

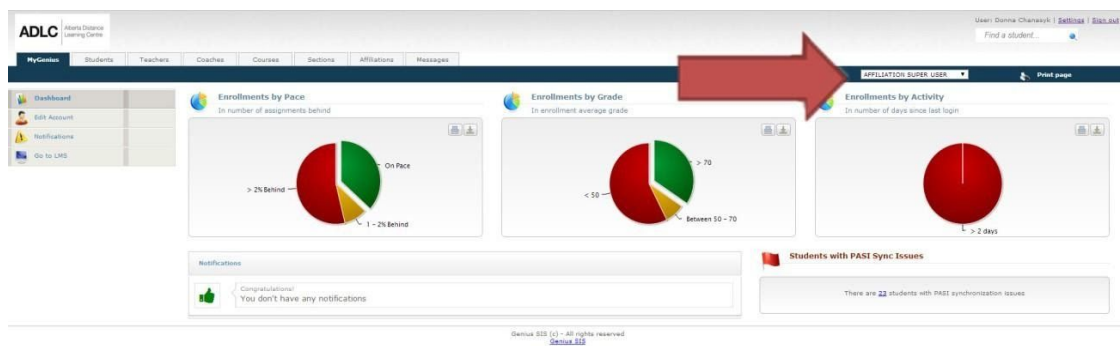
This document is intended to assist Affiliation Super Users in deleting a Student Instruction (SI) course enrollment in ADLC's Student Information System (SIS).

This feature is appropriate to use if ALL of the following are true:

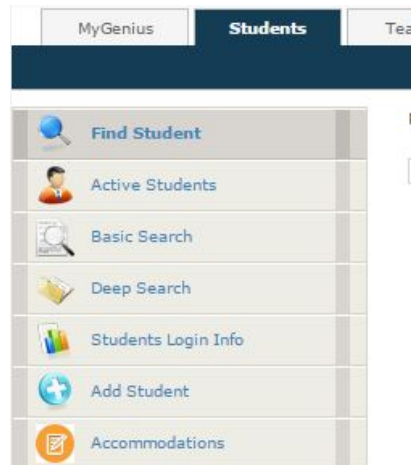
- a student was enrolled in an incorrect course or an incorrect student was enrolled in a course. (i.e. the enrollment was an accident/error)
- the student has not completed any work in the course
- the deletion will occur within 7 days of enrollment

If one of the above is NOT true, ADLC SIS will not permit you to delete the enrollment and you must [drop the student](#) from the course instead.

1. Log into the [ADLC Student Information System \(SIS\)](#) and make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Students** tab.



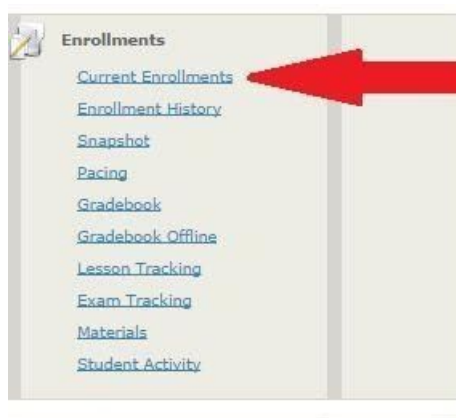
3. In the menu on the left-side of the screen, click on **Active Students**. A list of all existing students will appear.



4. Click on the name of the student you want to drop from a section. The student's file will appear.



5. In the menu on the left side of the screen, scroll to the **Enrollments** section, then click on **Current Enrollments**. A list of active sections will appear.



6. Complete the following:

- locate the line for the course you wish to delete
- confirm that this line lists “0 of 0” in the **Assignments** field
- click on the box in **Select** column to select this line
- click the **Delete Selected** button.

Drop selected

Delete selected

Change Dates

Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email info@adlc.ca