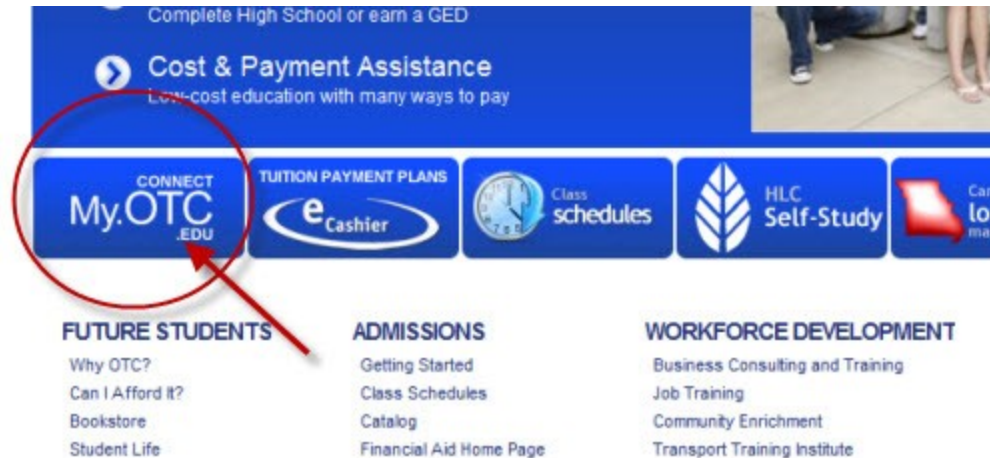


# Administrative Withdrawal

Open up Internet Explorer, and go to *www.otc.edu*.

otc http://www.otc.edu/

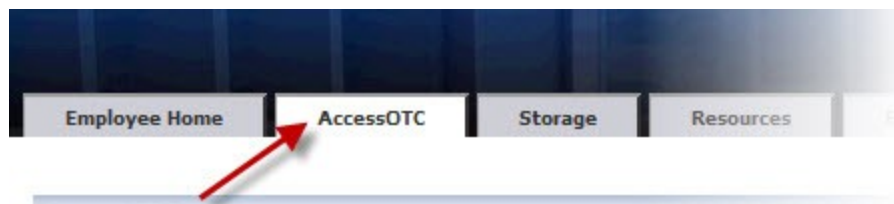
On the OTC homepage, click on the *MyOTC* link as shown below:



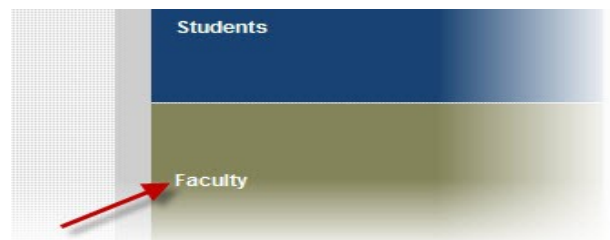
Login using your OTC *User Name* and *Password*.



Click on the *Access OTC* tab at the top of the page.



Make sure you are in the *Faculty area*:



Click *Administrative Withdrawal* under **Faculty Information**.



A screenshot of a web interface titled "Faculty Information". Below the title is a list of links: [Advisement/Registration](#), [Email My Advisees](#), [Class Roster](#), [Grading](#), [Search for Sections](#), [My Class Schedule](#), [E-Advisor](#), [Student profile](#), [Section Textbook Report](#), [E-Advisor Comments](#), [Release Student to Register](#), [FA Attendance](#), and [Administrative Withdrawal](#). The "Administrative Withdrawal" link is circled in red, and a red arrow points to it from the bottom right.

Select the *term* and click *submit*.

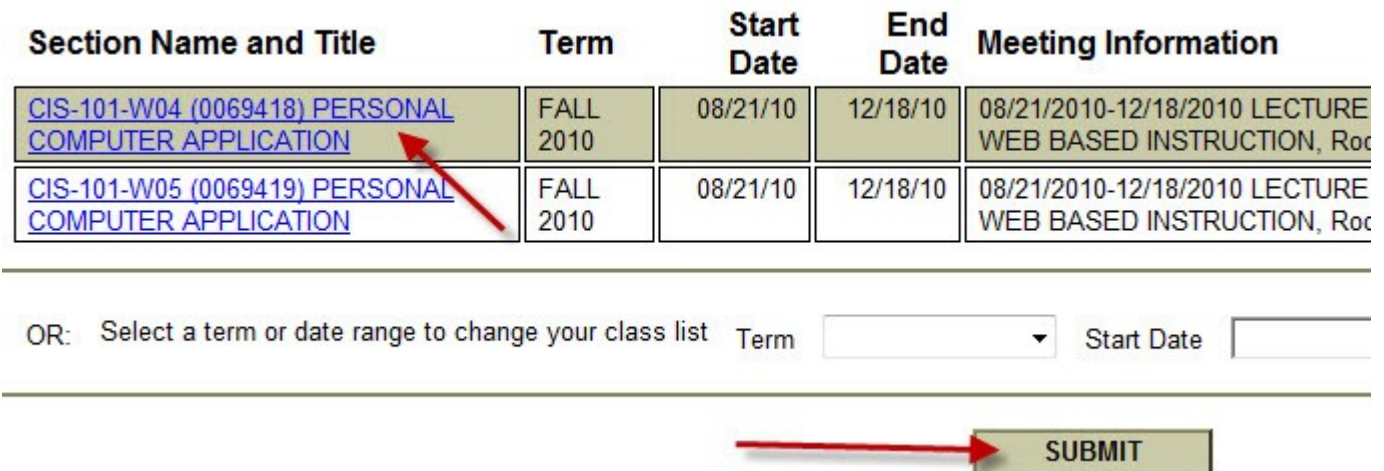


A screenshot of a form for selecting a class. It shows a table with one row of class information. Below the table is a form with the text "OR: Select a term or date range to change your class of". There is a dropdown menu for "Term" with "FALL 2010" selected, and input fields for "Start Date" and "End Date". A "SUBMIT" button is at the bottom right, with a red arrow pointing to it.

<a href="#">CIS-101-W09 (0066671) PERSONAL COMPUTER APPLICATION</a>	SPRING 2010	01/11/10	05/15/10	01/11/2010-05/15/2010 LECTURE Days to be Announced - , WEB BASED INSTRUCTION, Room WWW	Of CC
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OR: Select a term or date range to change your class of Term  Start Date  End Date

Select the *class* and click *submit*.



A screenshot of a form for selecting a class. It shows a table with two rows of class information. Below the table is a form with the text "OR: Select a term or date range to change your class list". There is a dropdown menu for "Term" and input fields for "Start Date" and "End Date". A "SUBMIT" button is at the bottom right, with a red arrow pointing to it.

Section Name and Title	Term	Start Date	End Date	Meeting Information
<a href="#">CIS-101-W04 (0069418) PERSONAL COMPUTER APPLICATION</a>	FALL 2010	08/21/10	12/18/10	08/21/2010-12/18/2010 LECTURE WEB BASED INSTRUCTION, Roc
<a href="#">CIS-101-W05 (0069419) PERSONAL COMPUTER APPLICATION</a>	FALL 2010	08/21/10	12/18/10	08/21/2010-12/18/2010 LECTURE WEB BASED INSTRUCTION, Roc

OR: Select a term or date range to change your class list Term  Start Date

## Guidelines:

An instructor may administratively withdraw a student from class if that student meets any of the following criteria:

### Seated Classes

- 1) Not been in attendance for two consecutive calendar weeks of class during a regular 16 week session (equivalent of shorter sessions).

# of Weeks for class	Maximum length of consecutive absence
20	2.5 calendar weeks
16	2 calendar weeks
12	1.5 calendar weeks
8	1 calendar week
4	.5 calendar weeks

- 2) Total absences equate to 20% or the total semester class time. Practicum, clinical and internship attendance requirements will be determined by the appropriate department.

# of Class Period/Semester	Examples:	Absence at which a student would be withdrawn
48	(16w, 3d/w)	10
32	(16w, 2d/w); (8w, 4d/w)	6
16	(16w, 1d/w); (4w, 4d/w)	3
24	(12w, 2 d/w)	5
5	(1w, 5d/w)	1

### Online Classes

- 1) Do not access (as designated in online grade book) the course for 14 consecutive days without contacting the instructor.
- 2) Do not submit total assignments equating to 20% of total semester assignments (e.g. assignments, discussions, exam, homework, etc.)

\*\* The instructor should make every effort to inform a student of an impending administrative withdrawal.

\*\* Instructors will provide a valid form of attendance verification for each course taught at the end of each semester.

\*\* After extensive deliberation, an instructor may determine re-enrollment of a student that they have withdrawn from a class to be appropriate and may re-enroll the student within three days.

**Note:** Students should be aware that administrative withdrawal for lack of attendance or nonparticipation may reduce the amount of financial aid they receive, delay their graduation, or necessitate repayment of aid already received and does not relieve their obligation to pay all tuition and fees due to the college.

You will see each student in your class listed and several columns; you will use the *Withdrawal* column. Select “*Withdrawal*” or “*Re-Enroll Student*”.

Student		Withdrawal	Email Address
EMERSON, JENNIFER A.	670		
EMERSON, JENNIFER A.	225	WITHDRAWAL RE-ENROLL STUDENT	
EMERSON, JENNIFER A.	457		
EMERSON, JENNIFER A.	791		
EMERSON, JENNIFER A.	759		
EMERSON, JENNIFER A.	800		

Once you have completed the task, click *SUBMIT* at the bottom of the page.

