

## Quick Enrollment and Enrollment Request Withdrawal

The following steps explain how to withdraw a student either by Quick Enrollment or Enrolment Request. During the add/drop period, the system processes a "drop" up to the last day to drop (based on dates). Af er 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 retroact ve add/drop or retroact ve withdrawals cannot be done.

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

**Quick Enrollment Withdrawal:** 

1.

Quick Enrollment and Enrollment Request Withdrawal



6.

# Quick Enrollment and Enrollment Request Withdrawal



- 11. For this example click the **Student-Init ated 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



#### Quick Enrollment and Enrollment Request Withdrawal

4. 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.



- 5. Click the Add button.
- 6. 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.

Enrollme	nt Request				
	duate Programs	n n n n n n Schulich Sch	of EN Bachelor	Winter 2015	<mark></mark>
ng	Submit	Enrollment Request ID:	000000000	Sta	atus: Pend
ess Chan	ige Grade	User ID:	· · · · · · · · · · · · · · · · · · ·	Op	erator Enrollment Acc
enter and a line of the second se		Action Reason:		Sequence: Action:	Drop Drop to Wait List Friroll Normal Maintenand Remove Grade Swap Courses
	Class	lbr:			~ ^

# 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



### Quick Enrollment and Enrollment Request Withdrawal

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-Init ated Drop; however, Requires Writ en Consent, Course Cancellat on and Sta Withdrawal are all opt ons that can be used.

Look U	p Action Reason	×		
		Help		
Set ID:		UCALG		
Acadom	in Carport Annual States	Indesgradvete Deceme		
	D	Enrollment Action:		
ains with 🔨	I	Enrollment Action Reason: be		
aine with <b>N</b>		Description:		
gins with •		Description.		
ncel Besi	krtLoekup	Look Up Clear Ca		
iret 📿 👎				
Er	nrollment Action Reason Descri	ption		
B	Lacks	Pre-/Co-Requisite		
BL02 Lacks		lin Pre-Requisite Grade		
	no and a second and lacks	2.ECEn luniostavat		
_	📥 Requires Written Consent	BL04		
Consent Required to		eat "BL05		
	Equivalent Course on Rec	ord BL06		
	Exceeds Junior English Li	mit BL07		
	Insufficient Year of Program	m BL08		
Special Program Restriction		on BL09		
	Proficiency Restriction	BL10		
	Max for Courses Outside Max	lajor BL11		
	Has Similar Advanced Cre	dit BL12		
- Second	Contact your Soouth	PJ 14.		
rm Cancell	ation	CANC Te		
	SATORATION IN THE PARTY			
Ctud	ant Initiated Dress	SUDD		
		A GREEK STREET		

## **Quick Enrollment and**