

Faculty Center

Administrative Withdrawal Roster

Overview

If a class is eligible for administrative withdrawal, the Administrative Withdrawal Roster in Faculty Center provides two options that display after the 25% refund period for the session: "Withdraw-No Attendance" and "Withdraw-Some Attendance". These values may only be selected for 21 days during the regular session or 10 days during another shorter session (not available for NON, NS1, and NS2). If one of these options is selected, you are requesting that the Registrar's Office administratively withdraw this student from the class. If "Withdraw-Some Attendance" is selected, a "Since Approximately This Date" required field is displayed.

NOTE: For questions about the administrative withdrawal policy for your campus, contact your campus Registrar.

NOTE: This guide only provides instruction for submitting administrative withdrawal information via the Administrative Withdrawal Roster in Faculty Center (where applicable). For guidance on attendance collection and adding student feedback through the Student Engagement Roster (SER), please visit flags.iu.edu for more information.

Steps

Administrative Withdrawal Roster in Faculty Center

1. Navigate to: one.iu.edu.
2. In the **Search** field, type "Faculty Center."
3. Click on the **Faculty Center** task.
4. If you are not presently authenticated through CAS, enter your credentials and method of Two-Step authentication at the prompts.

If you are working in Canvas, the course page for faculty also provides an [Administrative Withdrawal Roster](#) link that points to *Faculty Center* in SIS.

The **My Teaching Schedule** table in *Faculty Center* is displayed.

Faculty Center

Administrative Withdrawal Roster

Summer 2018 | South Bend [Change Term or Campus](#) [Click here to go to Canvas](#)

Select display option: Show All Classes Show Enrolled Classes Only Show Only Primary (Graded) Sections

My Teaching Schedule > Summer 2018 > South Bend

Class Roster	Administrative Withdrawal Roster	Class	Class Title	Enrolled	Days & Times	Building	Room	Class Dates
Class Roster	Administrative Withdrawal Roster	AHST-A 102 (13349)	RENAISSANCE THROUGH MODERN ART (Lecture)	14	ARR	Online Class (OL)	ONLINE	Jul 2, 2018-Aug 13, 2018
Class Roster	Administrative Withdrawal Roster	JOUR-J 210 (13287)	VISUAL COMMUNICATION (Lecture)	15	ARR	Online Class (OL)	ONLINE	May 30, 2018-Aug 4, 2018

[View Weekly Teaching Schedule](#) [Go to top](#)

[Go to top](#)

The Administrative Withdrawal Roster link displays if the class is approved for administrative withdrawal (for FW, NW, and SB campuses and for all UGRD IN and CO classes), the session is not a non-standard session, there is enrollment, and the class start date has begun.

- Click Administrative Withdrawal Roster for the desired class.

The *Student Summary* page is displayed.

Student Summary | Assessments | My Flagged Students

Administrative Withdrawal Roster

REMINDER: Click the "Save" button while you are working on your roster. When you want to submit the values to the student center, click the "Submit" button. [View FERPA Statement](#)

JOUR-J 210 VISUAL COMMUNICATION
Lecture (13287)
Summer 2018 | Online Session 2 | South Bend | Undergraduate [Return to My Schedule](#)

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
ARR	Online Class (OL) ONLINE	I Teach	05/30/2018 - 08/04/2018

[Save Draft](#)

[Submit](#)

Last submitted on

Enrolled

Select	ID	Name	Academic Program/Plan	Academic Level	Enrollment Status	Attendance	Last Saved On	Submitted	Student Campus
<input type="checkbox"/>	0000001111	Student, Ima	General Studies Undergraduate - General Studies BGS	Sophomore	Enrolled			<input type="checkbox"/>	Southeast
<input type="checkbox"/>	0000002222	Student, Two	Lib Arts & Sci Undergraduate - General Studies BGS	Freshman	Enrolled			<input type="checkbox"/>	South Bend
<input type="checkbox"/>	0000003333	Student, Three	Social Science Undergraduate - International Studies BA	Senior	Enrolled			<input type="checkbox"/>	Southeast
<input type="checkbox"/>	0000004444	Student, Four	Sch of the Arts Undergraduate - Pre Fine Arts BFA	Sophomore	Enrolled			<input type="checkbox"/>	South Bend
<input type="checkbox"/>	0000005555	Student, Five	Social Science Undergraduate - Journalism/Media BA	Senior	Enrolled			<input type="checkbox"/>	Southeast

Faculty Center

Administrative Withdrawal Roster

There are three tabs under the *Administrative Withdrawal Roster* page: *Student Summary*, *Assessments* and *My Flagged Students*.

- The *Student Summary* tab displays a list of all the students in the class.
- The *Assessments* tab allows you to add the appropriate administrative withdrawal option to a student. This tab shows one student at a time by default; a View All feature is provided to view all students.
- The *My Flagged Students* tab also allows you to add an administrative withdrawal option; checking students in Select column of the *Student Summary* tab first will display those students in *My Flagged Students*.

In this guide, we will use the *Assessments* tab to select the appropriate administrative withdrawal option for a student.

NOTE: If the roster is for an online class through IU Online and has students from different campuses in the class, a new Student Campus column will appear (as displayed above). This column will not appear for online classes where all of the students are from the campus offering the class.

6. Click on the *Assessments* tab.

The Administrative Withdrawal Roster is displayed.

The screenshot shows the 'Administrative Withdrawal Roster' page in the 'Assessments' tab. The page displays class information for JOUR-J 210 (VISUAL COMMUNICATION) and a table of enrolled students. A red arrow points to the 'View All' link in the 'Enrolled' table header.

Days & Times	Room	Instructor	Meeting Dates
ARR	Online Class (OL) ONLINE	I Teach	05/30/2018 - 08/04/2018

Student ID	Name	Subject Class	E-mail
0000001111	Student, Ima	JOUR-J 210	imastudent@iu.edu

7. In the **Enrolled** table header, click View All to see a scrollable list of all students.

All students are now displayed in the **Enrolled** table.

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Administrative Withdrawal Roster

The screenshot shows a web interface titled "Enrolled" with a table of student information. The table has columns for Student ID, Name, Subject Class, and E-mail. Below each row is a dropdown menu for "Administrative Withdrawal values" with two options: "Withdraw-Some Attendance" and "Withdraw-No Attendance".

Student ID	Name	Subject Class	E-mail
0000001111	Student, Ima	JOUR-J 210	imastudent@iu.edu
0000002222	Student, Two	JOUR-J 210	student2@iu.edu
0000003333	Student, Three	JOUR-J 210	student3@iu.edu

8. Locate the student(s) for the administrative withdrawal by scrolling through the roster.
9. From the student's row, select either:
 - **Withdraw-Some Attendance** (if this option is selected, enter a date in the **Since Approximately This Date** field)
 - OR
 - **Withdraw-No Attendance**

The screenshot shows the same web interface as above, but with the first student's dropdown menu expanded. The "Withdraw-Some Attendance" option is selected, and a date "06/05/2018" is entered in the "Since Approximately This Date" field. The second student's dropdown menu is also expanded, showing the "Withdraw-No Attendance" option selected.

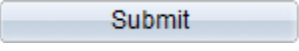
Student ID	Name	Subject Class	E-mail
0000001111	Student, Ima	JOUR-J 210	imastudent@iu.edu
0000002222	Student, Two	JOUR-J 210	student2@iu.edu
0000003333	Student, Three	JOUR-J 210	student3@iu.edu

10. At any time you can click [Save Draft](#) to save your changes prior to submitting.

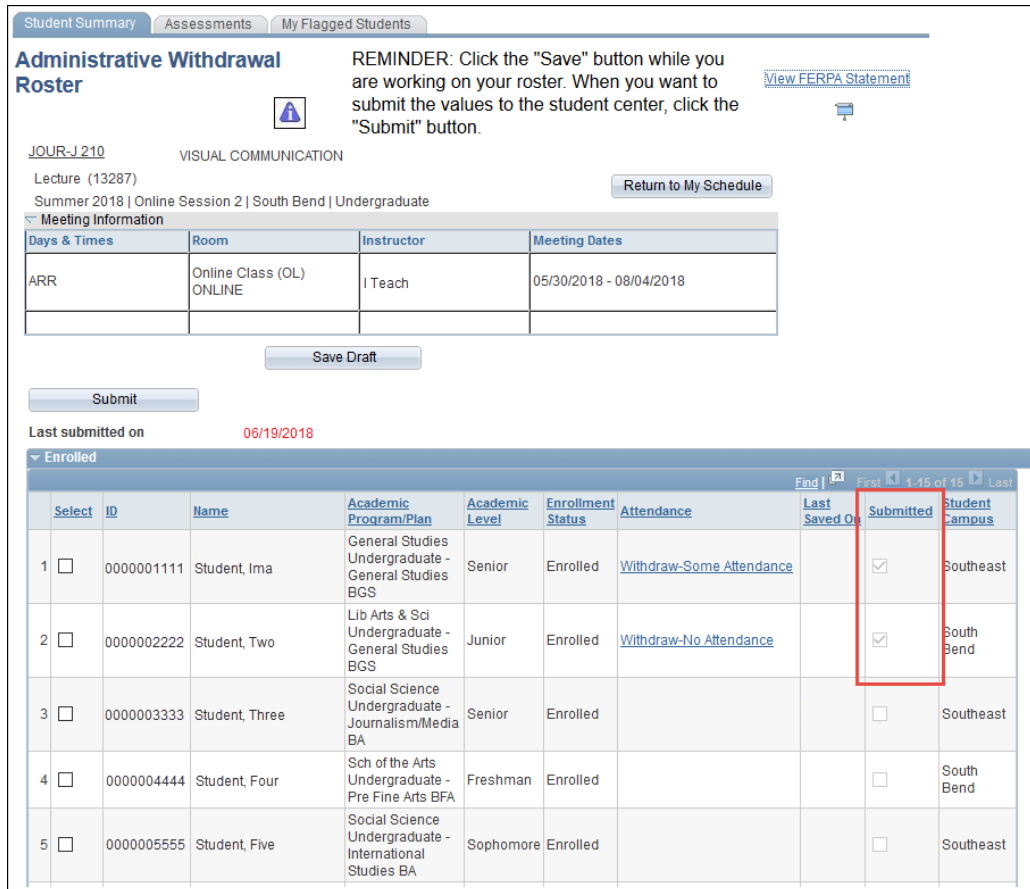
Faculty Center

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11. Before submitting, verify all changes.

12. When ready to submit, click  in the *Student Summary* tab.

The student's row in the **Enrolled** table now reflects the withdraw option selected and a checked box under the Submitted column to confirm the submission.



Administrative Withdrawal Roster

REMINDER: Click the "Save" button while you are working on your roster. When you want to submit the values to the student center, click the "Submit" button.

[View FERPA Statement](#)

JOUR-J 210 VISUAL COMMUNICATION
Lecture (13287)
Summer 2018 | Online Session 2 | South Bend | Undergraduate

[Return to My Schedule](#)

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
ARR	Online Class (OL) ONLINE	I Teach	05/30/2018 - 08/04/2018

[Save Draft](#)

[Submit](#)

Last submitted on 06/19/2018

Enrolled

Select	ID	Name	Academic Program/Plan	Academic Level	Enrollment Status	Attendance	Last Saved On	Submitted	Student Campus
<input type="checkbox"/>	0000001111	Student, Ima	General Studies Undergraduate - General Studies BGS	Senior	Enrolled	Withdraw-Some Attendance		<input checked="" type="checkbox"/>	Southeast
<input type="checkbox"/>	0000002222	Student, Two	Lib Arts & Sci Undergraduate - General Studies BGS	Junior	Enrolled	Withdraw-No Attendance		<input checked="" type="checkbox"/>	South Bend
<input type="checkbox"/>	0000003333	Student, Three	Social Science Undergraduate - Journalism/Media BA	Senior	Enrolled			<input type="checkbox"/>	Southeast
<input type="checkbox"/>	0000004444	Student, Four	Sch of the Arts Undergraduate - Pre Fine Arts BFA	Freshman	Enrolled			<input type="checkbox"/>	South Bend
<input type="checkbox"/>	0000005555	Student, Five	Social Science Undergraduate - International Studies BA	Sophomore	Enrolled			<input type="checkbox"/>	Southeast

Additional Information

Within the *Student Summary* is the **Attending, but not Enrolled** table. For campuses that use Administrative Withdrawal Roster in SIS, this table provides limited functionality. If your campus uses the Student Engagement Roster (SER) and you need to provide feedback and attendance information for a non-enrolled student, it is recommended to instead use the Add Student to Roster functionality in SER. For more information on adding a non-enrolled student to SER, visit flags.iu.edu.