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 or enter 5-digit class number (if known)
8. Click the Checkbox next to the class that needs to be dropped

![Checkbox Example](image)

9. Note the course information has populated

10. Click the Submit button

![Submit Example](image)

11. Note the status has changed from Pending to Success

![Status Change Example](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 and additional information regarding the error is displayed.