Dropping Classes from Student Schedule Using Enrollment Request

Trigger:

Concept

When processing enrollment requests with an enrollment action of drop through the Quick Enroll, Enrollment Request, and Block Enroll components or self-service enrollment, the enrollment engine determines the drop deadlines, reasons, grading bases, and grades.

The enrollment engine determines drop deadlines, grading bases, and grades differently depending on the class enrollment type (traditional, dynamic date, open entry/exit).

When requesting to drop a traditional class enrollment, the enrollment engine:

• Determines the deadlines.
• Determines if a drop or withdrawal needs to be assigned.

Field(s) | Comments
--- | ---

Output - Results | Comments

Additional Information
Procedure

**Enrollment Request**
Add or update enrollment request transactions for a student.

*Home* > *Records and Enrollment* > *Enroll Students* > *Enrollment Request*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the student ID into the <strong>ID</strong> field. Enter &quot;12159944&quot;.</td>
</tr>
</tbody>
</table>

**Conducting a Search**
When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as **Find an Existing Value** will appear prompting you for search keys needed to locate a
record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
Search keys
Operators
Search fields

Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.

To speed up your data entry when entering enrollments, you can set your User Defaults to a specific Academic Career, Academic Institution, and Term. The system will enter these default values in the search pages that you access. You can change your defaults as often as necessary.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>2.</td>
<td>Enter the academic career into the <strong>Academic Career</strong> field. Enter &quot;UGRD&quot;.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the term into the <strong>Term</strong> field. Enter &quot;3543&quot;.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
</tbody>
</table>
### Step 5

Click the button to the right of the **Action** field.
<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>6.</td>
<td>Select an entry in the list.</td>
</tr>
</tbody>
</table>

Example: Enroll
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the <strong>Search</strong> button to display a list of courses the student can drop.</td>
</tr>
</tbody>
</table>
Click the Enrollment Select button to select the class to drop.
Step | Action
--- | ---
9. | Click to process all non-posted rows of the enrollment request for the student. The enrollment engine performs validations as necessary at this time. If the enrollment engine encounters any errors, the system displays an enrollment request status of Errors on the corresponding row of the request. You can view the error messages in the appropriate row’s Error Messages group box. Click the **Submit** button.

10. | You have completed the enrollment request. **End of Procedure.**