



جامعة قطر
QATAR UNIVERSITY

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

The screenshot shows the Self Service portal with the following navigation steps indicated by red arrows:

- Personal Information**: Change your security question, view contact details.
- Student Registrations and Records**: Register for classes, View your class schedule; Access your
- Student Registration and Records**:
 - Registration**: Check your registration status, class schedule and add or drop classes
 - Student Records**: View your holds, grades and transcripts
- Select Term**
- Look Up Classes**
- Add or Drop Classes**
- My Week at a Glance
- My Detailed Schedule
- Registration Fee Assessment
- My Registration Status
- Active Registration
- Registration History
- Student Books
- Transportation Service
- GPA Calculator

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



Add or Drop Classes

Home > Registration > My Registration Status > Add or Drop Classes

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To add a class, enter the 5-digit Course Reference Number (CRN) in the [Add Classes Worksheet] field below. If you do not know the 5-digit CRN, you should select the [Class Search] button below. To drop or withdraw a class, use the options available in the [Action] pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on May 17, 2011	Web Withdrawal	30098	ARAB	100	L01	Undergraduate	3.000	Standard Letter	Arabic Language I
Web Registered on May 17, 2011	None	30183	INTA	103	0	Undergraduate	3.000	Standard Letter	Intro to Inter Relations
	Web Withdrawal								

Total Credit Hours: 6.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: May 17, 2011 10:28 am

Submit Changes

View Holds ■ Registration Fee Assessment

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

Add or Drop Classes

Home > Registration > My Registration Status > Add or Drop Classes

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May 17, 2

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Web Registered on May 17, 2011	None	30183	INTA	103	0	Undergraduate	3.000	Standard Letter	Intro to Inter Relations

Total Credit Hours: 3.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: May 17, 2011 10:29 am

Submit Changes

Reset

View Holds ■ Registration Fee Assessment

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



Registration Fee Assessment

Home > Student Registrations and Records > Registration > View Fee Assessment

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Sun
May 17, 2017

Select the Account Summary by Term link to review your account, including non-registration charges, financial aid, and payments.

Total Credit Hours: 3.000

Tuition and Fees for Summer 2011

Description	Amount
F-T AS Crs Non-Qat Penalty	QR240.00
Total Charge:	QR240.00

Account Summary by Term

RELEASE: 7.0