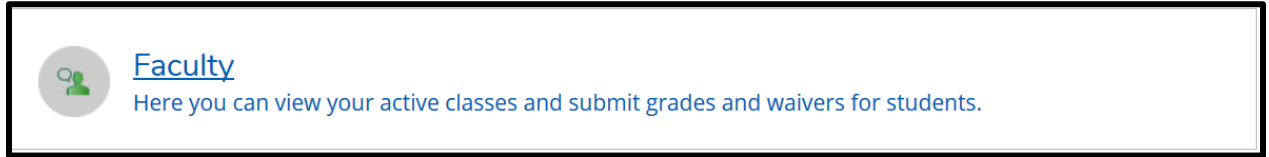


Administrative Withdrawal, Reenrolling and LDA Reporting

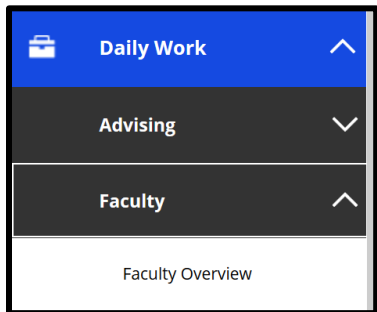
Upon a student meeting the criterion for administrative withdrawal, the instructor should conduct the following procedures to withdraw them from the class.

Students who have not been in attendance for 14-consecutive calendar days will have met that criterion.

1. Administrative withdrawal is now located within myOTC under the Faculty overview tab



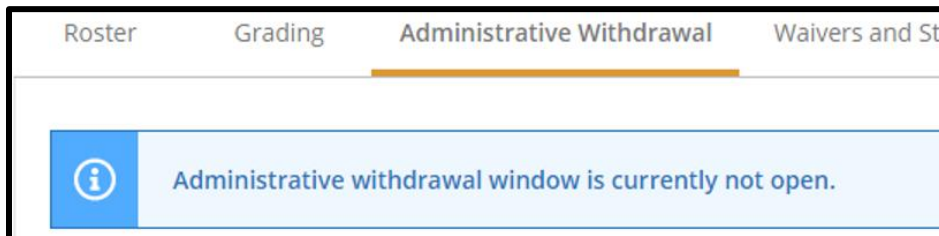
Or on the left-hand side under daily work



2. After clicking faculty overview, you will choose the class that the student is enrolled, from the list of classes. Be certain to check that you are choosing classes from the current semester.
3. Administrative Withdrawal will be listed. You will need to select it to be taken to that screen.

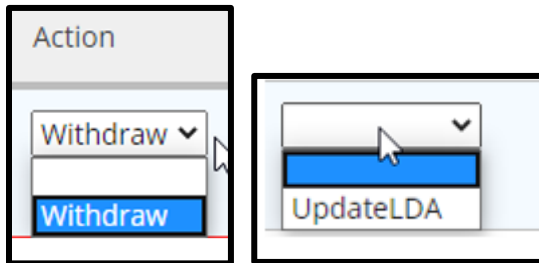


4. If it is not a time that administrative withdrawal can be conducted (before the 100% refund date or after the withdrawal period) you will see this notice and will not be able to conduct the withdrawal:



Administrative Withdrawal, Reenrolling and LDA Reporting

5. If the Administrative Withdrawal period is open, a pull down menu will be available to select withdraw. If a student has been withdrawn previously, the option to reenroll will also be available. Withdrawn or dropped students will also have the Update LDA (Last Date of Attendance) option available.

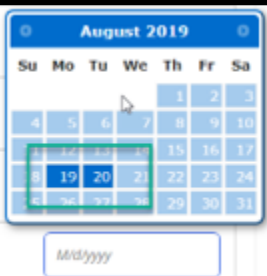


6. This system will require you to put information in all the fields. If you are missing anything, you will receive a warning:



7. To conduct the withdrawal, select withdraw, enter the LDA (with date picker) or check Never Attend, then Submit.

| Action | Status | Status Date | Never Attended |
|------------|--------|-------------|--------------------------|
| Withdraw ▾ | New | 6/15/2020 | <input type="checkbox"/> |

A date picker calendar for August 2019. The date 20 is selected.

8. If a student drops a class, the LDA (Last Date of Attendance) will need to be updated and can be selected and the date chosen with the date picker once they are not in the class. Reenrollment can also be conducted when necessary after the student is no longer enrolled.

| | |
|-----------|---------|
| ▾ | Dropped |
| Reenroll | |
| UpdateLDA | |