

Drop Using Quick Enroll-011008

1.	Navigate: Records and Enrollment > Enroll Students > Quick Enroll a Student.
2.	Make sure the correct student ID , Career , Institution and Term are entered. Click the Add button.
3.	You need to specify the Drop action. Click the Action list.
4.	Click the Drop list item.
5.	You must either enter the Class Number of the class to be dropped or search for it. If you search, you see a list of all the classes the student is enrolled in for the term. To select the one to drop, click the Enrollment Select button (the check icon).
6.	Click the Submit button.
7.	End of Procedure.