Submitting a Drop by Instructor Request

1. Login to online portal at https://enrollment.utrgv.edu/OnlineDrop using your UTRGV credentials.

2. Your assigned course(s) for the allowed term(s) will be displayed.

3. Click on the course you will submit a drop request for. This will direct you to the Submit New Drop page.
4. Here the instructor will enter the student ID then click on “Get Data” to retrieve student name and email.

```
Submit New Drop

Term: Fall 2021  Course: SOCW 6341
CRN: 17099  Section: 02V
Student ID: 1111111  Get Data
Student First Name: Ban
Student Last Name: Test
Student Email: ban.test@utrgv.edu
Reason for Drop: -Select-
```

5. A ‘Reason to Drop’ must be selected.

```
Reason for Drop:
-Select-
Excessive Absences
Never Attended
Stopped Attending
```

- Excessive Absences
- Never Attended
- Stopped Attending

- When selecting this reason, a last attendance date will need to be selected.

6. Before submitting a request, the instructor must acknowledge the two bullets by checking them off.

```
By checking this box I acknowledge I have reached out to the student in an attempt to re-engage him/her and (s)he is aware of my intent to submit this drop request.

By checking this box I understand the student may request that (s)he be reinstated into the class. If that is the case, I will enter the final grade earned as part of the final grading process in ASSIST.
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7. Click “Submit” so that request is routed to Office of the University Registrar for review or “Cancel” to discard request.
Things to Know

❖ A confirmation email will be sent to instructor for every request submitted acknowledging it has been received by Office of the University Registrar.

❖ An email will be sent to the student that a Drop by Instructor request has been submitted for a specific course(s).

❖ A confirmation email will be sent to both instructor and student after a decision has been made.

❖ You may view your previous request by clicking on “Request History”