

Withdrawal/Drop Procedures for Career/Technical and Computer Classes

You can identify these classes by the Part of Term indicator in SFAREGS.
All classes in the 3CM and 3CT parts of term indicate that the class is a part of the CDCP drop/withdrawal policy.

The screenshot shows the SFAREGS web application interface. At the top, there are navigation tabs for 'Registration', 'Student Term', 'Curricula', and 'Time Status'. Below these are sections for 'Enrollment Information' and 'Course Information'. In the 'Enrollment Information' section, there are fields for Status (EL), Status Date (22-JUN-2009), Process Block, Maximum Hours (99.990), Reason, Delete All CRNs, and Acceptance (Confirmed, None, Accepted). In the 'Course Information' section, there is a table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd, Over, Part of Term, Method of Instruction, Camp, Err Stat, and Flag Type. The 'Part of Term' field for the selected course (CRN 80430) is circled in black, and a black arrow points to it from the right side of the screen.

The screenshot shows an error message in a yellow box: "*ERROR* STATUS Function cannot be performed at this time. Press CLEAR BLOCK". Below the error message, it says "Record: 1/1" and "List of Valu...".

Proper registration codes for these classes will be enforced in Banner. In SFAREGS, the following message will appear on the status line – *ERROR* STATUS Function cannot be performed at this time. Press CLEAR BLOCK. You will not be able to override this error.

Back dating registration to bypass these instructions is in violation of the School of Continuing Education procedures and will not be tolerated.

Drop/Withdrawal for CDCP Quick Guide	
Applies to 3CM and 3CT Part of Term classes in SFAREGS	
Time in Term	Registration Drop Code
First 8 hours of instruction	DT
9 hours-75% of instruction	WA
Final quarter	DO NOT DROP Direct the student to the instructor for further instructions.

Please call the Student Records Coordinator if questions arise
(714) 992-9514
Drop dates for 3CM and 3CT parts of term are posted on the A&R blog.
www.sce.edu/ar

effective Summer 200905

Students have been notified of the following policy through the following methods:

1. A disclosure has been distributed with their syllabus
2. An announcement of this policy has placed in the class schedule with a link to detailed information on the SCE website
3. Orientations have been updated to alert students
4. A targeted announcement will be released prior to the start of classes

A copy of the policy is provided below for your reference:

The School of Continuing Education has implemented drop and withdrawal policies for Career Development and College Preparation (CDCP) classes. Students enrolled in these courses have been advised that they will be issued a grade that will appear on their School of Continuing Education transcript and permanent academic history. If a student does not wish to be graded, they must drop the course prior to the 8th hour of instruction. While an instructor may drop a student for excessive absences, **it is the student's responsibility to officially withdraw from a class**. If a student withdraws after the 8th hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course during the final quarter of the course.

Class Timeline

