

How to Withdraw From Courses Online

Log into Banner Self-Service

Fayetteville State University Banner

HELP EXIT

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.
When you are finished, please Exit and close your browser to protect your privacy.

Please do not try to log in more than 3 times. If you have forgotten your PIN, please use the FORGOT PIN feature to assist you. If not, your account will be automatically deactivated by the system for security reasons.

Students-You will need to contact the Office of the Registrar at (910) 672-1185 to have your account reactivated.

Employees-You will need to contact the ITTS Help Desk at (910) 672-4357 to have your account reactivated.

Authorization Failure - Invalid User ID or PIN.

User ID:

PIN:

Login Forgot PIN?

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Select Student on the gray tab

Fayetteville State University Banner

Personal Information Student Financial Aid Employee

Search Go SITE MAP HELP EXIT

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student and Financial Aid
Apply for Admission; Register; View your academic records and Financial Aid

Employee
Time Sheets; Leave Reporting; Benefits and Deductions; Pay Information; Tax Forms and Leave Balances.

BLACKBOARD LEARNING SYSTEM
The Blackboard Learning System is a Web-based server software platform that offers industry-leading course management, an open architecture for customization and interoperability, and a scalable design that allows for integration with student information systems and authentication protocols.

Return to Homepage

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Select Registration

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Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Services & Financial Aid

Please ensure your student account is cleared. Click on Student Account below to view your account summary, make payment, and view holds.

Click on Student Account for 1098-T information.

ALERT! ALERT! ALERT! - No Show Notifications - Class Attendance

You are responsible for attending classes.

- If you are not attending a class, you must drop it if the drop period is open, or
- If you are not attending a class, you must withdraw from the class if the drop period is over.
- If you do not drop or withdraw from courses you are not attending, you will receive a failing grade.

Instructors CANNOT drop you from classes. The X grade DOES NOT drop you from classes.

It triggers an email to be sent to you to take action.

- Instructors may identify you as not attending.
- You may receive an email notification that you have been identified as not attending class.
- You must take the appropriate action outlined in the email you receive.

Registration
Military Student using Funding Assistance (FA) to pay for courses. Though you have registered in banner for courses, you must also register using the Blackboard portal if you are using Military Tuition Assistance to pay for your courses. If you do not register through the Blackboard portal by the registration close date you will be responsible for your bill. The University may place a hold on your account until that bill is satisfied. For more information, please contact your Army Education Counselor or Fort Bragg campus at (910) 672-2962.

Student Records
View your holds, grades and transcripts

Financial Aid
Apply for Financial Aid, review status and loans.

Student Account
View your account summaries, statements/payment history and tax information

Reverse Transfer (RT) Program
Reverse Transfer Program

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Enter your Alternate pin

https://ssbprod-fsu.uncc.edu/pls/FSUPPRD/bwskfreg_P_AltPin

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Personal Information Student Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Alternate PIN Verification

Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Spring 2015 registration begins October 30, 2015 and ends January 16, 2015. Students will begin registering as follows based on **CURRENT EARNED** hours:

- Thursday, October 30 - Seniors, graduate level, doctoral, online degree completion, honors, early college, athletes, special FFR/SO/JR
- Monday, November 3 - Juniors
- Thursday, November 6 - Sophomores
- Monday, November 10 - Freshman, Special Visiting

ALERT! - If you register for online courses, there may be additional fees for verification of student identity for proctored examinations. You should contact your chosen proctor for fee information or re Services Portal at Proctor Information.

Alternate PIN:

Submit

Select Add/Drop/Withdraw

Fayetteville State University Banner

Personal Information Student Financial Aid Employee

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Registration

Bill Payment questions - please visit Bursar's Office
Tuition Management System (Payment Plan) questions, please visit FSU Payment Center.

Spring 2016 Registration Ends January 15

For Course Section Descriptions, please click Section Descriptions
If you have any questions, please contact your advisor.

- Select Term
- Insurance Waiver
- Add/Drop/Withdraw from Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Withdrawal Information
- Registration Status
- Active Registration
- Registration History
- Registration Fee Assessment
- Payment Plan
- Withdrawal Credits

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Select the appropriate term and click Submit

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Select Term

Select a Term: Spring Semester 2016

Submit

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Your schedule may appear similar to below. The informational messages in red may be slightly different.

✓ A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field.
 If no options are listed in the Action field then the class may not be dropped.
 When add/drops/withdrawal are complete click Submit Changes.
 If you are unsure of which classes to add, click Class Search to review the class schedule.

Beginning fall 2014, you may withdraw from no more than 16 credit hours during your undergraduate career at Fayetteville State University.
 You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

Career Withdrawals

Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jan 06, 2016	None	2855	PSYC	421	D1	Undergraduate 3.000	Normal	Grade	Cognitive Psychology	
Registered on Jan 06, 2016	None	2622	HEED	112	D1	Undergraduate 2.000	Normal	Grade	Health and Wellness	
Registered on Jan 06, 2016	None	2808	PSYC	342	D1	Undergraduate 3.000	Normal	Grade	Intro Clinical & Counseling Ps	
Registered on Jan 06, 2016	None	2827	PSYC	381	D1	Undergraduate 3.000	Normal	Grade	Child Psychopathology	
Registered on Jan 06, 2016	None	2852	PSYC	400	D1	Undergraduate 3.000	Normal	Grade	History & Systems of Psyc.	
Registered on May 04, 2015	None	3084	MATH	123	O2	Undergraduate 4.000	Normal	Grade	College Algebra	
Web Registered on May 20, 2015	None	2020	COMM	240	D1	Undergraduate 3.000	Normal	Grade	News Editing	

Total Credit Hours: 21.000
 Billing Hours: 21.000
 Minimum Hours: 0.000
 Maximum Hours: 21.000
 Date: Jan 06, 2016 03:41 pm

Add Classes Worksheet

CRNs

<input type="text"/>										
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Submit Changes Class Search Reset

Select the withdraw option for the course you wish to withdraw.
 Click Submit Changes

✓ A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field.
 If no options are listed in the Action field then the class may not be dropped.
 When add/drops/withdrawal are complete click Submit Changes.
 If you are unsure of which classes to add, click Class Search to review the class schedule.

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Career Withdrawals

Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jan 06, 2016	Withdraw from Course via Web	2855	PSYC	421	D1	Undergraduate 3.000	Normal	Grade	Cognitive Psychology	
Registered on Jan 06, 2016	None	2622	HEED	112	D1	Undergraduate 2.000	Normal	Grade	Health and Wellness	
Registered on Jan 06, 2016	None	2808	PSYC	342	D1	Undergraduate 3.000	Normal	Grade	Intro Clinical & Counseling Ps	
Registered on Jan 06, 2016	None	2827	PSYC	381	D1	Undergraduate 3.000	Normal	Grade	Child Psychopathology	
Registered on Jan 06, 2016	None	2852	PSYC	400	D1	Undergraduate 3.000	Normal	Grade	History & Systems of Psyc.	
Registered on May 04, 2015	None	3084	MATH	123	O2	Undergraduate 4.000	Normal	Grade	College Algebra	
Web Registered on May 20, 2015	None	2020	COMM	240	D1	Undergraduate 3.000	Normal	Grade	News Editing	

Total Credit Hours: 21.000
 Billing Hours: 21.000
 Minimum Hours: 0.000
 Maximum Hours: 21.000
 Date: Jan 06, 2016 03:43 pm

Add Classes Worksheet

CRNs

<input type="text"/>										
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Submit Changes Class Search Reset

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field.

If no options are listed in the Action field then the class may not be dropped.

When add/drops/withdrawal are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Beginning fall 2014, you may withdraw from no more than 16 credit hours during your undergraduate career at Fayetteville State University.

You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

Career Withdrawals
 Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jan 06, 2016	Withdraw from Course via Web	2855	PSYC	421	D1	Undergraduate	3.000	Normal	Grade	Cognitive Psychology
Registered on Jan 06, 2016	None	2622	HEED	112	D1	Undergraduate	2.000	Normal	Grade	Health and Wellness
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Registered on Jan 06, 2016	None	2827	PSYC	381	D1	Undergraduate	3.000	Normal	Grade	Child Psychopathology
Registered on Jan 06, 2016	None	2852	PSYC	400	D1	Undergraduate	3.000	Normal	Grade	History & Systems of Psyc.
Registered on May 04, 2015	None	3084	MATH	123	O2	Undergraduate	4.000	Normal	Grade	College Algebra
Web Registered on May 20, 2015	None	2020	COMM	240	D1	Undergraduate	3.000	Normal	Grade	News Editing

Total Credit Hours: 21.000
 Billing Hours: 21.000
 Minimum Hours: 0.000
 Maximum Hours: 21.000
 Date: Jan 06, 2016 03:58 pm

Add Classes Worksheet

CRNs

Your withdrawal information will display as below for you to verify if this is the course of action you wish to take. Click the appropriate option.

Fayetteville State University Banner

Personal Information | **Student** | Financial Aid | Employee

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Withdrawal Confirmation

Your have requested to withdraw from the course(s) listed below.

Requested Withdrawals

CRN	Subj	Crse	Sec	Title	Credits	Registration Issues
2855	PSYC	421	D1	Cognitive Psychology	3	

If you withdraw from the requested course(s), Your updated withdrawal counts will be :

Withdrawal Credits Used : 3
Withdrawal Credits Remaining : 13

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If you select Cancel Withdrawal, the withdrawal will not be processed and your schedule will return similar to below:

You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

Career Withdrawals

Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jan 06, 2016	None	2855	PSYC	421	D1	Undergraduate	3.000	Normal	Grade	Cognitive Psychology
Registered on Jan 06, 2016	None	2622	HEED	112	D1	Undergraduate	2.000	Normal	Grade	Health and Wellness
Registered on Jan 06, 2016	None	2808	PSYC	342	D1	Undergraduate	3.000	Normal	Grade	Intro Clinical & Counseling Ps
Registered on Jan 06, 2016	None	2827	PSYC	381	D1	Undergraduate	3.000	Normal	Grade	Child Psychopathology
Registered on Jan 06, 2016	None	2852	PSYC	400	D1	Undergraduate	3.000	Normal	Grade	History & Systems of Psyc.
Registered on May 04, 2015	None	3084	MATH	123	02	Undergraduate	4.000	Normal	Grade	College Algebra
Web Registered on May 20, 2015	None	2020	COMM	240	D1	Undergraduate	3.000	Normal	Grade	News Editing

Total Credit Hours: 21.000
 Billing Hours: 21.000
 Minimum Hours: 0.000
 Maximum Hours: 21.000
 Date: Jan 06, 2016 05:01 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

If you select Complete Withdrawal, the withdrawal will process and return to you similar as below. Note the course status column. You have now completed the course withdrawal process. Your course withdrawal totals have now been updated to reflect your number of withdrawal credits and remaining credits.

You may now log off.

✓ **A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.**

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field.
 If no options are listed in the Action field then the class may not be dropped.
 When add/drops/withdrawal are complete click Submit Changes.
 If you are unsure of which classes to add, click Class Search to review the class schedule.

Beginning fall 2014, you may withdraw from no more than 16 credit hours during your undergraduate career at Fayetteville State University.
You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

Career Withdrawals
Withdrawal Credits Used : 3 Withdrawal Credits Remaining : 13

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Withdraw from Course via Web on Jan 06, 2016		2855	PSYC	421	D1	Undergraduate	3.000	Normal Grade	Cognitive Psychology
Registered on Jan 06, 2016	None	2622	HEED	112	D1	Undergraduate	2.000	Normal Grade	Health and Wellness
Registered on Jan 06, 2016	None	2808	PSYC	342	D1	Undergraduate	3.000	Normal Grade	Intro Clinical & Counseling Ps
Registered on Jan 06, 2016	None	2827	PSYC	381	D1	Undergraduate	3.000	Normal Grade	Child Psychopathology
Registered on Jan 06, 2016	None	2852	PSYC	400	D1	Undergraduate	3.000	Normal Grade	History & Systems of Psyc.
Registered on May 04, 2015	None	3084	MATH	123	02	Undergraduate	4.000	Normal Grade	College Algebra
Web Registered on May 20, 2015	None	2020	COMM	240	D1	Undergraduate	3.000	Normal Grade	News Editing

NOTES:

- You will receive an email similar to below to also confirm your course withdrawal.

From: Course_Withdrawals
Sent: Monday, June 01, 2015 10:29 AM
To: Baker, Sarah
Subject: Course Withdrawal Processed

Hello **STUDENT NAME**,

Your withdrawal request has been successfully processed for the following course(s).

TERM	CRN	SUBJECT	COURSE NUMBER	TITLE
Spring Semester 2015	2852	PSYC	400	History & Systems of Psyc.

Withdrawal Credits Information

Withdrawal Credits Used : 14
Withdrawal Credits Remaining : 2

Regards,
 University Registrar

- You should confer with your advisor and instructor of the course before withdrawing from a course. Your financial aid could be in jeopardy if you do not maintain the 67% earned/attempted ratio.
- The only option available during the course withdrawal period will be “Withdraw from Course via Web”. Once the course withdrawal period ends, the option will no longer be available.
- You will not be able to withdraw from all courses using this method. You must consult with Personal Development to withdraw from the university.

If you try to withdraw from all courses, you will receive one of two messages as below:

- This Withdrawal request cannot be performed because it would exceed your available withdrawal limits. Click Return to Add or Drop Classes.

Fayetteville State University Banner

Personal Information **Student** Financial Aid Employee

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Withdrawal Confirmation

Your have requested to withdraw from the course(s) listed below.

This Withdrawal request cannot be performed because it would exceed your available withdrawal counts. Click Return to Add or Drop Classes.

Requested Withdrawals

CRN	Subj	Crse	Sec	Title	Credits	Registration	Issues
2020	COMM	240	D1	News Editing	3		
2622	HEED	112	D1	Health and Wellness	2		
2808	PSYC	342	D1	Intro Clinical & Counseling Ps	3		
2827	PSYC	381	D1	Child Psychopathology	3		
2852	PSYC	400	D1	History & Systems of Psyc.	3		
3084	MATH	123	02	College Algebra	4		

Your current withdrawal counts are :
Withdrawal Credits Used : 3
Withdrawal Credits Remaining : 13

[Return to Add or Drop Classes page](#)

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OR

- If you select to withdraw from all courses and still within your credit limit, you will receive the error message “You cannot drop your last class online. To withdraw from the University, please contact Personal Development at (910) 672 1222/1203”.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Beginning fall 2014, you may withdraw from no more than 16 credit hours during your undergraduate career at Fayetteville State University.

You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

Career Withdrawals

Withdrawal Credits Used : 3 Withdrawal Credits Remaining : 13

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Withdraw from Course via Web on Jan 06, 2016		2855	PSYC	421	D1	Undergraduate	3.000	Normal Grade	Cognitive Psychology
Registered on Jan 06, 2016	Withdraw from Course via Web	2622	HEED	112	D1	Undergraduate	2.000	Normal Grade	Health and Wellness
Registered on Jan 06, 2016	Withdraw from Course via Web	2808	PSYC	342	D1	Undergraduate	3.000	Normal Grade	Intro Clinical & Counseling Ps
Registered on Jan 06, 2016	Withdraw from Course via Web	2827	PSYC	381	D1	Undergraduate	3.000	Normal Grade	Child Psychopathology
Registered on Jan 06, 2016	Withdraw from Course via Web	2852	PSYC	400	D1	Undergraduate	3.000	Normal Grade	History & Systems of Psyc.

Total Credit Hours: 14.000
 Billing Hours: 14.000
 Minimum Hours: 0.000
 Maximum Hours: 21.000
 Date: Jan 06, 2016 05:35 pm

- All courses but the last may be processed; however your financial aid may be affected. Office of Financial Aid, Housing, Bookstore, BroncoCard and Personal Development will be notified that your intent is to withdraw from the university. You will then be considered a non-student.

✓ A week before classes begin, please check your schedule for classroom locations, course changes, and cancellations.

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field.

If no options are listed in the Action field then the class may not be dropped.

When add/drops/withdrawal are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Beginning fall 2014, you may withdraw from no more than 16 credit hours during your undergraduate career at Fayetteville State University.

You may not withdraw from a course that will push your withdrawal limit over 16 credit hours.

ⓘ You cannot drop your last class online. To withdraw from the University, please contact the Center for Personal Development at (910) 672-1222/1203.

Career Withdrawals

Withdrawal Credits Used : 11 Withdrawal Credits Remaining : 5

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Withdraw from Course via Web on Jan 06, 2016		2855	PSYC	421	D1	Undergraduate	3.000	Normal Grade	Cognitive Psychology
Withdraw from Course via Web on Jan 06, 2016		2622	HEED	112	D1	Undergraduate	2.000	Normal Grade	Health and Wellness
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