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**
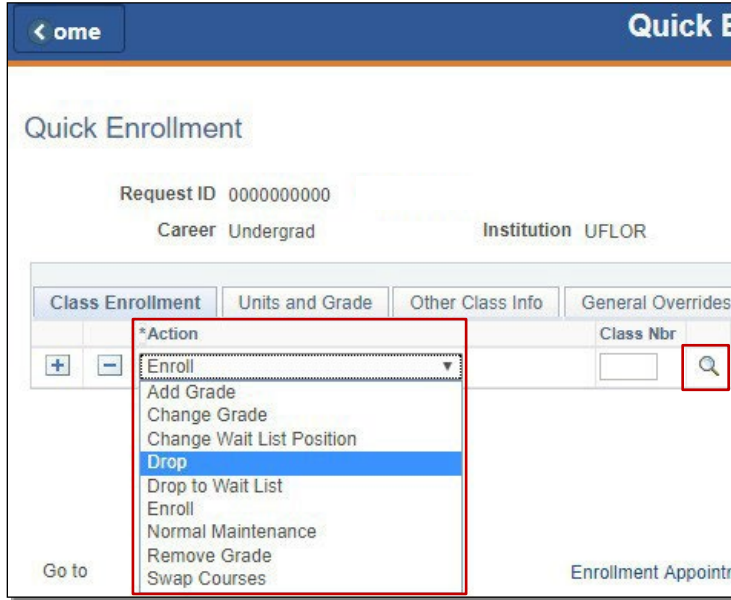7. Click **Add New Value**

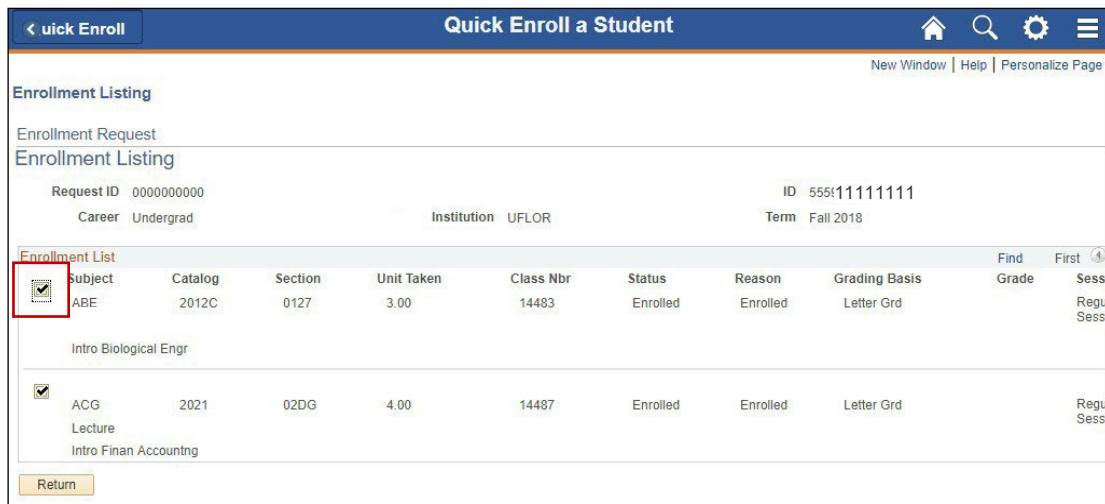### PROCESS

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 or enter 5-digit class number (if known)

8. Click the **Checkbox** next to the class that needs to be dropped

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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.

The status may also change to **Errors.** If it changes to Errors, the enrollment action was not posted. Click the Errors link to review the error message.