Drop a Class from a Student’s Schedule

Use this procedure to drop classes from a student’s schedule. Students can also drop their own classes during their Enrollment Appointment without penalty. Please Note: You can add (but not drop or swap) classes for one more day after the Add/Drop period officially ends. The Registrar’s Office may drop a class for a student the day after Add/Drop ends so it will not count as a Withdrawal.

1. In the SPIRE Menu, go to Student Enrollment > Enrollment Request.
2. On the Enrollment Request - Add a New Value page, complete ALL of the four required fields:
   - **ID**: Type in the 8-digit student’s ID. If you do not know the student’s ID, search for it using the Magnifying Glass button.
   - **Academic Career**: Type the code for the career (e.g., UGRD for Undergraduate). If you do not know the code, click the Magnifying Glass button, and then Look Up. Click the appropriate student career from the Search Results.
   - **Academic Institution**: Retain the default (UMAMH).
   - **Term**: Type the 4-digit code for the term (e.g., 1117 for Fall 2011). If you do not know the code, click the Magnifying Glass button, and then Look Up. Click the appropriate term from the Search Results.
3. Click Add. The Enrollment Request page opens.
4. From the Action drop-down list, select Drop.
5. To select the class to drop, click the Magnifying Glass button next to the Class Nbr field. The student’s class schedule will open.
6. From the student’s schedule, click the Select Class link to the left of the class you wish to drop. You will return to the Enrollment Request page.
7. Use the Plus button (+) to add new rows to drop additional classes, and then repeat steps 4, 5, and 6.
8. Click Submit. Check the Status of the entire enrollment request.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Success</strong></td>
<td>All class enrollments were successful.</td>
</tr>
<tr>
<td><strong>Success/Messages</strong></td>
<td>All class enrollments were successful, however, there are messages regarding one or more enrollments. Use the navigation bar to scroll through the class enrollments to find the one(s) with messages.</td>
</tr>
<tr>
<td><strong>Errors Found</strong></td>
<td>One or more of the class enrollments had errors. Use the navigation bar to scroll through the class enrollments to find the one(s) with errors. The classes with errors have the Status of Errors to the right of the Sequence Nbr.</td>
</tr>
</tbody>
</table>

**Note:** If the Status is something other than Success, scroll down to the bottom of the page to view any messages or errors in the Error Messages section. Correct the errors, or leave the enrollment request as is, without dropping the class.