# Dropping a Student

## STEPS

1. From the Faculty Information menu, click the “Faculty Student Drop” link.

## SCREENSHOT

### Faculty Information
- Class Roster
- Grading
- Search for Sections
- My Class Schedule
- Student profile

**Faculty Student Drop**

## SCREENSHOT

### Faculty Student Drop

**Select a Term:** Summer 2009

## SCREENSHOT

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### Steps

4. In the Faculty Student Drop screen:
   
   **A.** Click the check boxes in the Drop column next to each respective student you want to drop from the class.

   **B.** Click the SUBMIT button.

5. After submitting the drops, the Student Drop Confirmation screen will display your dropped students.

**Note:**

- Clicking the OK button will take you back to the faculty menu.
- You can use your browser’s print button to print this page for your records.

### Screenshots

#### Faculty Student Drop

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Access</th>
<th>E-mail address</th>
<th>Class</th>
<th>Status</th>
<th>Credits</th>
<th>Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert, Lori A.</td>
<td>1090577</td>
<td><a href="mailto:lorialbert@gmail.com">lorialbert@gmail.com</a></td>
<td></td>
<td>Add</td>
<td>3.0</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Bowen, Jennifer L.</td>
<td>1380170</td>
<td><a href="mailto:JENNIFER.BOWEN@YAHOO.COM">JENNIFER.BOWEN@YAHOO.COM</a></td>
<td></td>
<td>PR</td>
<td>3.0</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Brooms, Sharon D.</td>
<td>1068760</td>
<td><a href="mailto:ambitiongoal@yahoo.com">ambitiongoal@yahoo.com</a></td>
<td></td>
<td>Add</td>
<td>3.0</td>
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</tbody>
</table>

#### Student Drop Confirmation

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Security Access Messages

None