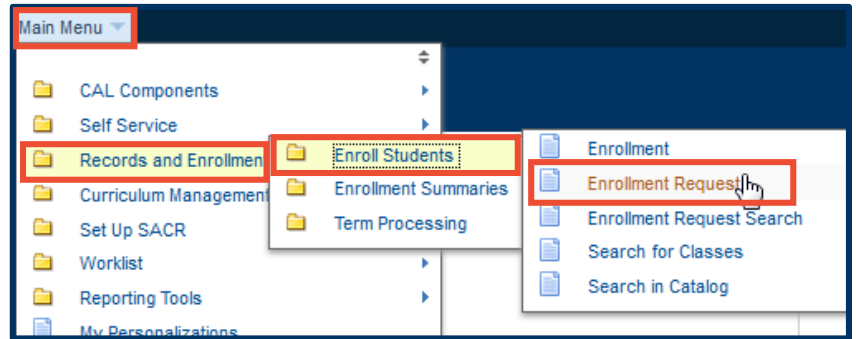
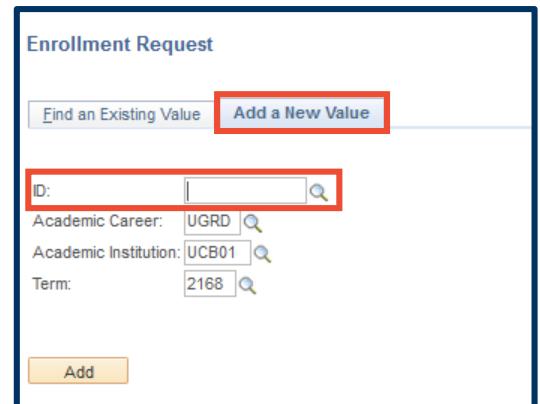


How to Drop a Student from a Class

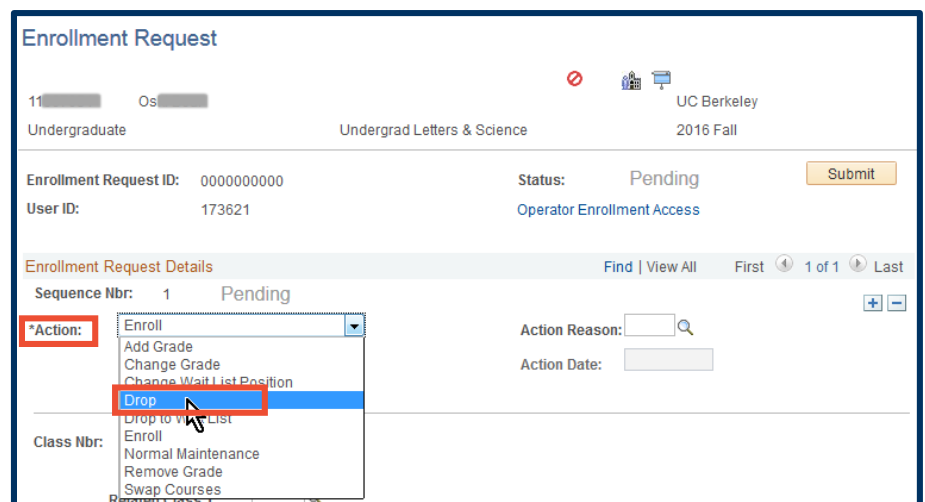
- From the **Main Menu**, navigate to:
Records and Enrollment >
Enroll Students >
Enrollment Request.



- On the following search page, only use the **Add a New Value** tab. Enter a Student ID or use the look up table (🔍) to search for a student by name. Also enter the student's **Academic Career**, the **Academic Institution**, and the **Term**.



- 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.

Enrollment Request

11 [redacted] UC Berkeley
Undergraduate Undergrad Letters & Science 2016 Fall

Enrollment Request ID: 000000000 Status: Pending **Submit**
User ID: 173621 Operator Enrollment Access

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

*Action: Drop Action Reason: [redacted]
 Override Action Date Action Date: [redacted]
 Wait List Okay

Class Nbr: 23342 SOCIOL 1 001 Lecture Intro To Sociology
Regular Academic Session Undergraduate

Related Class 1: [redacted]
Related Class 2: [redacted]

Enrollment Request

11 [redacted] UC Berkeley
Undergraduate Undergrad Letters & Science 2016 Fall

Enrollment Request ID: 0000144538 Status: **Success** **Submit**
User ID: 173621 Operator Enrollment Access

Enrollment Request Details Find | View All First 1 of 1 Last

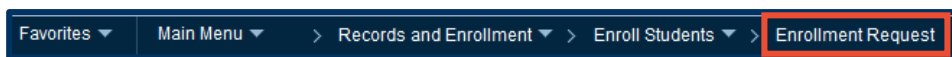
Sequence Nbr: 1 Success

*Action: Drop Action Reason: [redacted]
 Override Action Date
 Wait List Okay

Class Nbr: 23342 SOCIOL 1 001 Lecture Intro To Sociology
Regular Academic Session Undergraduate

Related Class 1: [redacted]
Related Class 2: [redacted]

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

