

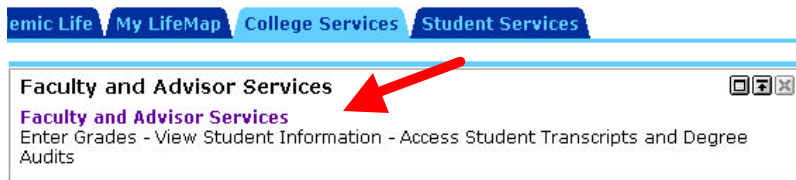
Withdrawing a Student

You can withdraw a student in Atlas through the Midterm grade function. The Atlas system is programmed to recognize the dates of the Withdrawal Deadline. If you withdraw a student before the Withdrawal deadline, the system will automatically enter the “W” grade in the Final Grade list. If you withdraw a student after the Withdrawal deadline, the system will automatically give you the option of assigning a “WP” or “WF” in the **Final Grade** list. Specific directions follow.

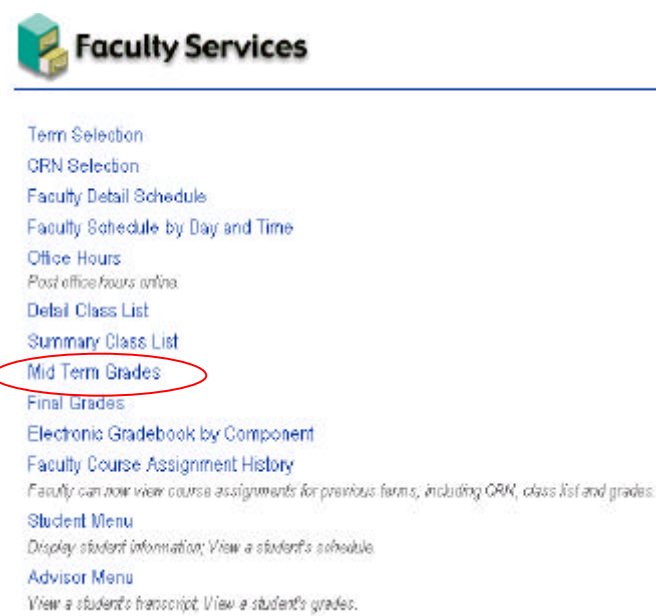
1. Access Atlas at <http://atlas.valenciacc.edu/>
2. Enter your **User Name** and 6 digit **PIN**
3. Click on the **College Services** tab



4. Click on **Faculty and Advisor Services**




5. Click on **Midterm Grades**



6. Select the **Term**, then click on Submit

Select Term

 Select the Term for processing, then press the Submit Term button.

Select a Term:

7. Select the course **CRN**

Select CRN

 Please enter the CRN you wish to access, or [select a different term](#).

CRN:

8. Your class list will appear. Select “**W**” using the drop-down arrow next to the **Grade** field.

Grade



Note: If the “W” is not an option, this indicates the student is in his/her third attempt in your course. In accordance with State Rules (6A-14.0301 and 6A-10.0315), the student can not withdraw and must receive a grade.

9. Click **Submit Grades**

Note: The system will change the student’s registration to a withdrawal status, which can be seen on your grade lists along with the date it was processed.

Please make note of the last date of attendance. This date must be entered manually on the Final Grade list for all students that have been processed with a withdrawal status. This date is critical for students receiving Financial Aid, in particular.