

DROP FOR NON-ATTENDANCE

1. Access **Administrative Applications** in **Employee Services**.

The screenshot shows the Banner Self Service interface for the University of North Florida. The header includes the UNF logo and the text 'Pre-Production Environment ■ Banner Self Service'. A navigation bar contains links for 'Employee Services', 'Finance Information', 'Financial Aid', 'Personal Information', and 'Student Services'. The 'Employee Services' section is expanded, showing a list of options: 'Benefits and Deductions', 'Current and Past Jobs', 'Employee Education Program - Employee Request', 'Employee Education Program - Supervisor Decision', 'Tuition Scholarship Program - Employee Request', 'Pay Information', 'Tax Forms', 'Time Off Current Balances and History', and 'Time Sheet'. The 'UNF Administrative Applications' link is highlighted in yellow. Below the navigation bar, the text 'RELEASE: 8.7' and '2015 Ellucian Company L.P. and its affiliates.' is visible.

2. From the **Administrative Applications** screen select **Student Maintenance** and then **Drop for Non-Attendance**.

The screenshot shows the Banner Self Service interface for the University of North Florida. The header includes the UNF logo and the text 'Pre-Production Environment ■ Banner Self Service'. A navigation bar contains links for 'Employee Services', 'Finance Information', 'Financial Aid', 'Personal Information', and 'Student Services'. The 'Student Maintenance' section is expanded, showing a list of options: 'Course Level Maintenance', 'Drop for Non-Attendance', 'Enrollment Services Appeal', 'Waiver of University Policy', 'Event Management: Check-In', 'Event Management: Create or Update Event', 'Event Management: Event Functions', 'High School Transcripts', 'Housing and Meal Plan Exemptions', 'Independent Study Titles Input - Registrar View', 'Informational Hold Audit', 'Major Change Request', 'Mandatory Housing', 'NCAA Continuing Eligibility-Athletics', 'Partnership Codes', 'Prerequisites Processing', 'Process Major Change Request', 'Provisional Admit Registrar Review', 'Provisional Admit Review', 'Residency Tracking', 'View Student's Major Change Request', 'Process Complete Withdrawal', and 'Initiate Complete Withdrawal'. The 'Drop for Non-Attendance' link is highlighted in yellow. Below the navigation bar, the text 'RELEASE: 6.2' and 'Powered by ellucian' is visible.

