Drop with Permission

Electronic permission to drop is required after the 10th day of class and to the last day to drop with a "W" deadline.

Before you begin, please note these policies:

- *Classes shorter than a full semester class have prorated add/drop deadlines.* Check with the ADA or the Records office if you aren't sure what the deadline is.
- *Once permission is added, student must go into their own account and drop.* Students must drop before the expiration date expires.
- *Only advisors and instructors can approve drops.* ADAs can put the permission if requested, but only if they've received the OK from the instructor/advisor.

1. **WINGS navigation** - *Records and Enrollment > Term Processing > Class Permissions > Class Permissions*

2. On the search page, put in:
   a. **Academic Institution:** UWLAC
   b. **Term**:
      i. Each term has a 4-digit numeric code. Some examples are below.
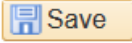   1. 2231 (Summer 2022) or 2234 (Fall 2022) or 2236 (Winter 2023) or 2237 (Spring 2023)
      ii. If you don't know the code, click on the magnifying glass next to the Term field to look it up.
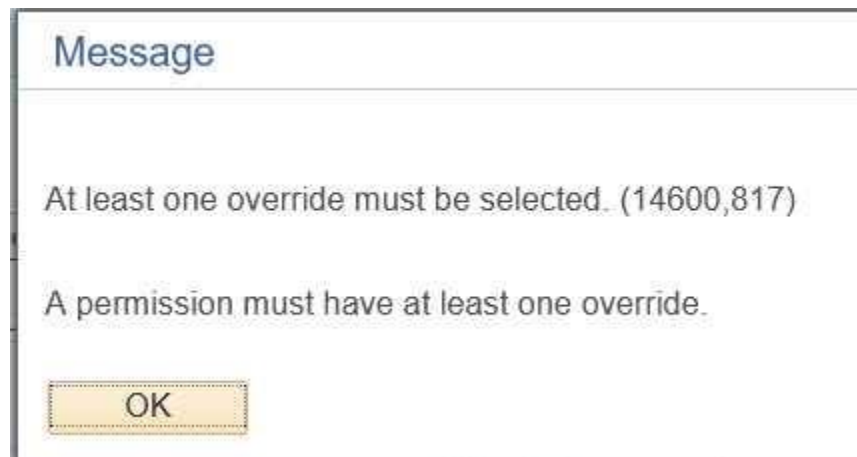   -
   c. **Subject**: CHM (prefix of course you are teaching)
   d. **Catalog Nbr:** 104 (course number of course you are teaching)

3. Click **Search.** When the course appears, **verify you are on the correct <u>section</u> of the class**. If more than one section of a class is offered you will see 1 of ? on the right side of the top bar. Click the arrows until you find the correct section (see screenshot below). Verify that instructor of the section is correct.

   a. **<u>For courses with lab components,</u>** enrollment is controlled by the lab component. **Find the LAB component section that the student is in and put the permission on that section.** If permission is put on the lecture instead of the lab, the student won't be able to drop.

4. Select the **Permission to Drop** tab.

5. Go to the bottom of the page and enter the student's Person ID (Starts with 1 or 2) in the **ID** field. If you don't know their Person ID, you can look it up using their campus ID by using the magnifying class icon next to the field. Enter their name or their campus ID, click Look Up, and click on the correct name in the results.

   a. **IMPORTANT: DO NOT USE the Generate button and options next to it that are crossed off in the picture.** This creates permissions for every student in the class. UWL does not give out class permissions to a class as a whole, only to individual students. That button's use is restricted to the Records Office.

6. The **Expiration Date** at the bottom will be the same as the Default date listed above. This is the last day to drop the course. Students will receive a "W" on their transcripts when they drop. If a student has missed the deadline to drop and have concerns you are not sure about, they may contact their dean's office for additional advising.

7. Click **Save**. Save   *If you receive an error when saving, please see end of the directions.*

8. **Please let the student know they still have to drop through their WINGS Student Center.** This process **does not drop** the student; it only gives them permission to drop.

9. Students who use the permission to drop will receive a 'W' on their academic record.

10. To give permission to another student, click the [+] on the bottom right to add another row on the **Permission to Drop** tab.

*ERROR MESSAGAE:** If you get the below message when setting up a drop permission, WINGS is not saving correctly. Try going out of the screen to another page in WINGS (such as your Faculty Center), going back into Class Permissions, and redo-ing the permission. The system can sometimes be slow to save changes and if you click off the page before the permission is fully saved, WINGS gets confused and won't let you continue. Once there, the error message only gets erased if you get out of that page completely.

If this method doesn't work, please contact the Records Office.

Questions? Contact Victoria Rahn at 785-8579 or vrahn@uwlax.edu. Or contact the main email at records@uwlax.edu.