

Drop Class from Student Schedule

Step	Action
1.	Click the Records and Enrollment link.
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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.
7.	Select the appropriate Career from the search results.
8.	Click the Look up Term icon.
9.	Click the Look Up button.
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.



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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.