

COURSE WITHDRAWAL (not a completed course but want funding)

The following instructions apply when a student drops a class where funding requirements have been met.

1. On the **Modify Schedule** page, drop the student from the class on the drop date. (Preferably before grades have been stored)
2. Go to the **All Enrollments** page, and click on **Edit** to amend the withdrawn course details.
3. Change the Funding Requested flag to = "Yes"

Funding Requested	Yes ▾	(Synchronized with PASI)
Course Enrollment Status	WDR - Withdrawal ▾	(Synchronized with PASI)
Instruction Minutes Received	<input type="text"/>	(Synchronized with PASI)
Dual Enrollment	No ▾	(Synchronized with PASI)
External Credential Eligible	▾	

4. Note you will NOT be approving as there is no mark but the information will go up to PASI (and Funding Events System)