How to Drop a Student from a Class

1. From the Main Menu, navigate to:
   Records and Enrollment >
   Enroll Students >
   Enrollment Request.

2. On the following search page, only use the Add a New Value tab. Enter a Student ID or use the lookup table ( ) to search for a student by name. Also enter the student’s Academic Career, the Academic Institution, and the Term.

3. Choose Drop from the Action drop list.
4. Enter the **Class Nbr** of the Enrollment (primary) section or search for it using the look up (🔍). The student will automatically be dropped from any Non-Enrollment (secondary) sections.

5. Click the **Submit** button (upper right).

6. The **Status** will change to “Success” after clicking the **Submit** button.

To return to the search page to process another student, click **Enrollment Request** on the top menu bar or click the **Add** button at the bottom of the page.

**Support:**

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it