Student Enrollment – Quick Drop
Student drop enrollment actions may be processed using the Quick Enroll a Student component. In most instances, students use Self Service to drop courses in which they are enrolled.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Advisor Center > Advisee Academics**. |
| 3.   | **Academic Summary**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
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**Find an Existing Value**  
Maximum number of rows to return (up to 300): 300  
ID: begins with  
Campus ID: begins with  
National ID: begins with  
Last Name: begins with  
First Name: begins with  
Case Sensitive  
---
Search Clear Basic Search Save Search Criteria |
| 4.   | Click the Search button. |
| 5.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
6. **On the Advisee Academics page at the bottom of the Term Summary area, click the Quick Enrollment link.**

7. **On the Quick Enrollment page, the Class Enrollment tab displays. Click the Action dropdown box icon; and then select Drop.**

**Note:** In the creation of a new enrollment request, the Request ID will be all zeroes until the data is saved.

**Note:** To identify the impacts or consequences of dropping the class on today’s date, refer to Academic Calendar Deadlines.

- **Drop - Delete Record:** A class dropped on or before this date does not appear on their academic record or on their academic transcript.
- **Drop - Retain Record:** A class dropped on or before this date does appear on their academic record with a status of dropped but does not appear on their academic transcript.
- **Drop with Penalty:** A class dropped on or before this date does appear on their academic record with a status of withdrawn and does appear on their academic transcript.

**Note:** For additional Quick Enrollment actions click the Add a new row button as needed.
8. In the **Class Nbr** field, enter the class number of the class to be dropped.

9. Alternatively, click the **Class Nbr** Look Up icon and select the **✓** checkbox (uncheck the checkbox) of the enrollment listing to be dropped; and then select the **Return** button.

10. The **Quick Enrollment** page displays with the Class Nbr of the class to be dropped.

11. Click the **Submit** button.
12. There are three results possible:

- **Success**: The enrollment request was a Success. No further action is necessary.
- **Message**: The request is successful and there is a Message associated with your enrollment request.
- **Error**: An Error has occurred and the enrollment request was not processed. To review the details of the error, click the "Errors" link.

*Note: The Error Text displays the reason that the enrollment action was not processed.*

End of Procedure.