

The following steps explain how to withdraw a student either by Quick Enrollment or Enrollment Request. During the add/drop period, the system processes a "drop" up to the last day to drop (based on dates). After the last day to drop and up to the last day of lectures the system will produce a "W" (Withdraw). Note: The system pre-determines either a withdraw or a drop date based on the current date; therefore retroactive add/drop or retroactive withdrawals cannot be done.

In both Quick Enrollment and Enrollment request all withdrawals must have an "act on reason" indicated. Choose the function desired for the withdrawal (e.g. "SDRP" student initiated drop).

### Quick Enrollment Withdrawal:

- 1.

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# Quick Enrollment and Enrollment Request Withdrawal



6.

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## Quick Enrollment and Enrollment Request Withdrawal

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# Quick Enrollment and Enrollment Request Withdrawal



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11. For this example click the [Student-Initiated Drop](#) link.

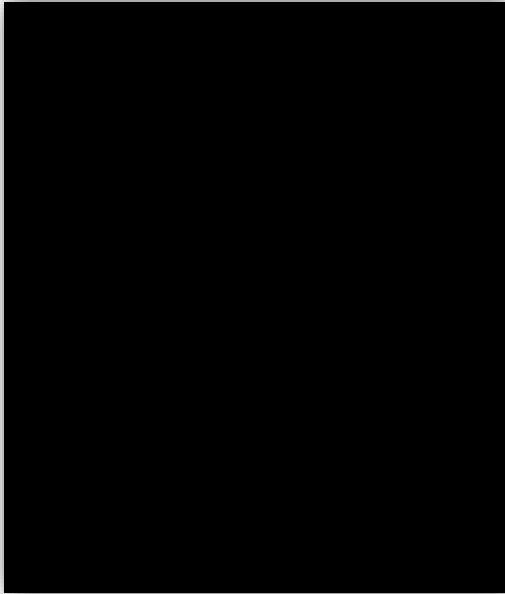
12. Click the [Submit](#) button.

13. Click the [Messages](#) link.

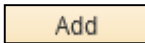
14. Any messages will display to the right of the page.

15. 34-0.34-0. 37.47T-0.00

- Enter the student ID, select the Academic Career and Term. Any term the student has previously registered in will display. For this example 2151 (Winter 2015) has been selected.



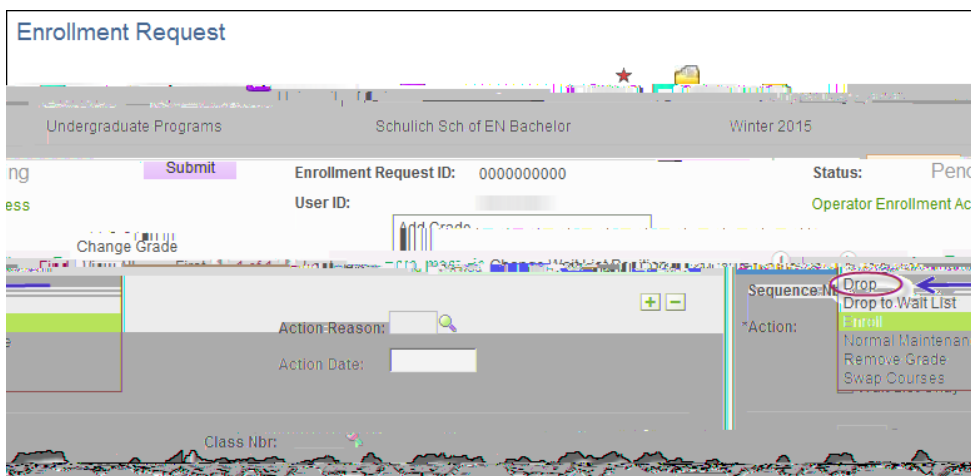
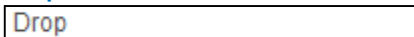
- Click the **Add** button.



- From Enrollment Request, Enrollment Request Details, click the **Act on** list.



- A list of actions display. **All** withdrawals must have an action reason attached. Click the **Drop** list item.



# Quick Enrollment and Enrollment Request Withdrawal

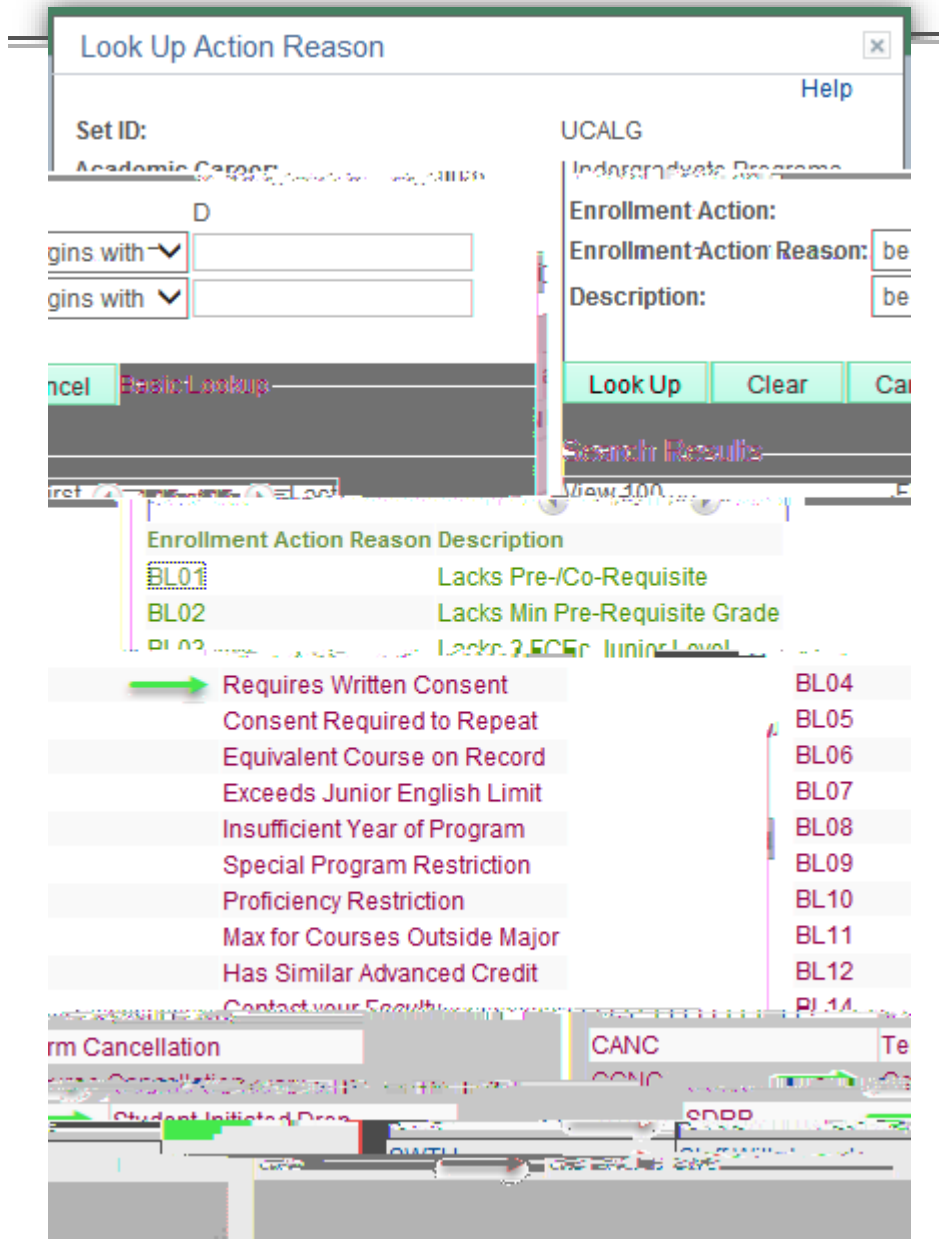


8. To view the student's schedule and select the course to withdraw, click the [Search](#) button  
Click the [Search](#) button by Class Nbr.
  
9. Select the applicable class to withdraw from Enrollment Request, Enrollment Listing.  
Click the

10. From Enrollment Request Details, click the [Look up Act on Reason](#) button to display a list of action reasons.



The most common act on reason will be Student-Initiated Drop; however, Requires Written Consent, Course Cancellation and Student Withdrawal are all options that can be used.



**Look Up Action Reason**

Set ID: UCALG

Academic Catalog: Undergraduate Programs

Enrollment Action:

Enrollment Action Reason:

Description:

Buttons: Look Up, Clear, Cancel

Enrollment Action Reason	Description
BL01	Lacks Pre-/Co-Requisite
BL02	Lacks Min Pre-Requisite Grade
BL03	Lacks 2.5 CEFr. Junior Level
BL04	Requires Written Consent
BL05	Consent Required to Repeat
BL06	Equivalent Course on Record
BL07	Exceeds Junior English Limit
BL08	Insufficient Year of Program
BL09	Special Program Restriction
BL10	Proficiency Restriction
BL11	Max for Courses Outside Major
BL12	Has Similar Advanced Credit
BL13	Contact your Faculty
BL14	





