How to Submit a Drop Request in MyInfo

To submit a drop (no grade) or withdrawal (drop with a “W”) request for a student, log into MyInfo using your NetID and password (the same credentials you use to login to your office/work computer). Once you’ve successfully logged in, select the Advising Services tab, the click the “Drop and Section Withdrawal” link.

On the far left-hand side, enter the student’s full GID (including the dash) and hit enter. This will pull the student’s full schedule from banner. Click the box next to the course(s) you’d like to submit the drop/withdrawal request for. Click “Submit.”

Once submitted, a confirmation message will replace the student information confirming that your request has been successfully submitted.
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You can check the status of all requests you’ve submitted during the current semester at any time on the far-right hand side of the form. Your requests will be broken down into 3 possible categories:

1. **Completed** - these are requests that have been successfully completed by the Registrar’s Office. You, the student, and the instructor will receive an automatic email confirming successful processing for any drop/withdrawal request. The email will be sent to students’ preferred email and to the advisor/instructor’s montana.edu email.

2. **Pending** - these are requests that have successfully been routed to the Registrar’s Office and are in the queue for processing. These will be moved to completed when successfully processed.

3. **Awaiting Approval** - these are requests that could impact NCAA eligibility, Visa status, or Veteran’s benefits. There is an extra level of approval required before the Registrar’s Office can process. The special approvers will receive an email every 24 hours notifying them that they have a student in their queue to review to ensure we can drop the student in a timely manner. Once approved, these requests will be routed to Pending for the Registrar’s Office to complete.

Do you have questions or need help? Email **Registrar@montana.edu** or call us at 406-994-6650.