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). 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 Enrolment request all withdrawals must have an "action reason" indicated. Choose the function desired for the withdrawal (e.g. "SDRP" student initiated drop).

Quick Enrollment Withdrawal:

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11. For this example **c**lick the **Student-Ini t ated Drop** link.

12. Click the **Submit** button.

13. Click the **Messages l**ink.

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

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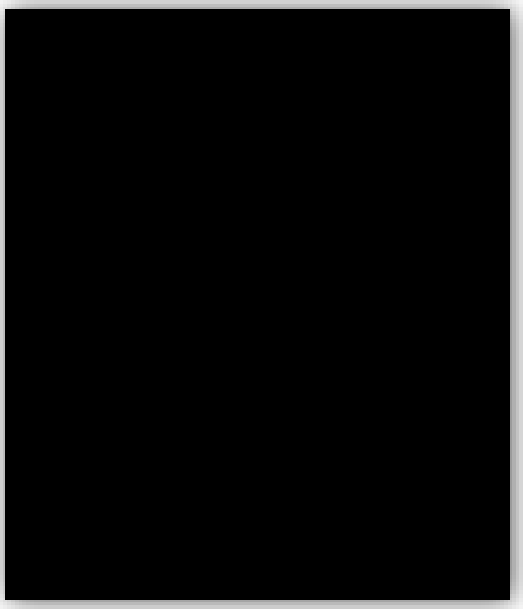
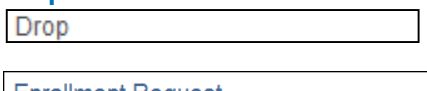
4. Enter the student ID, select the Academic Career and Term. Any term the student has previously registered in will display. For this example 2151 (Winter 2015) has been selected.

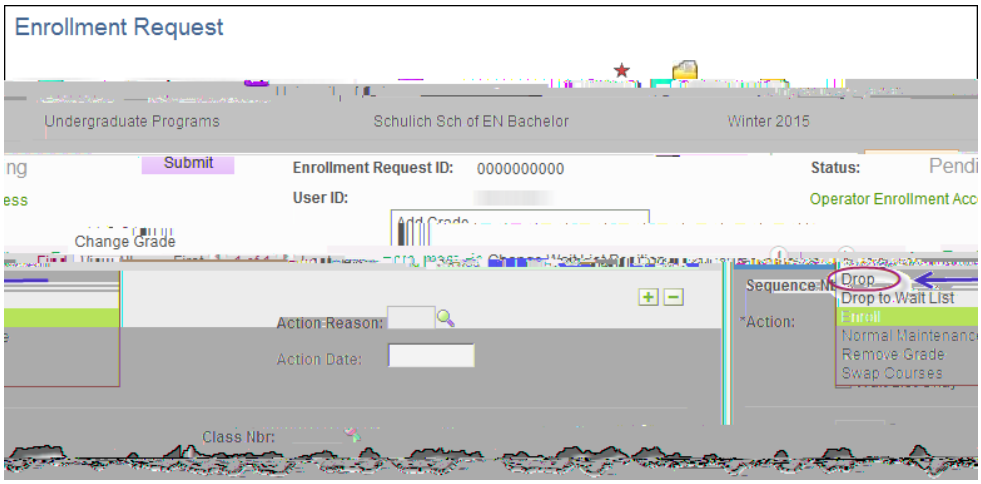


5. Click the **Add** button.

6. From Enrollment Request, Enrollment Request Details, click the **Acton** list.

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



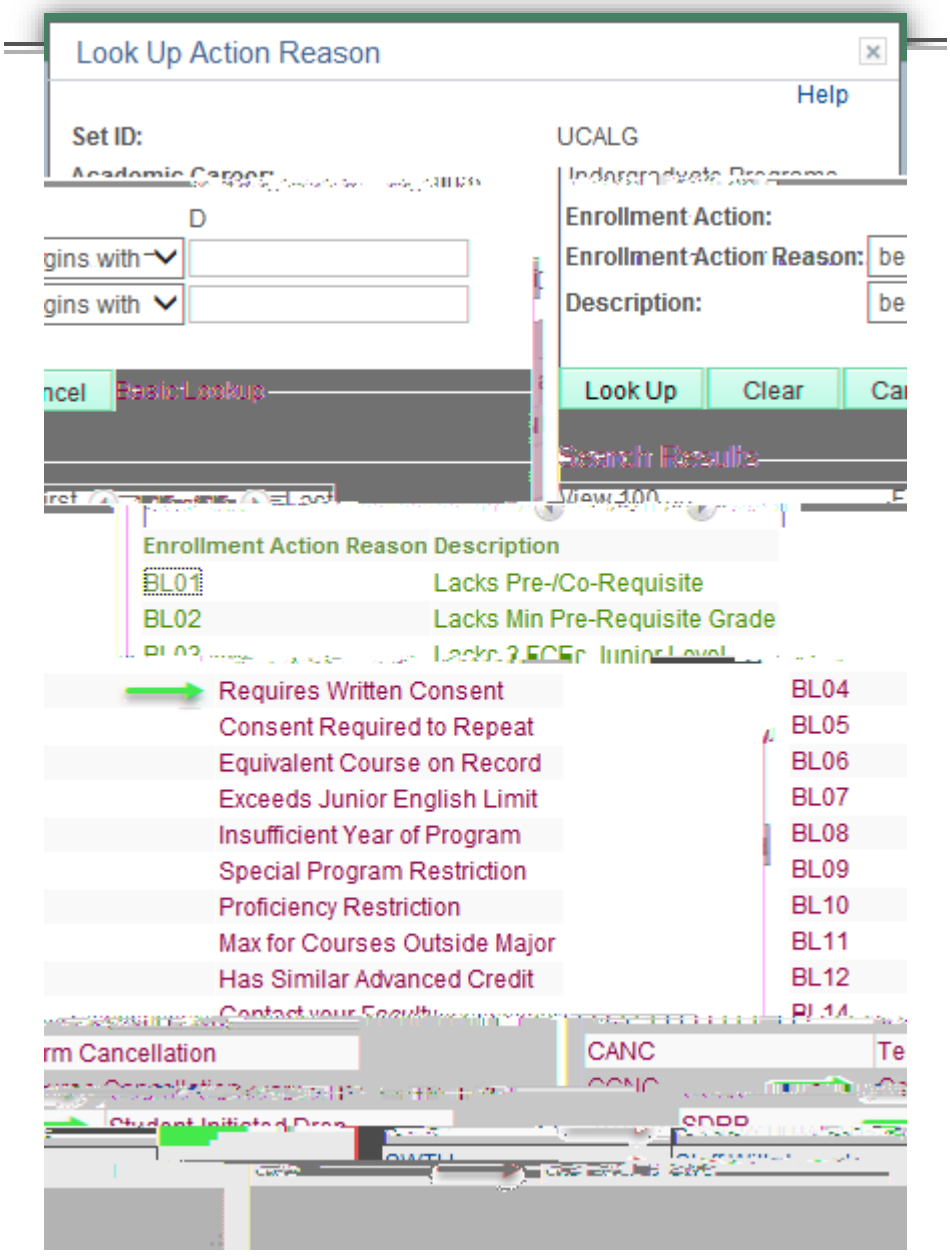


8. To view the student's schedule and select the course to withdraw , click the **Search** button
Click the **Search** button by Class Nbr.

9. Select the applicable class to withdraw from Enrollment Request, Enrollment Listing.
Click the

10. From Enrollment Request Details, click the **Look up Action Reason** button to display a list of action reasons.

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



Quick Enrollment and