



Business Process Document myZou Enrollment: Drop a Course

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Drop a Course

Trigger:

Field(s)	Comments

Output - Results	Comments

Additional Information



Procedure

The screenshot shows the myZou website interface. On the left is a navigation menu with options like 'My Favorites', 'UM Processes and Reports', 'Self Service', 'Enrollment', 'Degree', 'Progress/Graduation', 'Student Center', 'Request Official Transcript', 'Class Search/Browse', 'Catalog', and 'UM E-Consent'. The main content area is titled 'Truman's Student Center' and features several sections: 'Academics' (with sub-sections for Enrollment, Academic History, and Grades), 'Finances' (with an Account Summary showing a balance of 1,430.40), and a 'SEARCH FOR CLASSES' button. The 'Enrollment' section is expanded, showing a 'Drop a Class' link. Below this, a table titled '2007 Fall Semester Schedule' lists various classes with their IDs and schedules. A notice below the table states: 'Currently, we are in the middle of converting academic data from our former student information system into myZou. Although you will be able to follow each link in the Academic History section, the data will not be available to view at this time. The Enrollment section is available and you will use these links to register for Fall 2007. Thank you for your patience during our implementation.' Another notice below that states: 'Academic fees for the 2007-2008 academic year are presently unavailable. Please check back after April 25th, 2007 for current Fall 2007 fee information.'

Step	Action
1.	Click the Drop a Class link. Drop a Class



Business Process Document myZou Enrollment: Drop a Course

Truman Tiger

myZou University of Missouri-Columbia

Home | Add to Favorites | Sign out

Menu

Search: [X]

- My Favorites
- UM Processes and Reports
- Self Service
 - Enrollment
 - Degree Progress/Graduation
- Student Center
- Request Official Transcript
- Class Search/Browse
- Catalog
- UM E-Consent

my class schedule wish list class search add drop swap edit

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Select Term: 2007 Fall Semester [change]

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	AG_EC_1041-01 (70227)	APPLIED MICROECONOMICS (Lecture)	TuTh 8:00AM - 9:13AM	WATERS HALL AUDITORIUM	J. Dauve	3.00	✓
<input type="checkbox"/>	AG_JRN_3210-03 (70510)	FUNDAMNTLS OF COMMUNIC (Lecture)	MWF 11:00AM - 11:50AM	CONSERVATION AUDITORIUM	W. Allen	3.00	✓
<input type="checkbox"/>	AR_H_A_1110-01A (72646)	HISTORY OF WESTERN ART 1 (RSD)	Tu 4:00PM - 4:50PM	GEOLOGICAL SCI BLDG 108	Staff		✓
<input type="checkbox"/>	AR_H_A_1110-01 (75645)	HISTORY OF WESTERN ART 1 (Lecture)	TuTh 2:00PM - 2:50PM	KELLER AUDITORIUM	S. Langdon, M. Rautman	3.00	✓
<input type="checkbox"/>	MATH_1300-F (77989)	ANALYTIC GEOM & CALCULUS 1 (RSD)	TuTh 10:00AM - 10:50AM	THOMAS & NELL LAFFERE E2510	Staff	5.00	✓

DROP SELECTED CLASSES

My 2007 Fall Semester Class Schedule

My Class Schedule Wish List Class Search Add Drop Swap Edit

go to ... [X]

Step	Action
2.	Click the Select option.

Business Process Document

myZou Enrollment: Drop a Course




The screenshot shows the myZou enrollment system interface. At the top, there is a navigation bar with the myZou logo and the University of Missouri-Columbia name. A search bar contains 'Truman Tiger'. Below the search bar, there are buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. The 'drop' button is highlighted in yellow.

The main content area is titled 'Drop Classes' and includes the instruction '1. Select classes to drop'. Below this, there is a 'Select Term' dropdown menu set to '2007 Fall Semester' and a 'change' button. A table lists several classes with checkboxes in the 'Select' column. The class 'AR_H_A 1110-01A (72546)' is selected. Below the table, there is a 'DROP SELECTED CLASSES' button.

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	AG_EC 1041-01 (70277)	APPLIED MICROECONOMI CS (Lecture)	TuTh 8:00AM - 9:15AM	WATERS HALL AUDITORIUM	J. Dauve	3.00	✓
<input type="checkbox"/>	AG_JRN 2210-02 (70510)	FUNDAMNTLS OF COMMUNIC (Lecture)	MWF 11:00AM - 11:50AM	CONSERVATION AUDITORIUM	W. Allen	3.00	✓
<input checked="" type="checkbox"/>	AR_H_A 1110-01A (72546)	HISTORY OF WESTERN ART 1 (RSD)	Tu 4:00PM - 4:50PM	GEOLOGICAL SCI BLDG 108	Staff		✓
<input type="checkbox"/>	AR_H_A 1110-01 (75645)	HISTORY OF WESTERN ART 1 (Lecture)	TuTh 2:00PM - 2:50PM	KELLER AUDITORIUM	S. Langdon, M. Rautman	3.00	✓
<input type="checkbox"/>	MATH 1500-F (77989)	ANALYTIC GEOM & CALCULUS 1 (RSD)	TuTh 10:00AM - 10:50AM	THOMAS & NELL LAFFERRE E2510	Staff	5.00	✓

Below the table, there is a 'DROP SELECTED CLASSES' button. At the bottom of the page, there is a 'My 2007 Fall Semester Class Schedule' link and a 'go to ...' search bar.

Step	Action
3.	Click the Drop Selected Classes link. 



Business Process Document myZou Enrollment: Drop a Course

myZou University of Missouri-Columbia

Home | Add to Favorites | Sign out

Menu

Search: [go to ...]

Truman Tiger

my class schedule wish list class search add **drop** swap edit

Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2007 Fall Semester | Undergraduate | Univ of Missouri - Columbia

Class	Description	Days/Times	Location	Instructor	Units	Status
AR_H_A_1110-01A (75644)	HISTORY OF WESTERN ART 1 (RSD)	Tu 4:00PM - 4:50PM	GEOLOGICAL SCI BLDG 108	Staff		✓
AR_H_A_1110-01 (75645)	HISTORY OF WESTERN ART 1 (Lecture)	TuTh 2:00PM - 2:50PM	KELLER AUDITORIUM	S. Langdon, M. Rautman	3.00	✓

CANCEL PREVIOUS **FINISH DROPPING**

My Class Schedule Wish List Class Search Add Drop Swap Edit

go to ...

Step	Action
4.	Click the Finish Dropping link. FINISH DROPPING

Business Process Document

myZou Enrollment: Drop a Course



Truman Tiger

myZou University of Missouri-Columbia

Home | Add to Favorites | Sign out

Menu

Search: [input]

My Favorites
UM Processes and Reports
Self Service
Enrollment
Degree
Progress/Graduation
Student Center
Request Official Transcript
Class Search/Browse
Catalog
UM E-Consent

my class schedule | wish list | class search | add | drop | swap | edit

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2007 Fall Semester | Undergraduate | Univ of Missouri - Columbia

Success: dropped Error: unable to drop class

Class	Message	Status
AR_H_A 1110	Message: Invalid Access to Override Requisites. User does not have access to override requisites. The transaction was processed without the override.	✓

MY CLASS SCHEDULE

My Class Schedule | Wish List | Class Search | Add | Drop | Swap | Edit

go to ... [input]

Step	Action
5.	Click the Student Center link. Student Center



Business Process Document myZou Enrollment: Drop a Course

Truman's Student Center

Academics

Enrollment
My Class Schedule
Wish List
Add a Class
Drop a Class

Academic History
Grades
Request Degree Audit
Academic Standing
Request a Transfer Evaluation

other academic...

2007 Fall Semester Schedule

Class	Schedule
AG_EC 1041-01 LEC (70277)	TuTh 8:00AM - 9:15AM WATERS HALL AUDITORIUM
AG_JRN 3210-01 LEC (70510)	MWF 11:00AM - 11:50AM CONSERVATION AUDITORIUM
MATH 1500-F RSD (77989)	TuTh 10:00AM - 10:50AM THOMAS & NELL LAFFERRE E2510

weekly schedule ▶

Currently, we are in the middle of converting academic data from our former student information system into myZou. Although you will be able to follow each link in the Academic History section, the data will not be available to view at this time. The Enrollment section is available and you will use these links to register for Fall 2007. Thank you for your patience during our implementation.

Academic fees for the 2007-2008 academic year are presently unavailable. Please check back after April 25th, 2007 for current Fall 2007 fee information.

Finances

other financial...

Account Summary

- You owe **1,430.40**.
- Due Now 0.00
- Future Due 1,430.40

Currency used is US Dollar.

Personal Information

Contact Information

Step	Action
6.	End of Procedure.