

DROPPING AND WITHDRAWING STUDENTS IN THE DUAL ENROLLMENT REGISTRATION SYSTEM

Please note that there is a significant difference between **“Dropping”** a student from a course and **“Withdrawing”** a student from a course. Please read carefully.

1. Log into the Dual Enrollment registration system using the following path: Southeastern Dual Enrollment → Student Information. (If you are the coordinator or facilitator for a single campus your External Org ID will be auto-populated. If you are the coordinator or facilitator for multiple campuses, please see the “Updating Student Information in the Dual Enrollment System” document to change campuses.)
2. Enter the SSN (National ID, no dashes) or the W number (Empl ID) or the last name (Name) for the student you are trying to Drop or Withdraw and click “Submit”. Alternatively you can just click “Search” to get a list of ALL students ever registered for your school and select the student that way. (A max of 300 students will appear this way and may not be the best way to search.)

Student Data

Enter any information you have and click Search. Leave fields blank

Limit the number of results to (up to 300):

External Org ID: begins with

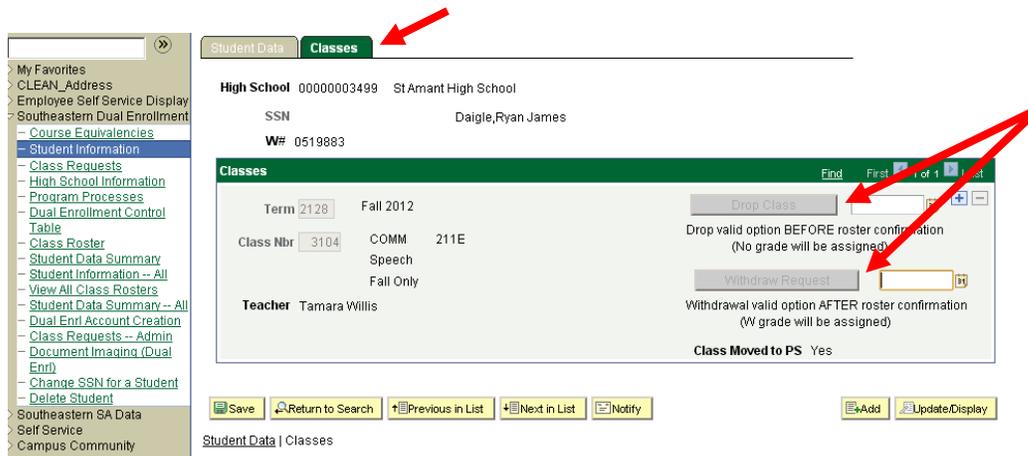
National ID: begins with

Name: begins with

Empl ID: begins with

Case Sensitive

3. On the Student Information panel click the “Classes” tab at the top of the page. If registration is still open, both the “Drop” and “Withdraw” buttons will be greyed out. At this point, you must wait for registration to close so that you can drop the student.



Student Data **Classes**

High School 0000003499 St Amant High School

SSN Daigle,Ryan James

W# 0519883

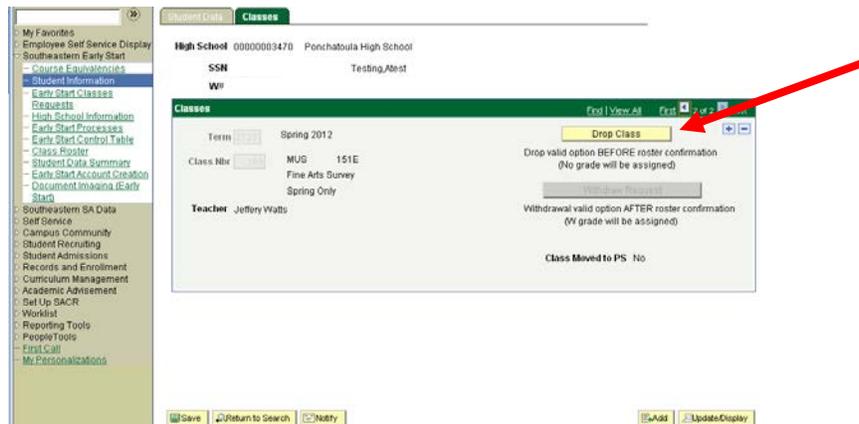
Term	2128	Fall 2012	
Class Nbr	3104	COMM 211E	Speech
		Fall Only	
Teacher	Tamara Willis		

Drop valid option BEFORE roster confirmation (No grade will be assigned)

Withdrawal valid option AFTER roster confirmation (W grade will be assigned)

Class Moved to PS Yes

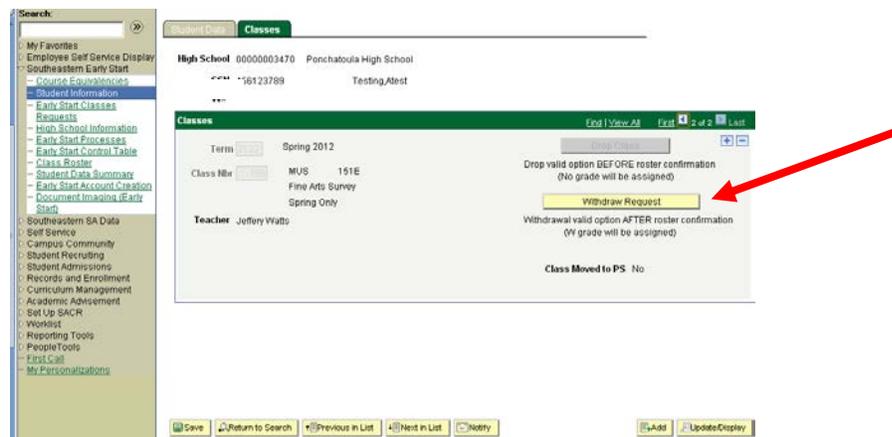
4. Once registration is closed, the “Drop Class” button becomes visible.



5. Click the “Drop Class” button to remove the student from the course. The button will turn grey and today’s date will appear in the box beside the button. **You must then click “Save” at the bottom of the page.** (Note that this can only be done after registration is closed but prior to roster confirmation, 14th class day. There is no academic penalty for dropping and nothing is recorded on the student transcript and no fee is charged.)

6. After roster confirmation on the 14th class day, the only mechanism for getting out of a course is through a Withdrawal Request. A withdrawal carries an academic penalty that records a “W” on a student’s permanent transcript. A “W” has no quality points and does not contribute to the student’s GPA or hours completed. **The Withdraw Request should be used as a last resort during the course.**

7. Once rosters are confirmed, the only option on the class panel will be the “Withdraw Request” button. This button is available up to the 65% point of the semester. Fall-only courses have a withdrawal deadline in early November. Both year-long and spring-only courses have a withdrawal deadline in late March.



8. Click the “Withdraw Request” button to remove a student from the course, the button will become grey and today’s date will appear in the box next to the button. **You must then click “Save” in the bottom left corner before leaving the page.** The withdraw request is immediate and will show up on the class roster in a couple of minutes. **There is no refund of the \$225 when a student withdraws from a course.**