Dropping a Class

To drop a class from a student’s schedule,

1. Go to Manage Student Records > Manage Academic Records > Use > Enrollment Request.

2. Type (or lookup) the
   - Student’s EmplID
   - Student’s Academic Career
   - Academic Institution
   - Term (below)

   ![Enrollment Request](image)

   **Add a New Value**

<table>
<thead>
<tr>
<th>ID:</th>
<th>00009123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career:</td>
<td>UGRD</td>
</tr>
<tr>
<td>Academic Institution:</td>
<td>NT572</td>
</tr>
<tr>
<td>Term:</td>
<td>1038</td>
</tr>
</tbody>
</table>

   [Find an Existing Value]

3. Click [Add], and you’ll see the Enrollment Request page with a new row.

4. Choose “Drop” from the Action dropdown menu (below).

   ![Enrollment Request](image)
5. Click the ☑ next to Class Nbr (below), and you’ll see a list of classes the student is enrolled in.

![Enrollment Request Details](image)

**Note** You can type the class number if you already know it.

6. Click the ☑ next to the class you want to drop (below).

![Class Details](image)

**Note** To drop another class,
1. Click the + to add another row.
2. Repeat steps 4-6 above before you submit.

7. Click **Submit** (below).

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**Updated June 16, 2004**

Making Sure You Dropped the Class

To make sure you dropped the class,

1. Look at the status messages (below).

2. Scroll to the bottom of the page.

3. Research any “error” or “message” comments that you see.

4. Click Study List at the bottom of the page to see the student’s complete schedule (below).