



Other functions and features:

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Existing withdrawal reasons are displayed in order by code.

- System codes are displayed in the top grid and cannot be updated.
- The user code grid is displayed below the system code grid.

NOTE: Code EP (*exit from program*) in the system grid is used to indicate that a student is withdrawn from a special program. The student may or may not be withdrawn from the campus at the same time. When a student withdraws from a campus and then reenters the campus or transfers to another campus, a new enrollment record is not created.

Click **+Add**.

A blank row is added to the user code (lower) grid.

| | |
|--------------------|---|
| code | Type a unique two-digit numeric code for the withdrawal reason. |
| description | Type a description for the withdrawal reason code, up to 80 characters. |

Click **Save**.

To update a description, type over the existing description and save.

You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

Other functions and features:

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|  Delete a row. |
| 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. |
| 2. Click Save . You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No . |

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



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