

## Web Withdrawal from a course

"User Manual"

Prepared by, Banner Team



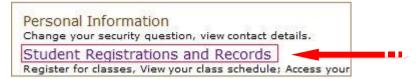
## Dear Student,

In accordance to Qatar University continuous improvement of registration services, the web withdrawal has been activated through Banner Self Service. A student can withdraw from one section or more after the Add/Drop period without going below the minimum credit hours of the registration term. After processing the web withdrawal, the student will be automatically fined according to the registration fine timeline. The web withdrawal will save student time and effort which are needed for coming to the Registration Section.

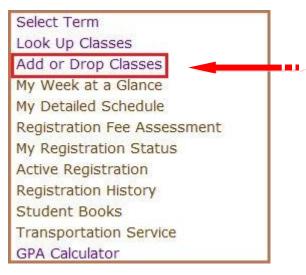


## 1 Web Withdrawal

Login into Self Service and select the Add or Drop Classes as shown below







Select the **Web Withdrawal** from the Dropdown list of **Action** as it is shown below and then click on the **Submit Changes** button

Important Note: If a student withdraws from the web, the Registration Section will not be responsible for it and the student will be charged penalty or fine automatically. Therefore, students should protect their password and keep track of their registration constantly



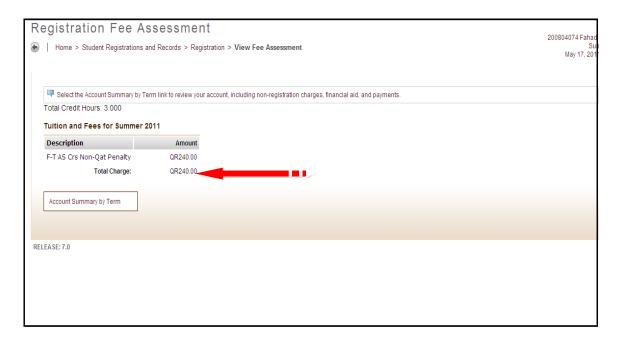


## Click on the Link Registration Fee Assessment as it is shown below



The following page will display the penalty or fine that has been posted as a result of web withdrawing





<u> 페드라바라</u>