

St. Edward's University
Office of the Registrar
Faculty Instructions for Automated Withdrawal for Absences (WA) Process

Step 1: Login to your EdWeb for Faculty & Staff (<http://www.stedwards.edu/regist/facinfo.htm>) account.

Step 2: Enter your SEU administrative username and password. If you have questions regarding this step, please contact the Help Desk at 448-8443.

Step 3: Ensure your options are set correctly in the box titled 'Current Option Settings'. If you need to make changes to the options, click the 'Set Options' button.

Step 4: Click on the 'Class List' link in the left frame menu.

Step 5: Enter the course number (e.g. COSC 1301) and the section number (e.g. 06). Check the "Show Withdrawal for Absences Option" button and click the 'Submit Request' button.

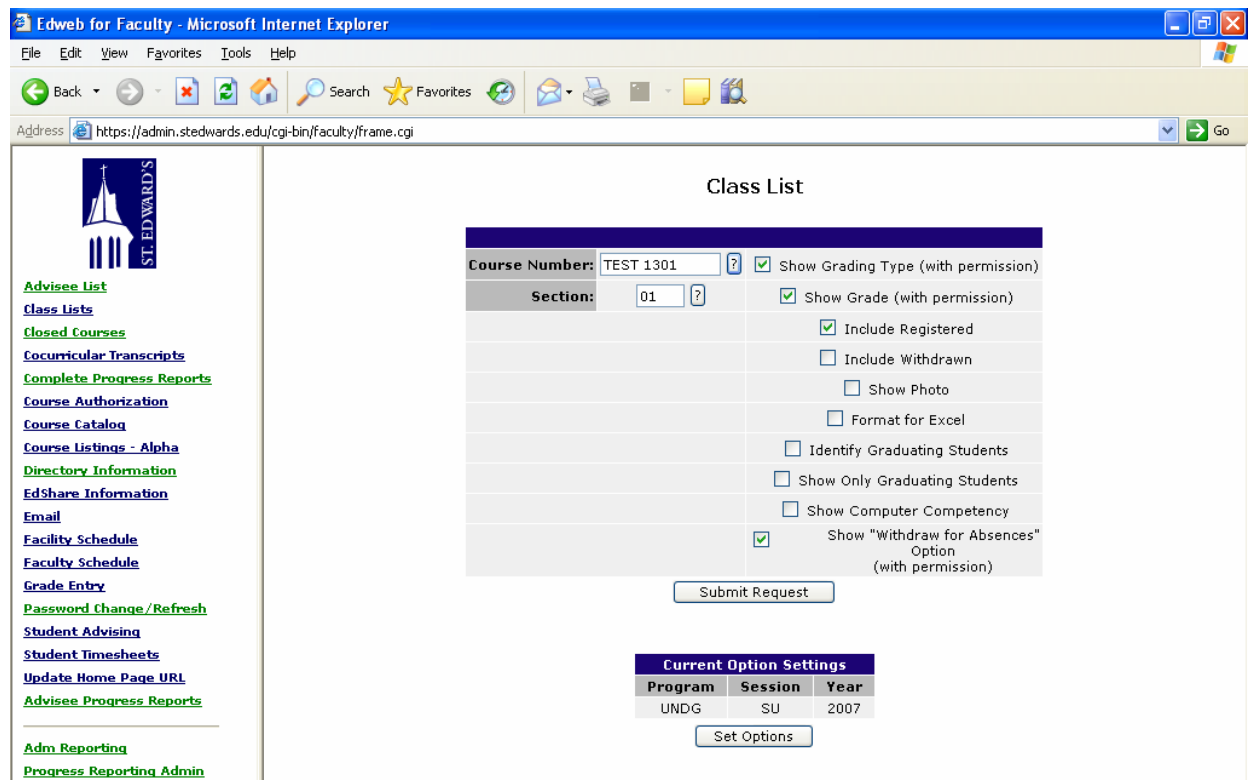


Figure A: EdWeb Class List with Show Withdrawal for Absences Option selected.

Step 5: The Class List will appear with the 'Withdrawal for Absences' column and 'WA' button.

The screenshot shows a Microsoft Internet Explorer browser window titled 'Edweb for Faculty - Microsoft Internet Explorer'. The address bar shows the URL: <https://admin.stedwards.edu/cgi-bin/faculty/frame.cgi>. The main content area displays a 'Class List' for a 'REGISTRATION TEST COURSE' by instructor Elma Cantu. Below this, there is a table of session information and a table of 'Students Currently Enrolled'. The 'Students Currently Enrolled' table has columns for Course, Name, ID, Email, Status, Cl, Major, Grdg, Grd, and Withdraw for Absences. Two students are listed: 'Student, Jane' and 'Student, Joe I. Good', each with a 'WA' button in the 'Withdraw for Absences' column.

Session	Course Number	Section	Meeting Times	Cross-listed Courses
Summer 2007	TEST 1301	01	-M-W--- 08:00a-10:35a MH 211	

Course	Name	ID	Email	Status	Cl	Major	Grdg	Grd	Withdraw for Absences
	Student, Jane	168617		Registered	-T	Art	LT		<input type="button" value="WA"/>
	Student, Joe I. Good	168616	jstuden2	Registered		Digital Media	LT		<input type="button" value="WA"/>

Figure B: Class List menu option with WA button.

Step 6: Click the 'WA' button for the corresponding student. (The form can process only one WA at a time.)

Step 7: The 'WA Form' will appear. The id, fullname, course, section, session, & year fields will automatically be populated with default information.

Step 8: Enter the 'last date attended' using the mm/dd/yyyy format (required) and include any comments (optional).

WA Form

Withdrawals for Absences (WA's) can be submitted from the first class day to the last day to withdraw for the term for students who never attend or stop attending class. All fields except comments are required below. Enter the last date attended using the mm/dd/yyyy format. Please allow at least 3 working days for the WA to be processed by the Office of the Registrar.

All fields except comments are required.

Student ID	168617
Fullname	Student, Jane
Course	TEST 1301
Section	01
Session	SU
Year	2007
Last date attended	06/27/2007

Comments

Jane has 6 unexcused absences.

Submit WA Form

Cancel / Return to Class List

Figure C: WA Form entry.

Step 9: Click the 'Submit WA Form' button. If you wish to cancel or exit without submitting the WA, click the 'Cancel/Return to Class List' button.

WA Successfully Submitted

If your browser does not forward you automatically in five seconds, you may [click here to return to the Class List](#).

Figure D: WA Form successfully submitted.

Repeat steps 4 – 9 to submit another WA.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Class List' page for a 'REGISTRATION TEST COURSE'. The page title is 'Class List' and the course information is 'REGISTRATION TEST COURSE, Instructor: Aldrete, Elma Cantu, Fri Jun 29 10:08:47 CDT 2007'. The page contains a table of session information and a table of students currently enrolled. The 'Students Currently Enrolled' table has columns for Course, Name, ID, Email, Status, Cl, Major, Grdg, Grd, and Withdraw for Absences. The student 'Student, Joe I. Good' is listed with ID 168616, email istuden2, and a 'WA' status in the 'Withdraw for Absences' column.

Session	Course Number	Section	Meeting Times	Cross-listed Courses
Summer 2007	TEST 1301	01	-M-W--- 08:00a-10:35a MH 211	

Send Email to Those Listed

Course	Name	ID	Email	Status	Cl	Major	Grdg	Grd	Withdraw for Absences
	Student, Jane	168617		Registered	-T	Art	LT		Filed
	Student, Joe I. Good	168616	istuden2	Registered		Digital Media	LT		WA

Figure E: WA Form successfully submitted displays as Filed on the Class List page.

Please allow at least 3 working days for the WA to be processed by the Office of the Registrar.

Contact the Office of the Registrar at 448-8747, if you have questions regarding this process.

Office of the Registrar
 wa_instructions_fac.doc created 8/30/07
 by Elma Cantu Aldrete