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., 111**7** 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.

Status	Meaning/Notes
Success	All class enrollments were successful.
Success/Messages	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.
Errors Found	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*.

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.