



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)

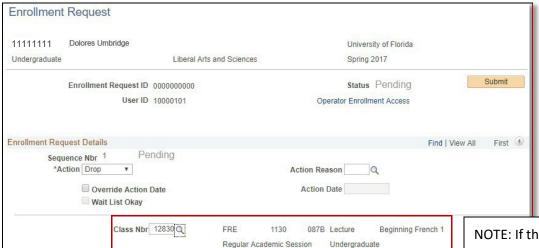




8. Click the Checkbox next to the class that needs to be dropped



- 9. Note the course information has populated
- 10. Click the Submit button



11. Note the status has changed from Pending to Success



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.