# Administrative Drop Procedures for Instructors:

Beginning Fall 2014, the Administrative Drop Policy will be implemented. This policy states that students who do not attend the first class meeting, do not participate in an academic activity in an online course, or do not notify the instructor of an expected absence for special reasons, will be dropped from the course.  This process will be electronic and completed by faculty within the Faculty Center in E-Hive.  Below are step-by-step instructions.

1. In Faculty Center, select the My Schedule tab and view your class schedule for the upcoming term.

   Note:  A new column displays which indicates the courses and date/times you will have access to administratively drop students.  Only courses with enrolled students or non-labs display this administrative drop date/time.

2. Select the course in which the student(s) will be dropped. Note you need to select the "student icon" ![icon] to access the class roster.



3. Within the class roster, all students who are enrolled for the course will be displayed. Also note the drop deadline appears as well. The Drop column displays on the right hand side. Select those students who should be dropped from the course based on the Administrative Drop Policy.

4. Those students who have a check beside his/her information will be those students that will be dropped from the course. Verify that these are the correct students and select the "Submit Drops" button below the list of students to the right.

| 30 | ☐ | | | Graded | 4.00 | Undergraduate - Physical Education: Exercise/Psychology | Senior | Lebard-Rankila,Kim M | | ☐ |
| 31 | ☐ | | | Graded | 4.00 | Undergraduate - Biology/No Minor | Freshman | Schmude,Kurt L | | ☑ |
| 32 | ☐ | | | Graded | 4.00 | Undergraduate - Undeclared/No Minor | Freshman | Iwen,Jayson H | | ☐ |
| 33 | ☐ | | | Graded | 4.00 | Undergraduate - Biology/No Minor | Freshman | Seelke,Ralph W | | ☐ |
| 34 | ☐ | | | Graded | 4.00 | Undergraduate - Undeclared/No Minor | Sophomore | Pforr,Dylan A | | ☐ |

Select All   Clear All                                               Printer Friendly Version

| notify selected students | notify all students | submit drops | |

5. After selecting the "Submit Drops" button, a verification screen will appear. This screen is for the instructor to reaffirm that the drops are intended. If the proper student(s) are selected, click the "Finish Dropping" button to drop the students.

Note: This final action will drop the selected students immediately. If the student is enrolled in an adjoining lab, that component will be dropped as well.

Enrollment Request ID  0000535120

**Administrative Drop**

**1. Review Students to Be Dropped**                                    1 — 2

Click Finish Dropping to process your drop request.

Fall Semester 2014 | Full Term | UW-Superior | Undergraduate

▽  **BIOL 130 - 101 (2531)**

Principles of Biology I (Lecture)

| Days and Times | Room | Instructor | Dates |
|---|---|---|---|
| Fr 9:00AM-9:50AM | Swenson Hall 1013 | Burkett,Edward W | 08/27/2014 - 12/19/2014 |

| Empl ID | Name | Class | Long Description | Units |
|---|---|---|---|---|
| | | BIOL 130-101 (2531) | Principles of Biology I (Lecture) | 4.00 |
| | | BIOL 130-501 (2532) | Principles of Biology I (Laboratory) | |
| | | BIOL 130-101 (2531) | Principles of Biology I (Lecture) | 4.00 |
| | | BIOL 130-502 (2533) | Principles of Biology I (Laboratory) | |

RETURN TO ROSTER          FINISH DROPPING

6. After selecting the "Finish Dropping" button, a screen to verify whether the drop(s) have been processed will appear. This screen will display all the students that were selected and whether an error occurred during the drop or if the drop was completed successfully.

**Administrative Drop**

**2. View Results**

View results below.

Fall Semester 2014 | Full Term | UW-Superior | Undergraduate

▽ **BIOL 130 - 101 (2531)**

Principles of Biology I (Lecture)

| Days and Times | Room | Instructor | Dates |
|---|---|---|---|
| Fr 9:00AM-9:50AM | Swenson Hall 1013 | Burkett,Edward W | 08/27/2014 - 12/19/2014 |

✔ Success: Student Dropped.     ✖ Error: Student was not dropped.

| Empl ID | Name | Class | Message | Results |
|---|---|---|---|---|
| | | BIOL 130-101 (2531) | **Success:** This class has been removed from your schedule. | ✔ |
| | | BIOL 130-101 (2531) | **Success:** This class has been removed from your schedule. | ✔ |

RETURN TO ROSTER

7. As soon above, both of these students were successfully dropped from the course. If an error occurs the following will display:

**2. View Results**

View results below.

Fall Semester 2014 | Full Term | UW-Superior | Undergraduate

▽ **CSCI 470 - 001 (2422)**

Net-Centric Computing (Lecture)

| Days and Times | Room | Instructor | Dates |
|---|---|---|---|
| TuWeFr 1:00PM-1:50PM | Swenson Hall 1017 | Bezroukov,Serguei | 09/02/2014 - 12/19/2014 |

One or more errors has occured. Any drops that have failed have automatically been emailed to the Registrar's Office and you have been copied on this email. Please follow up with the Registrar's Office if this is not resolved in 24 hours.

✔ Success: Student Dropped.     ✖ Error: Student was not dropped.

| Empl ID | Name | Class | Message | Results |
|---|---|---|---|---|
| | | CSCI 470-00 (2422) | **Error:** Unable to Drop class. Go to Old Main room 139 to drop this class The requested drop transaction was not processed. You must go to the Registrars office, Old Main room 139 to complete an official withdrawl card. (msg # 14640,13) | ✖ |

RETURN TO ROSTER