ENROLLMENT REQUEST: DROP

This instruction guide will walk you through the process of using the Enrollment Request page to drop a student from a course.

NAVIGATION

Use the following navigation to navigate to the Enrollment Request 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 Enrollment Request
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

![Checkbox](image)

9. Note the **course information** has populated

10. Click the **Submit** button

![Submit](image)

11. Note the status has changed from **Pending** to **Success**

![Status Success](image)
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
helpdesk.ufl.edu

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