

## 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.

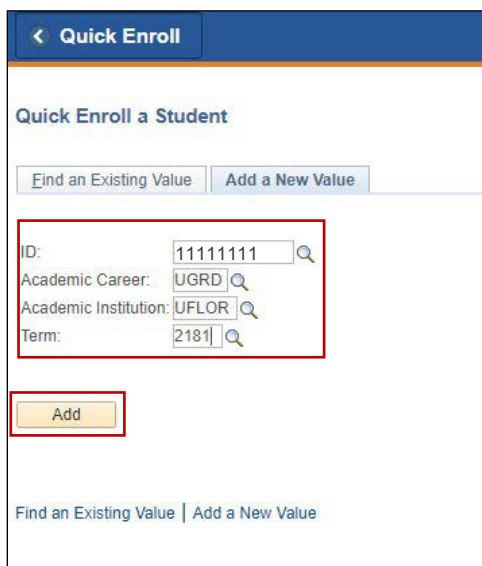
### NAVIGATION

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**

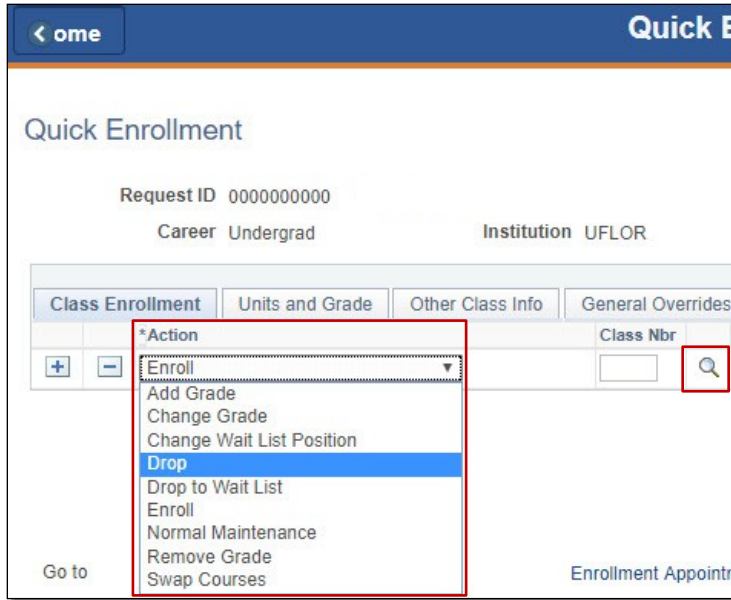
### PROCESS

Use the following steps to drop a course:

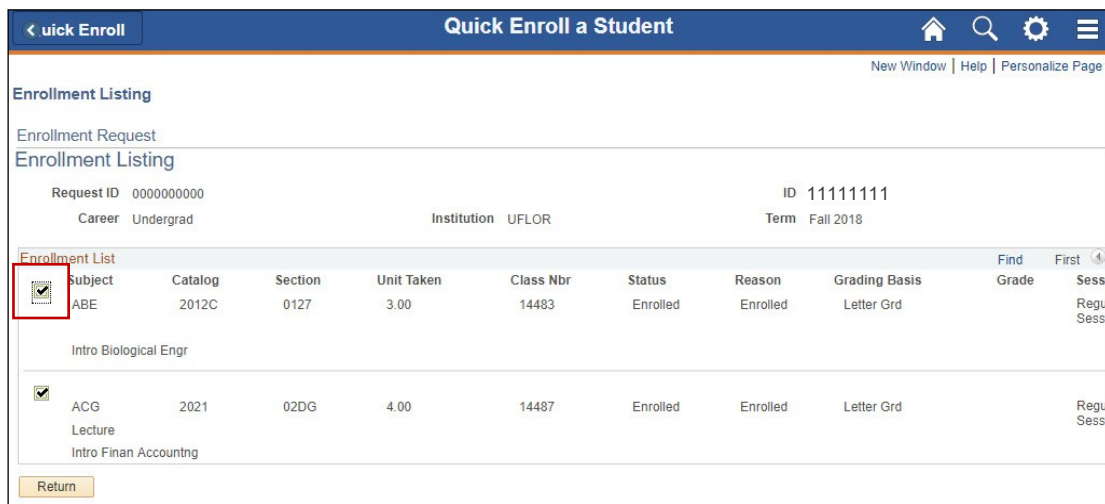


1. Enter the student's **UFID**
2. Enter the **Academic Career**
3. Enter the **Term**
4. Click the **Add** button

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

The screenshot shows the 'Quick Enroll a Student' interface. At the top, there is a navigation bar with a back arrow and the text 'Quick Enroll a Student'. Below this, the 'Quick Enrollment' section displays the following information: Request ID 000000000, Career Undergrad, Institution UFLOR, ID 11111111, and Term Fall 2018. A 'Submit' button is highlighted with a red box. Below the form fields, there are tabs for 'Class Enrollment', 'Units and Grade', 'Other Class Info', 'General Overrides', and 'Class Overrides'. A table below the tabs shows the enrollment details for class 'ABE 2012C' (Class Nbr 14483, Section 0127) with a status of 'Pending'. The 'Drop' action is selected in the '\*Action' column.

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

The screenshot shows the 'Quick Enroll a Student' interface after the drop action. The information displayed is: Request ID 0204300365, Career Undergrad, Institution UFLOR, ID 11111111, and Term Fall 2018. The 'Submit' button is still present. The table below the tabs shows the enrollment details for class 'ABE 2012C' (Class Nbr 14483, Section 0127) with a status of 'Success'. The 'Drop' action is still selected in the '\*Action' column.

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](http://helpdesk.ufl.edu)

### Policies and Directives

Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)