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 look up table (🔍) to search for a student by name. Also enter the student’s Academic Career, the Academic Institution, and the Term.

3. Select 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.

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**Support:**

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

- [http://sis.berkeley.edu/training](http://sis.berkeley.edu/training)