Drop with Permission
Electronic permission to drop after the 10th day of class and through the last day to drop.

Before you begin, please note:

- 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.
- Classes in the DYN session (dated with unique start/end dates, otherwise known as dynamically dated classes) must use the paper drop/add form. The electronic permissions do not work on those specially dated classes.
- 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**: 2207 (Spring 2020) or 2211 (Summer 2020) or 2214 (Fall 2020) or 2216 (Winter 2021)
   c. **Subject**: ENG (prefix of course you are teaching)
   d. **Catalog Nbr**: 110 (course number you are teaching)

3. Click **Search**. When the course appears, **make sure you are on the correct section 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 arrow until you find the correct section. Verify that instructor of the section is correct.

4. **For courses with lab components**, put the permission on the LAB component section that the student is in. Enrollment is controlled by the lab component, so if the permission is put on the lecture instead of the lab, the student won't be able to drop. (Examples: BIO 105 lab section, CHM 103 lab section)

5. Select the **Permission to Drop** tab.
6. 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.

7. Leave the **Expiration Date** at the bottom 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.

8. Click **Save**.

9. **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.

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

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

Questions? Call Victoria Rahn at 785-8579.