

Faculty Withdrawals Through XFWAWD

****IMPORTANT – DO NOT USE RGN TO WITHDRAW A STUDENT FROM YOUR CLASS****

If your screen looks like this you're in the wrong place!

If you're processing a withdraw and it asks you for a grade...you're in the wrong place!

RGN - Registration 

Section Name Value 1/1 Save Save All Cancel Cancel All

CUSTAFF						
Date	02/25/20	Term	2020SP	Pass	Start	
Section Name and Title	Aud	Creds	CEUs	Stat	Date	Term
1 GEL-111-1901 Geology	4.00			N	01/13/20	2020SP
01/13/20 03/09/20 DED INET CLAS TBA TBA						
2						
3						
4						

Term Summary	Level	Load	Creds	CEUs	Status
1 2020SP	CU	Part	4.00	0.00	Preregistered
2					
3					

CJC-212-1901 Ethics & Comm Relations Term : 2020SP Loc : Onlin

Status/Date	W	03/03/20	Pass/Audit	
Status Reason	EA Excessive Absences		Petitions	
Drop Grade/Exp Date	W		Start Date	01/13/20
Last Attended Date	02/17/20		End Date	03/09/20
Location/Reg Method	WEB Online	WEB World-Wide Web Reg		
Acad Level/Grd Schm	CU Curriculum	CU Curriculum		
Credits/Type	3.00	IN Institutional	Billing	
Continuing Ed Units				
Reporting Term	2020SP Spring 2020			

Status	Date	Time	Reason
1 W Withdrawn	03/03/20	09:06AM	EA Excessive Absences

Instructors	1 Kimberly Gagnon	2
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Scheduled Meeting Times	Building	Room	S.Date	E.Date	Days	S.Time	E.Time
1	DED Distance Educat	INET	01/13/20	03/09/20			

Faculty must always use **XFWAWD** to withdraw a student from your class:
If your screen looks like this you're in the right place!

XFWAWD - Faculty's Student Withdrawal Form 

Save Save All Cancel Cancel All

1 of 2 Value 1/2

Student ID	2893547
Name (F,L)	George Jones
Student Email	jonesg3547@student.faytechcc.edu

Sect ID	Sect Name	Short Title	Creds	Instructor	Last Date of Attendance	Reason
1	173380	ENG-112-0002	3.00	Vicki Derka	<input type="button" value="Calendar"/>	<input type="button" value="▼"/>
2	172167	HIS-132-0901	3.00	Robert Nelms	<input type="button" value="Calendar"/>	<input type="button" value="▼"/>

Please see below for steps on how to withdraw a student from your class using XFWAWD

XFWAWD PROCESS

1. Review Refund, Withdrawal & Incomplete Date report on the FTCC Registrar's Website: <https://www.faytechcc.edu/campus-life/curriculum-registration/>
 - a. This report is vital to know when the census date is for your class
 - b. You can only **withdraw** a student from your class if you are **past** the census date. The withdrawal start dates are listed on the link listed above
2. In Datatel go to the **XFWAWD** mnemonic
 - a. Here you will see all the classes the student is registered in for this term
3. Find your class and enter in the **Last Date of Attendance** and **Reason**

IMPORTANT:

If the students Last date of attendance falls on a date BEFORE the census date, you may get an error message. If you do, use the first date for withdrawals from the census sheet as your last date of attendance.

XFWAWD - Faculty's Student Withdrawal Form 

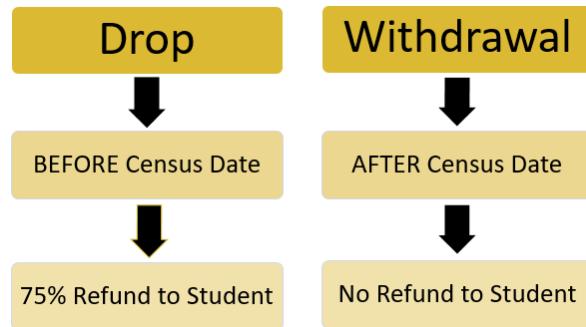
Save Save All Cancel Cancel All

1 of 2 Value 1/2

Student ID	2893547					
Name (F,L)	George Jones					
Student Email	jonesg3547@student.faytechcc.edu					
Sect ID	Sect Name	Short Title	Creds	Instructor	Last Date of Attendance	Reason
1	173380	ENG-112-0002	Writing/Resea	3.00	Vicki Derka	<input type="button" value="Calendar"/>
2	172167	HIS-132-0901	American Hist	3.00	Robert Nelms	<input type="button" value="Calendar"/>

4. Save & Update

What is the difference between a drop and a withdrawal?



Additional Information:

- Courses will not be displayed on XFWAWD if the 90% point of the class has passed. No withdrawals can be processed past the 90% point of the class.
- **Withdrawals are processed the following business day after they are submitted.**
- Faculty will be emailed a report daily for the withdrawals that have been processed.
- Students are also notified by email that a withdrawal has been processed.