




**registration\_student\_program\_exit\_date\_reason**



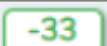






# Table of Contents



If you are withdrawing the student from the program, click  to [select the withdrawal reason](#).

If the student is exiting the program, select *EP (exit program)*.

	<ol style="list-style-type: none"><li>1. Click  to do a status change.<ul style="list-style-type: none"><li>• A row is added to the grid that displays the default entry date, which is the same as the withdrawal date. This ensures that you do not lose any membership days by typing the incorrect entry date for the status change.</li><li>• The fields display the data from the previous row by default.</li></ul></li><li>2. Modify any information that changed for the entry date.</li><li>3. Click <b>Save</b> to save the status change.</li></ol>
	<p>If you entered a status change in error (e.g., the wrong student or wrong withdrawal or entry date), click  to remove the status change for the student. When you save, the exit date and exit reason are cleared, and the new row is removed from the grid.</p> <ol style="list-style-type: none"><li>1. Click  in the the second row. This creates a new row (now 3 rows).</li><li>2. Click  in the second row. This removes the third row.</li><li>3. Click  in the first row. This will remove the second row leaving one remaining.</li><li>4. Make the change and click <b>Save</b>.</li></ol>



## Back Cover