DROP FOR NON-ATTENDANCE

1. Access Administrative Applications in Employee Services.

UNF UNVERSITY // Pre-Production Environment Banner Self Service						
Employee Services Finance Information Financial Aid Personal Information Student Services						
	RETURN TO MENU SITE MAP HELP EXIT					
Employee Services						
Benefits and Deductions						
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.						
Current and Past Jobs						
Employee Education Frogram - Employee Request						
Empryse Education Program - Supervisor Decision						
Pay Information						
New your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.						
Tax Forms						
Change W-4 internation; view your W-2 form or 14 form.						
Time Sheet						
UNF Administrative Applications						
ELEASE: 8.7						

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

Employee Services Finance Information Financial Ald Personal Info	student Services
	SITE MAP HELP
Ctudent Maintenance	
Student Maintenance	
Course Level Maintenance	Prerequisites Processing
Drop for Non-Attendance	Process Major Change Request
Enrollment Services Appeal	Provisional Admit Registrar Review
Waiver of University Policy	Provisional Admit Review
Event Management: Check-In	Residency Tracking
Event Management: Create or Opdate Event	View Student's Major Change Kequest
Event Management: Event Functions	Process Complete withdrawa
High School Hanschpts	Initiate Complete Withdrawar
Indonendent Study Titles Input - Registrar View	
Independent Study Indes Input - Registral View	
Major Change Request	
Mandatory Housing	
NCAA Continuing Eligibility-Athletics	
Postsouthin Codes	

3. Utilize all drop-down options on the screen so that you can easily access the proper **CRN**. You will only have access to the courses in your department.

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UNIVERSITY # Pre-Production Environment • Banner Self Service					
Employee Services Finance Information Financial Aid Personal Information Student Services					
SITE MAP HELP EXIT					
Drop for Non-Attendance					
The Drop for Non-Attendance screen is used by department staff, who have been provided access by the Registrar's Office, to drop students for non-attendance and is available only during Drop/Add. You have access to the College(s) and Department(s) that the Registrar's office has given you access to from Drop for Non-Attendance user control.					
Select the Part of term, College, and Department. To list enrolled students, select Course Subject, Course Number, and CRN. Select the Submit button.					
Students in a registered status will display a Drop column. To drop a student, select 'Y' in the Drop column and select the Drop button. Students who are not in a registered status will not be available to be dropped.					
Term: Fall 2015. Part of term: Full Term ✓ College: Y Department: Hone ✓					
Submit Clear					
[Previous Menu Course Level Maintenance Drop for Non-Attendance Enrollment Services Appeal Waiver of University Policy Event Management: Check-In Event Management: 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 Registrar Review Provisional Admit Review Review Transcription View Student's Major Change Request Process Complete Withdrawal Initiate Complete Withdrawal]					
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4. Select the students to be dropped from the displayed roster. Click the drop-down option under the **Drop** heading and submit to immediately drop the selected students. You will see confirmation on the same screen.

Employee Services Finance Information Financial Aid Personal Information Student Services						
			SITE MAP HELP EXIT			
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Term:	Fall 2015 Pa	art of term: Full Term V				
College:	Coggin College of Business 🗸 D	epartment: Accounting & Finance V				
Course Subject:	FIN Y	ourse Number: 3403 V CRN: 80	409 🗸			
Submit Clear	•					
Students Avail	able to be Dronned					
UNF ID	Student Name	Registration Status	Drop			
NCCCCCCCC	n	**Web Registered**				
n	Moret	**Web Registered**				
	BAC	**Web Registered**				
	(**Web Registered**				
•	مات ا	**Web Registered**				
10071 N7		**Web Registered**				
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