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:** 2186 (Winter 2018) or 2187 (Spring 2018) or 2191 (Summer 2018) or 2194 (Fall 2018)
   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 blue 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.

5. Go to the **Permission to Drop** tab
6. Go to the bottom of the page and enter the student ID (Starts with 8 or 9) in the Campus ID field.

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. On the Permission tab at the bottom, verify that the Consent Required and the Permission Time Period boxes are checked.

   a. Please note the Requisites Not Met permission does not normally need to be checked. This only needs to be checked if the student is registered in two or more classes that are co-requisites with each other and the student is trying to drop one of the classes.

9. Go back to the General Info tab and click Save. Please let the student know they still have to drop through their WINGS Student Center. This 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.