Dropping Classes from a Student’s Schedule

Use this procedure when dropping classes from a student’s schedule. If you need to swap classes for a student, use the Swapping Classes in a Student’s Schedule procedure.

To drop a class from a student’s enrollment, you create a new enrollment request and change the Action to Drop.

**Path:** Records and Enrollment > Enroll Students > Enrollment Request

1. In the **ID** field, enter the student’s ID. To select an ID from the Lookup List, click to the right of the field. On the Lookup ID page, type the student’s name and then click . A list of IDs is displayed.
   **Note:** You may need to click for all IDs to appear.

2. In the **Academic Career** field, type the student’s Academic Career code, or use the to search for the applicable codes.
   **Note:** Students may have more than one code listed. Select the code for the student’s current academic career.

3. In the **Academic Institution** field, type UCONN.

4. In the **Term** field, type the Term code for the term for which you’d like to enroll the student. Use the to see the terms for which the student has been term activated.

5. Click Add.

6. From the **Action** drop-down list, choose Drop.

7. In the **Class Nbr** field, enter the Class Number or, to select a Class Number from the Enrollment Listing, click to the right of the field. On the Enrollment Listing page, click to the left of the class you would like to drop.
   **Verify** that you have chosen the correct course.

8. To drop the student from another class, click the and repeat steps 6 through 7.

9. Click Submit.

10. **Verify the Status** has changed to Success. If the Status is Errors Found, scroll down to view the error messages in the Error Messages portion of the page. Use the blue navigation bar to view errors on each class in the enrollment request.

11. To view the student’s schedule, click Study List.
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<tbody>
<tr>
<td>12.</td>
<td>To print the report, click [Printer Friendly Page] and choose File &gt; Print from your browser menu.</td>
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<td>13.</td>
<td>Click <strong>Cancel</strong> twice to return to the Enrollment Request page.</td>
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<td>14.</td>
<td>To initiate another enrollment request, scroll to the bottom right of the page and click <strong>Add</strong>.</td>
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