

ADRR – Add, Drop, Withdraw Roster

Introduction

Read only.

The Add, Drop, Withdraw Roster (ADRR) will provide a roster reflecting all student registration adds/drops/withdrawals for a section and reflects the original registration status and date of status, the current course status and effective date of status, as well as the student's academic level.

*Please note that the Drop/Withdraw statuses only reflect from the first day of late registration forward. Any drop or withdrawal prior to the first date of late registration will not be reflected on the Add, Drop, Withdrawal Roster

Instructions

1. Go to mnemonic ADRR by typing ADRR into the search field.
2. Enter term in format YY/TM. Examples: 15/SP, 15/SU1, 15/SU, 15/SU2, 15/SU3, 15/FA
Beginning 2021 Spring and forward, the term information should be entered YYYYTM
*example: 2021SP
3. Enter section information in format DEPT*COURSE*SECTION. Example: SPEC*3903*01
4. Save All

The screenshot shows the ADRR - Add/Drop/Withdrawal Roster form. At the top right, there are buttons for 'Save', 'Save All', 'Cancel', and 'Cancel All'. A red arrow points to the 'Save All' button, with a circled '3' next to it. Below the buttons, there are several input fields for preferences: 'SSN or ID' (ID), 'Double-space' (No), 'Separate Cross-List' (Yes), and 'Print Cross-List Ref' (checkbox). To the right, there are 'Print Dropped/Withdrawn' (Yes) and 'Print Waitlisted' (No) options, with a red arrow pointing to the 'Print Waitlisted' field and a circled '3' next to it. Below these fields is a 'Saved List Name' input field. Further down, there are 'Section Date' fields with 'Begin' and 'End' labels and calendar icons. Below that is a table with columns for 'Terms', 'Faculty Members', 'Departments', 'Subjects', 'Courses', and 'Sections'. A red arrow labeled '1' points to the 'Terms' field, which contains '20/FA Fall 2020'. Another red arrow labeled '2' points to the 'Sections' field, which contains 'SPEC*3903*01'.

5. Next Screen
6. Change output device to "H" for Hold to screen

7. Save All

ADRR - Add/Drop/Withdrawal Roster ☆

Save Save All Cancel Cancel All

Peripheral : SETPTR.RGJ020.21557 Description : Add/Drop/Withdrawal Roster
 Process : ADRR Description : Add/Drop/Withdrawal Roster

Output Device 1

Printer

Form Name

Banner

Security PB Public

Copies 1

Defer Time

Other Options

1	NOEJECT	<input type="checkbox"/>
2	NFMT	<input type="checkbox"/>
3	NHEAD	<input type="checkbox"/>

Page Width 132

Page Length 66

Top Margin 0

Bottom Margin 0

8. On the next screen, again select Save All

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Save Save All Cancel Cancel All

Job Description :
 Job Statistics ID : ADRR_BMADDOX1_60961_19477

Execute in Background mode? No

The roster may be viewed on screen or exported to .PDF.

Report Browser 1 of 1 Save As Export PDF Print Remote Full Page View

28 Apr 2021 16:58 ADD/DROP/WITHDRAWAL ROSTER 2021SP - DEN Page 1

Section....: /
 Instructors: /

----- Schedule -----
 01/11/21 05/07/21 ART 301 HYB1L TTH 11:00AM 01:50PM

ID	Student Name	Original Course Status	Original Course Stat Date	Current Course Status	Current Course Stat Date	Class	Absences to date	Excused Absences to date
		New	10/30/20	New	10/30/20	SR	0	0
		New	11/03/20	New	11/03/20	SR	0	0
		New	12/09/20	New	01/09/21	JR	0	0
		New	11/06/20	New	11/06/20	CR	0	0