

## 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 ☆ Save Save All Cancel Cancel All

1 of 1 Section Name Value 1/1

CUSTAFF

Date: 02/25/20 Term: 2020SP Pass Start

| Section Name and Title  | Aud | Creds | CEUs | Stat | Date     | Term   |
|---|-----|-------|------|------|----------|--------|
| 1 GEL-111-1901 Geology<br>01/13/20 03/09/20 DED INET CLAS TBA TBA | ▼   | 4.00  |      | N ▼  | 01/13/20 | 2020SP |
| 2   | ▼   |       |      | ▼    |          |        |
| 3   | ▼   |       |      | ▼    |          |        |
| 4   | ▼   |       |      | ▼    |          |        |

Term Summary

| Level  | Load | Creds | CEUs | Status |
|--|------|-------|------|--------|
| 1 2020SP Spring 2020 CU Part 4.00 0.00 Preregistered |      |       |      |        |
| 2  |      |       |      |        |
| 3  |      |       |      |        |

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

Status/Date: 03/03/20 Pass/Audit: Petitions: Start Date: 01/13/20 End Date: 03/09/20

Status Reason: EA Excessive Absences

Drop Grade/Exp Date: W Last Attended Date: 02/17/20 Never Attended: WEB Online WEB World-Wide Web Reg

Acad Level/Grd Schm: CU Curriculum CU Curriculum

Credits/Type: 3.00 IN Institutional

Continuing Ed Units: Billing: 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| 1 W Withdrawn | 03/03/20 | 09:06AM | EA Excessive Absences |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

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 | Writing/Resea | 3.00  | Vicki Derka  |                         |        |
| 2 | 172167  | HIS-132-0901 | American Hist | 3.00  | Robert Nelms |                         |        |

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

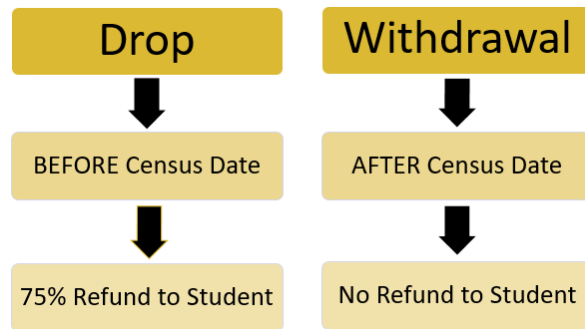
Name (F,L) George Jones

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  |                         |        |
| 2 | 172167  | HIS-132-0901 | American Hist | 3.00  | Robert Nelms |                         |        |

### 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.