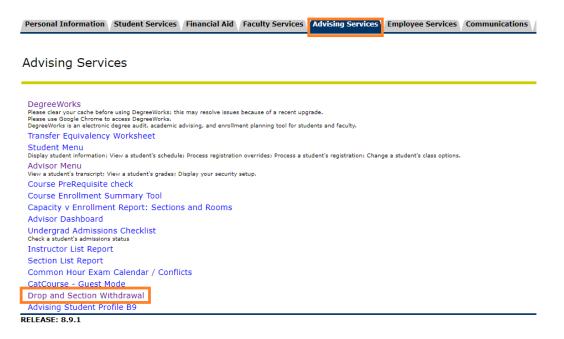
How to Submit a Drop Request in MyInfo

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."

		<u>Onli</u>	ine Drop Cla	iss Form						
SID 34962						Your F	Your Requests This Term			
IOM107CS Molecules of Life	Lype Lecture Lecture Lecture	Term Full Semes Full Semes Full Semes		<u>Status</u>	Drop 2	Comple	Jessi Cannaday Martin Skaug Martin Skaug Martin Skaug Cole Hough Nathan Kuehl Nathan Kuehl Ryan Pettis Ryan Pettis	Course PSC1520 NASX105D NASX105D STAT216Q PHL362 PHSX262 ETCC499R ETCC499R eTCC499R m ARCH413 REG200 PHL345	3080 3547 3081 3344 3073 3148	

Once submitted, a confirmation message will replace the student information confirming that your request has been successfully submitted.

How to Submit a Drop Request in MyInfo

Personal Information Student Services Financial Aid Faculty Services Advising Services Employee Services Communications Registrar Services MyApps Notifications Online Drop Class Form GID -02284962 Your Requests This Term A request to drop: Status Student Course CRN BIOM 107CS ompleted GH 100IH Jessi Cannaday PSCI520 34245 has been recorded. Martin Skaug NASX105D 30805 Martin Skaug NASX105D 30804 Martin Skaug STAT216Q 35475 Cole Hough PHL362 30814 Nathan Kuehl PHSX262 33444 Nathan Kuehl PHSX262 30737 Ryan Pettis ETCC499R 31485 Ryan Pettis ETCC499R 31484 Pendina Gabriel Christensen ARCH413 33409 Awaiting Approval Jessi Cannaday REG200 30610 Cole Hough PHL345 35094 RELEASE: 8.9.1

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:

- 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 emails.
- 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.

	Online Drop Class Form					
GID -02284962	Your Requests This Term	Your Requests This Term				
A request to drop:	Status Student Course	<u>CRN</u>				
BIOM 107CS	Completed					
GH 100IH	Jessi Cannaday PSCI520	34245				
has been recorded.	Martin Skaug NASX105D	30805				
	Martin Skaug NASX105D	30804				
	Martin Skaug STAT216Q	35475				
	Cole Hough PHL362	30814				
	Nathan Kuehl PHSX262	33444				
	Nathan Kuehl PHSX262	30737				
	Ryan Pettis ETCC499R	31485				
	Ryan Pettis ETCC499R	31484				
	Pending					
	Gabriel Christensen ARCH413	33409				
	Awaiting Approval					
	Jessi Cannaday REG200	30610				
	Cole Hough PHL345	35094				

Personal Information Student Services Financial Aid Faculty Services Advising Services Employee Services Communications Registrar Services MyApps Notifications

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