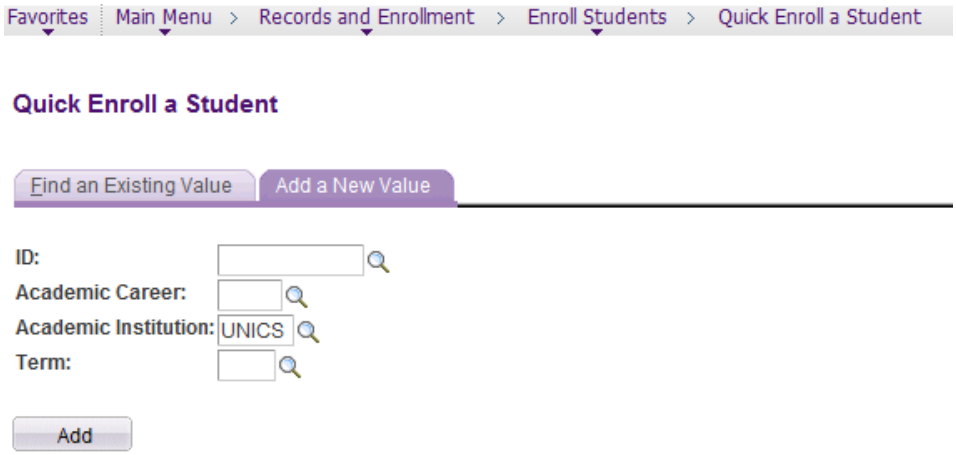
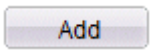
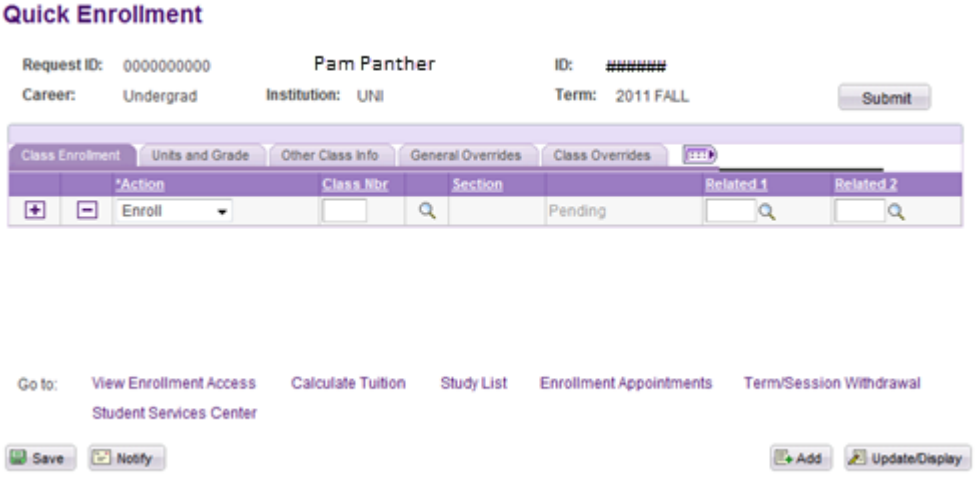
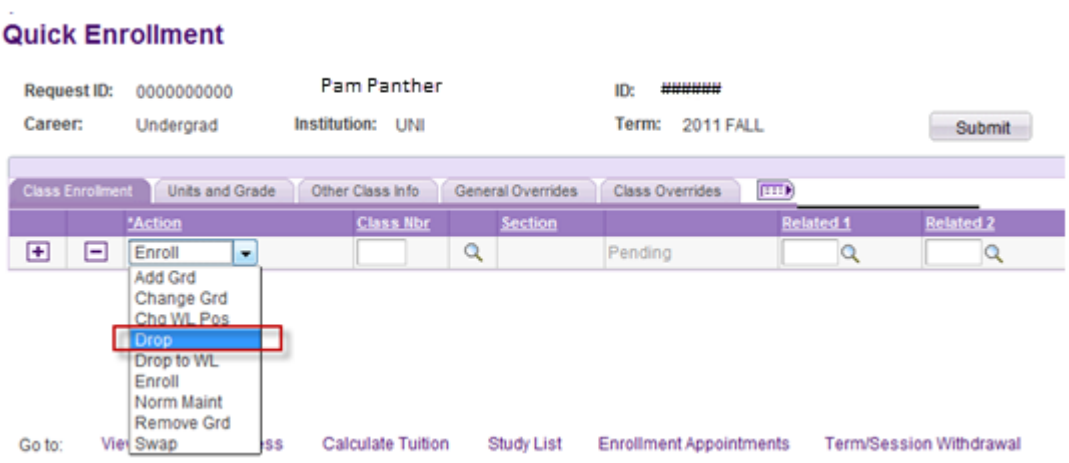
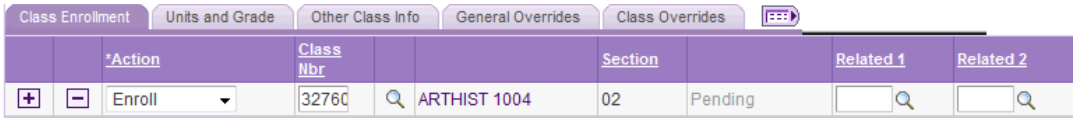
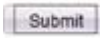
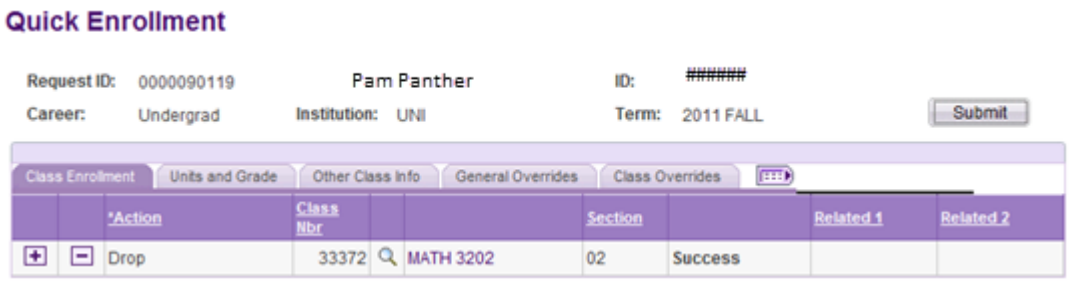
Dropping a Student using Quick Enroll

Purpose: The **Quick Enroll** component enables you to enter, update, and post class enrollment requests for students on a student-by-student basis. The following table describes how to use **Quick Enroll** to drop a student from a class or waitlist.

Step	Action
1.	Navigate to the **Quick Enrollment** page: **Main Menu › Records and Enrollment › Enroll Students › Quick Enroll a Student** 
2.	Complete the following: • **ID** – Enter the student's ID (six digit U-ID) • **Academic Career** – Enter graduate or undergraduate • **Term** – Enter the appropriate term (e.g. 2112 for Fall 2011)
3.	Click the **Add** button.  ***Result:*** The Quick Enrollment page displays. 

Step	Action
4.	Select **Drop** in the *Action* field. 
5.	Click the **Look up** button in the **Class Number** field. ***Result:*** The classes that the student is enrolled or waitlisted for display.

Step	Action
6.	Click the checkbox next to the class you wish to drop. ***Result:*** The **Class Number**, the *description*, *section number*, and status of *Pending* display. 
7.	If the class requires consent to drop, check the **Class Permission** box on the ***Class Overrides*** tab.
8.	Click the **Submit** button.  ***Result:*** The status changes to **Success**. If there is any reason the drop cannot be processed, the status will show **Error**. Click the **Error** link to view details. 
9.	Using the links at the bottom of the page, you can access various enrollment-related pages, if needed.