Recording Term Withdrawal

The following guide will cover how to record a student’s reasoning for withdrawing for a given term through the Enrollment Summaries page.

The following term withdrawal process can be accessed prior to the student’s withdrawal. However, a notification will be sent to the student’s primary academic advisor when the final class has been withdrawn in the term.

Please Note: There is not a specific query within CaRT (Catalyst Reporting Tool) to access the term withdrawal data. However, individuals who have been granted Developer access can create a custom report in CaRT to retrieve the data.

1) From the Catalyst Staff or Faculty Homepage, select the Advisor WorkCenter tile and then open the Curriculum & Student Records folder listed on the Navigation Collection (left side of the page).

2) Next select Enrollment Summary. On the right side of the screen, enter the search criteria to locate a student’s information then click Search.

It is recommended to enter criteria in the following fields to limit the number of results.

- **ID or Campus ID**: The ID field is referring to the student’s Catalyst ID while the Campus ID is referring to the student’s UCID M#.
- **Term**: This field is referring to the semester that your student has withdrawn.
3) You will be directed to the Enrollment Summary page that will provide you with an overview of your student’s enrollment history and term statistics.
   
   - **Enrollment Summary Tab:** This tab will provide a list of classes the student enrolled in for the term, current status, grading basis, and associated credit hours.
   
   - **Term Statistics Tab:** This tab will provide an overview of the student’s GPA by term and academic career.

![Enrollment Summary and Term Statistics Tab]

4) Select the Related Content link (top right of the page). This link will connect you to the Term Withdrawal process. A side menu will appear on the right prompting you search for an existing term withdrawal for the selected student.

   - **Term Withdrawal Record Exists:** From the side menu, under the Find an Existing Value tab, enter the student’s Catalyst ID, Term, and Academic Career then select Search.

   - **Term Withdrawal Record Doesn’t Exist:** From the side menu, under the Add a New Value tab, enter the student’s Catalyst ID, Term, and Academic Career then select Add.
5) Once a term withdrawal has been initiated, a table will display information based on the student’s term activation record within the Term Data section.

The first section of the table will display the Academic Advisor currently associated with the student. The listed Advisor is who will receive the automated notification when the record of the term withdrawal is completed.

6) Under the Reasons for Withdrawal section, an advisor can select up to three reasons why the student has withdrew for the selected term. Categories for a Reason include:

- Academic
- Culture
- Disclosure
- External
- Financial
- Personal Family Issues
- Support

All Reason values appear under each of the three possible reasons. Each type of Reason has an Other value available. When this type is selected, a free-form comment box opens for the advisor to input additional information.

UNABLE TO REACH STUDENT: This checkbox should be selected if the advisor is unable to reach the student to obtain his/her reason for withdrawal. If checked, at least the Primary Reason must be recorded on the student’s record.
7) Under the **timing of this entry**, you are required to select if this withdrawal entry was *before all classes dropped* or *after all classes dropped*.

8) Upon selecting **Save**, the date of the enrollment, the initial user who recorded the withdrawal, and the date it was originally recorded will populate.

9) The student and their academic advisor will receive email notifications from **Advising1@uc.edu** when the student drops their final class for the term in the withdrawal grading period or later.

The notification email will not be generated for a student that does not have an active academic advisor assigned in the Student Advisor table. The notification email will only be eligible for undergraduate students.

**MULTIPLE ADVISORS:** The notification will only go to the student’s primary academic advisor if a student has multiple advisors assigned. The primary academic advisor is determined by the most recent dated row in the Student Advisor table and the associated Advisor Number. Notifications are not directed to advisors with athletic, honors, or nationally competitive advisor roles.