

Withdrawing a student who is cross-enrolled to Remann Hall

For a student enrolled at your school who is cross-enrolled to Remann Hall, it is important that when withdrawing them from your school you DO NOT withdraw the Remann Hall cross-enrollment.

** If student has a NEXT-YEAR cross-enrollment, see note below. **

❖ You will begin the Withdrawal process as normal. Enter the Date, Reason, destination fields. After clicking the 'Withdraw' button, the Final Check screen will appear.

If the student is cross-enrolled, you will see the message: "A Cross Enrolment Withdraw Reason is required." Hit OK. Click on the School dropdown to see the student's cross-enrollment school. If it is Remann Hall, do the following:

1. Check the Transfer to cross-enrolled school checkbox
2. Select a Cross-Enrollment Withdrawal Reason
3. Select Remann Hall in School field (**If student has another school listed, see note below)
4. Select Admission Reason

Click 'Continue Withdraw' to withdraw the student from your school, end their cross-enrollment to Remann Hall and create a home-school enrollment to Remann Hall.

Final Check

Withdraw from all schools

Select a Cross Enrolment Withdrawal Reason
RETURN TO SCHOOL OF ENR...

Transfer to cross-enrolled school

School of Record Transfer

School
Remann Hall School

Admission Reason
RE-ENROLLMENT WITHIN DIS...

Next Year Course Selections

Keep Courses Delete Courses

Admit Date

Admit Reason

Team Group Delete Values

End Date

Exit Reason

Continue Withdraw Cancel Withdraw

** NOTE: If student has a next year cross-enrollment, you must go to the Cross Enrollment Student screen to manually withdraw that cross-enrollment before withdrawing student from your school -- use same date as Admit Date (8/1/2010) to no show the student's next year cross-enrollment. Once you've removed next year cross-enrollment, proceed withdrawing student from your school and transferring to Remann Hall. ❖