

## 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:

**Enrollment Request**

Find an Existing Value Add a New Value

ID: 69674373

Academic Career: UGRD

Academic Institution: UFLOR

Term: 2171

Add

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

**Enrollment Request Details**

Sequence Nbr 1 Pending

\*Action Drop

Override Action Date

Wait List Okay

Class Nbr

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

Enrollment List								
<input type="checkbox"/>	Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Bas
<input type="checkbox"/>	LIT Lecture Intro to Literature	2000	17B9	3.00	11400	Enrolled	Enrolled	Letter Grd
<input checked="" type="checkbox"/>	AMH Lecture Us Since 1877	2020	03E8	3.00	12670	Enrolled	Enrolled	Letter Grd
<input checked="" type="checkbox"/>	FRE Lecture Beginning French 1	1130	087B	5.00	12830	Enrolled	Enrolled	Letter Grd

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

10. Click the **Submit** button

**Enrollment Request**

11111111 Dolores Umbridge University of Florida  
 Undergraduate Liberal Arts and Sciences Spring 2017

Enrollment Request ID 0000000000 Status Pending **Submit**  
 User ID 10000101 Operator Enrollment Access

**Enrollment Request Details** Find | View All First

Sequence Nbr 1 Pending  
 \*Action Drop Action Reason   
 Override Action Date Action Date   
 Wait List Okay

Class Nbr 12830 FRE 1130 087B Lecture Beginning French 1  
 Regular Academic Session Undergraduate

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.

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

**Enrollment Request**

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Enrollment Request ID 0027900119 Status **Success**  
 User ID 10000101 Operator Enrollment Access

**Enrollment Request Details**

Sequence Nbr 1 **Success**