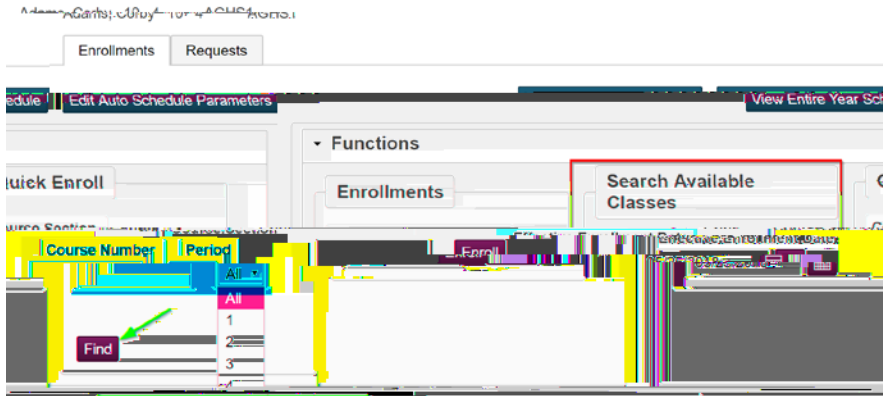


3. Search for the course number by All periods or a specific period



4. Click Find, you will see a list of available course names with the term (S1 or S2) and enrollment seat count

Crs.Sec	Course Name	Note	Expression	Term	Teacher	SERT	Enroll	Seats	Cost
0934.901	HS Algebra I (failed EOC)		1(SS)	S3	Teacher, SERT 004	004	0	0.00	0
0931.1	HS Biology								
0931.901	HS Biology (failed EOC)		1(SS)	S3	Teacher, SERT 001	001	0	0.00	0
0932.901	HS English I (EOC)		1(SS)	S3	Teacher, SERT 002	002	0	0.00	0

5. The Course Name is a hyperlink , when clicked the student is enrolled

PART 2: Drop student from original course enrollment

If the student was enrolled in a different course, to drop a student from that class, do the following:

6. Go to the Scheduling section and click on Modify Schedule.



7. From the **Enrollments** tab you will scroll down to the students enrollments.

The screenshot shows the 'Enrollments' section of a software interface. At the top, there are two buttons: 'View Entire Year Schedule' and 'Edit Auto Schedule Parameters'. Below these is a 'Functions' dropdown menu with 'Enrollments' selected. To the right is a 'Search Available Classes' section with input fields for 'Course Number', 'Period' (set to 1), and a 'Find' button. Further right is a search box with 'Course.Section' and an 'Enroll' button. Below the search area is a table titled 'Enrollments' with the following data row:

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave
<input type="checkbox"/>	1(SS)	S3	SERT-999	SERT		Teacher, SERT 007		06/11/2018	06/26/2018

8. Locate the course. To the right, you will click the checkbox to drop the class.

This screenshot shows the 'Enrollments' table with a red box highlighting the 'Drop' checkbox in the final column of the data row. Below the table are two buttons: 'Drop Selected' and 'Drop All'.

9. Select **Drop Selected**.

10. Enter the **Exit Date** and click **Drop Classes**. The page will go back to the Enrollments screen.

The screenshot shows the 'Drop Classes' screen. At the top, it displays the student's name 'Adiga, Ashweel' and ID '10 4198558' along with the school 'ADAMS HS'. Below this is a table with the following data row:

Per	Term	Crs-Sec	Course
1	S3	SERT-999	SERT...

Below the table is an 'Exit Date' field with the date '05/29/2018' and a calendar icon. A note below the field reads: 'Note about exit dates: The exit date is always the day AFTER the last day the student was in class. If the [redacted] applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.' At the bottom right, there is a 'Drop Classes' button.