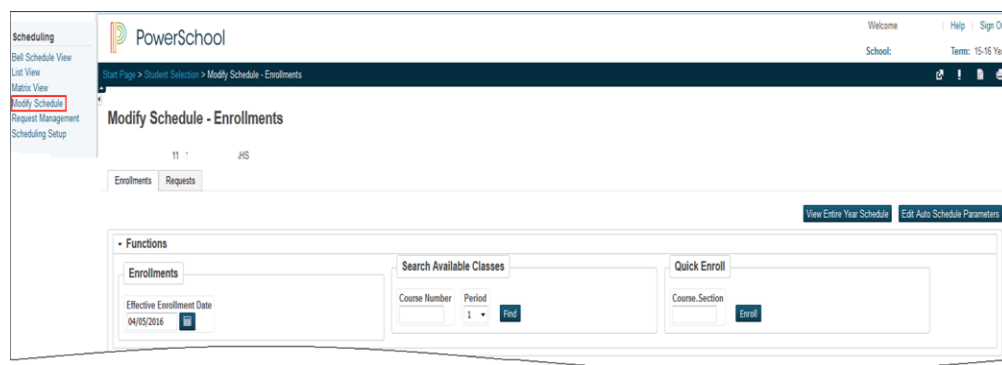


## Dropping Courses from Student Schedules

This document details the process used to drop [specific](#) or [all](#) courses (classes) from a Student's schedule in the current year.

**Note:** This document assumes that all schools have completed the sequential processes and configurations listed in the **NC Form B Instructions** that occur prior to completing the steps described in this document.

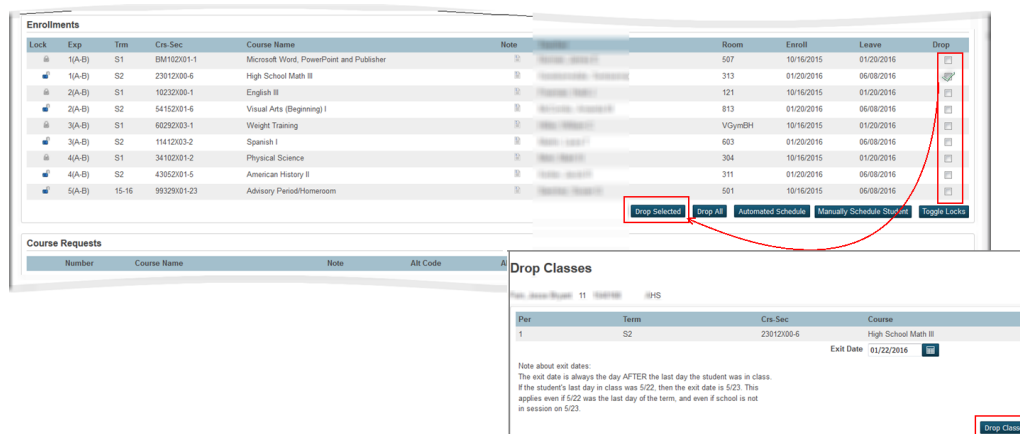
**Navigation:** Start Page > Select Student > **Modify schedule**



### Drop specific classes

Under the **Enrollments** section:

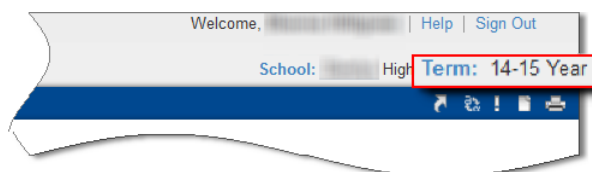
1. Select specific courses to be dropped.
2. Click **Drop Selected**.
3. Enter an **Exit Date** - the day **after** the last day of attendance in the course.
4. Click **Drop Classes**.



## Dropping Courses from Student Schedules

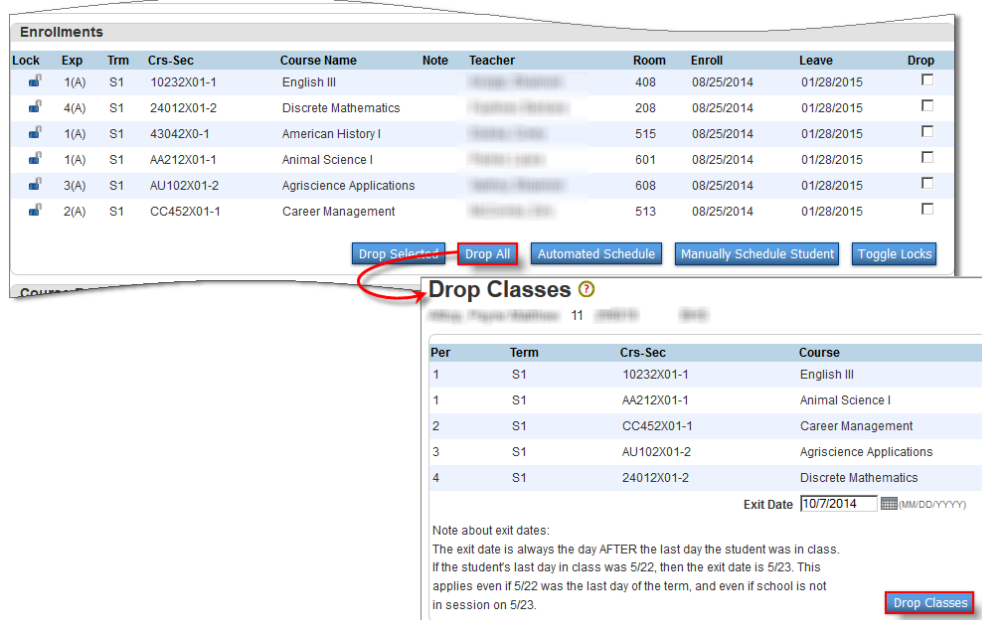
### Drop all classes

Before dropping all classes from a student's schedule, select the full term at the **Term** field.

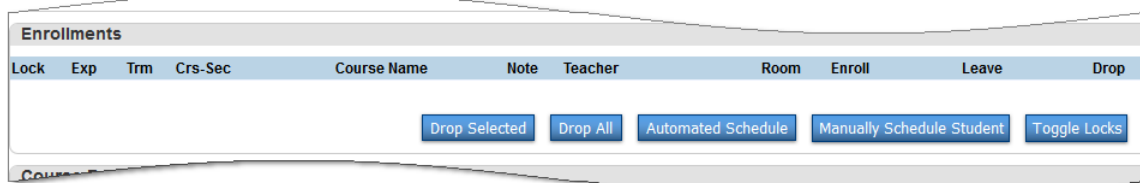


Under the **Enrollments** section:

1. Click **Drop All**.
2. Enter an **Exit Date** - the day **after** the last day of attendance in the course.
3. Click **Drop Classes**.



You will be returned to the **Modify Schedule – Enrollments** screen and the dropped course(s) will no longer be listed under **Enrollments**.



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