

- 	Your financial aid may be affected. Office of Financial Aid, Housing, Student Accounts, Bookstore, BroncoCard and Personal Development will be notified that you have been withdrawn from the university. You are then be considered a non-student. If you are in the Residence Hall, you must vacate immediately.

✓ A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.

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When add/drops/withdrawal are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

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⊘ You cannot drop your last class online. To withdraw from the University, please contact the Center for Personal Development at (910) 672-1222/1203.

Career Withdrawals
Withdrawal Credits Used : 11   **Withdrawal Credits Remaining :** 5

Current Schedule

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