Online Faculty Initiated Withdrawal Process:

Log into WebAdvisor and go into the Grading Link

Select the correct semester. Click submit.

Select a term or date range to restrict your class list.
Select Final grades and the appropriate class. Click submit.

Select the appropriate student and enter the grade of “WI”. Enter the last date of attendance or click on Never Attended.

Click Submit
This prompts our new process to send the following e-mail to the student and to the Faculty Initiated Withdrawal (FIW) e-mail group:

Dear Student,

Please note that a faculty initiated withdrawal has been submitted for you for the following course:

CHEM-1000-60 Introduction to Chemistry
Last Date of Attendance: 08/01/2012

If you wish to contest this withdrawal and re-register, contact the faculty member of the course (Jeremy Hughes, j Hughes@cw C.edu) to discuss your circumstances to ensure you are able to make up any missed coursework. Complete an enrollment form, obtain appropriate faculty and dean signatures, and submit it to the Registration and Records office within ten (10) days.

If you have any questions, please call (307) 855-2115, or toll-free at 1-800-865-0195.

Sincerely,

Registration and Records Staff
Central Wyoming College
2660 Peck Ave
Riverton, WY 82501
(307) 855-2115
records@cw C.edu

This e-mail will prompt us to check financial aid and process the drop.

If you accidentally go into Midterm grades and enter a “WI” grade in any of the engagement boxes, this process will delete any WI grades entered into the Midterm/Intermediate Grading screen and the following e-mail will be sent to you and the FIW e-mail group.

Dear Faculty,

This e-mail is being sent to you because you attempted to enter a Faculty Initiated Withdrawal Grade (WI) for Student Name (CWC ID Number) in your CHEM-1000-60 Introduction to Chemistry class as a MID-TERM grade. Please go back into WebAdvisor and submit this as a FINAL grade for the student. Otherwise, the student will still be enrolled in your class. Thank you.
If Midterm/Intermediate under grading is selected

This is the screen you get instead of Final Grading as shown on page 2

If you get this e-mail, you will need to follow the procedure above to enter the grade in the Final Grading Screen.