

# 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, then click the “Drop and Section Withdrawal” link.

Personal Information Student Services Financial Aid Faculty Services **Advising Services** Employee Services Communications

### Advising Services

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[DegreeWorks](#)  
Please clear your cache before using DegreeWorks; this may resolve issues because of a recent upgrade.  
Please use Google Chrome to access DegreeWorks.  
DegreeWorks is an electronic degree audit, academic advising, and enrollment planning tool for students and faculty.

[Transfer Equivalency Worksheet](#)

[Student Menu](#)  
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.

[Advisor Menu](#)  
View a student's transcript; View a student's grades; Display your security setup.

[Course PreRequisite check](#)

[Course Enrollment Summary Tool](#)

[Capacity v Enrollment Report: Sections and Rooms](#)

[Advisor Dashboard](#)

[Undergrad Admissions Checklist](#)  
Check a student's admissions status

[Instructor List Report](#)

[Section List Report](#)

[Common Hour Exam Calendar / Conflicts](#)

[CatCourse - Guest Mode](#)

[Drop and Section Withdrawal](#)

[Advising Student Profile B9](#)

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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.”

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### Online Drop Class Form

GID

Daren Waldner

Course	Name	Type	Term	Co-Req	Status	Drop
BIOM107CS	Molecules of Life	Lecture	Full Semes...			<input checked="" type="checkbox"/>
GH100IH	Intro to World Cultures	Lecture	Full Semes...			<input checked="" type="checkbox"/>
RLST100D	Intro to the Study of Religion	Lecture	Full Semes...			<input type="checkbox"/>

#### Your Requests This Term

Status	Student	Course	CRN
Completed			
	Jessi Cannaday	PSCI520	34245
	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

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

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**Online Drop Class Form**

GID -02284962  
**A request to drop:**  
 BIOM 107CS  
 GH 100IH  
**has been recorded.**

Your Requests This Term			
Status	Student	Course	CRN
<b>Completed</b>			
	Jessi Cannaday	PSCI520	34245
	Martin Skaug	NASX105D	30805
	Martin Skaug	NASX105D	30804
	Martin Skaug	STAT216Q	35475
	Cole Hough	PHL362	30814
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	Ryan Pettis	ETCC499R	31485
	Ryan Pettis	ETCC499R	31484
<b>Pending</b>			
	Gabriel Christensen	ARCH413	33409
<b>Awaiting Approval</b>			
	Jessi Cannaday	REG200	30610
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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 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.

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Do you have questions or need help? Email [Registrar@montana.edu](mailto:Registrar@montana.edu) or call us at 406-994-6650.