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 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.
- **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. **How to get to the page in WINGS** - Go to Records and Enrollment > Term Processing > Class Permissions > Class Permissions

2. On the search page, put in
   a. **Academic Institution**: UWLAC
   b. **Term**: 2221 (Summer 2021) or 2224 (Fall 2021) or 2226 (Winter 2022) or 2227 (Spring 2022)
      i. Each term has a 4-digit numeric code. Some examples are above.
      ii. If you don’t know the code, click on the magnifying glass next to the Term field to look it up.
   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, verify 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 arrows until you find the correct section (see screenshot below). Verify that instructor of the section is correct.
   a. **For courses with lab components, find the LAB component section that the student is in and put the permission on that section.** 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)

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.

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.

7. Click Save.

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.

**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.

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