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

10. Click the **Submit** button

![Quick Enroll a Student](image)

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

![Quick Enroll a Student](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.

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.