


Drop Class from Student Schedule

1. Click the **Records and Enrollment** link.

 **Records and Enrollment**

2. Click the **Enroll Students** link.

 **Enroll Students**

3. Click the **Enrollment Request** link.


 **Enrollment Request**

4. Enter the SMU ID into the **ID** field.

5. Click the **Look up Academic Career** icon.



6. Click the **Look Up** button.


 **Look Up**

7. Select the appropriate **Career** from the search results.

8. Click the **Look up Term** icon.



9. Click the **Look Up** button.

 **Look Up**

10. Select the appropriate **Term** from the search results.

11. Click the **Add** button.

 **Add**


12. Click the **Action** list and select the **Drop** item from the list.

13. Click the **Look up Action Reason** icon.

Note: Drop is the only Enrollment process that requires using the **Action Reason** field.



14. Click the **Look Up** icon.

 **Look Up**

15. Select the appropriate **Enrollment Action Reason**.

16. Click the **Class Nbr Look Up** icon.



17. The search returns only the classes in the student's schedule. Select the **Enrollment Select Checkbox** for the class you want to drop from the schedule.



18. To drop the student from additional classes, click the blue plus sign **+** to add rows for more classes.

CAREFUL! Be sure you are on the right row while you are editing a student's schedule.

19. Click the **Submit** button.

 **Submit**

20. Verify that the classes have been successfully dropped. The **Status** field will show **Success** and **Sequence Nbr** field will show an **Enrollment Request ID**.

21. You have successfully dropped the class (es).



Note: Although the classes have been dropped, this enrollment history will still be a part of the student's record, but not a part of their transcript.

22. End of Procedure.

