QUICK ENROLL A STUDENT: DROP

This instruction guide will walk you through the process of using the Quick Enroll a Student page to drop a student from a course.

NAVIGATION

Use the following navigation to navigate to the Quick Enroll a Student Page:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Records and Enrollment
5. Click Enroll Students
6. Click Quick Enroll a Student
7. Click Add New Value

PROCESS

Use the following steps to drop a course:

1. Enter the student’s UFID
2. Enter the Academic Career
3. Enter the Term
4. Click the Add button
5. Click the **Action** dropdown menu
6. Select **Drop**
7. Click the **Look up** icon

8. Click the **Checkbox** next to the class that needs to be dropped
9. Note the course code has populated

10. Click the Submit button

11. Note the status has changed from Pending to Success

NOTE: If the drop results in a W grade instead of Success, you will see Messages. The message means that dropping the course resulted in a W grade and the drop was posted successfully.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
cpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu