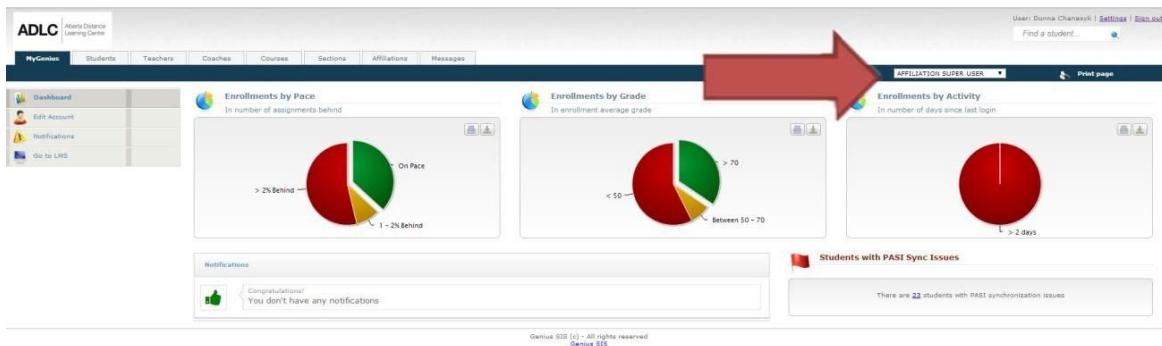
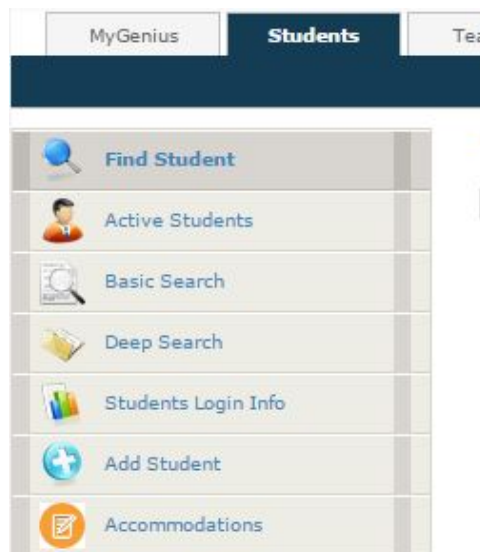


This document is intended to assist Affiliation Super Users drop a student from a Student Instruction (SI) section (course) in ADLC's Student Information System (SIS).

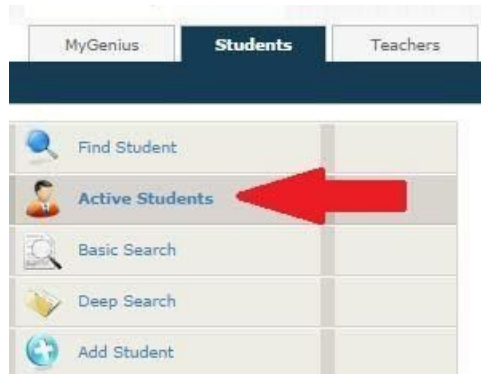
1. Log into the [ADLC Student Information System \(SIS\)](#), make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



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



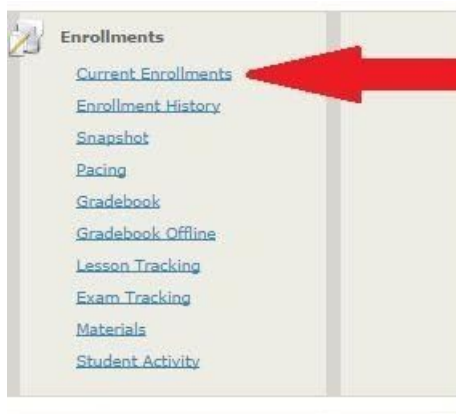
- In the menu on the left-side of the screen, click on **Active Students**. A list of all existing students will appear.



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



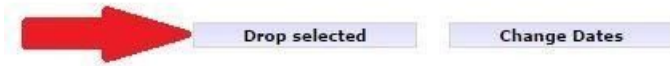
- From the menu on the left-hand side of the screen, scroll to the **Enrollments** section, then click on **Current Enrollments**. A list of active selections will appear.



- Check the **Select** box for the section the student is dropping.



7. Click the **Drop Selected** below the list of active sections.



8. You will then be prompted to save the withdrawal reason before the drop is complete.

A screenshot of a web application dialog box titled 'Withdraw Reason (is sent to the student)'. It contains two text input fields: 'Reason:' and 'Comment:'. Both fields have a dropdown menu open, showing a list of reasons. The first option in both is 'Select...'. The 'Reason' dropdown is highlighted in yellow. The list of reasons includes: 'Course is in the wrong mode - e.g. Print vs. Online', 'Course is too difficult', 'Course no longer fits into the student's schedule', 'Course no longer needed for graduation', 'No longer required for post-secondary', 'Online learning isn't right for them', and 'Other'. At the bottom of the dialog, there are several date fields with values like '2020-07-', '2021-', '2020-07-', and '2021-06-25'.

## Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email [info@adlc.ca](mailto:info@adlc.ca)