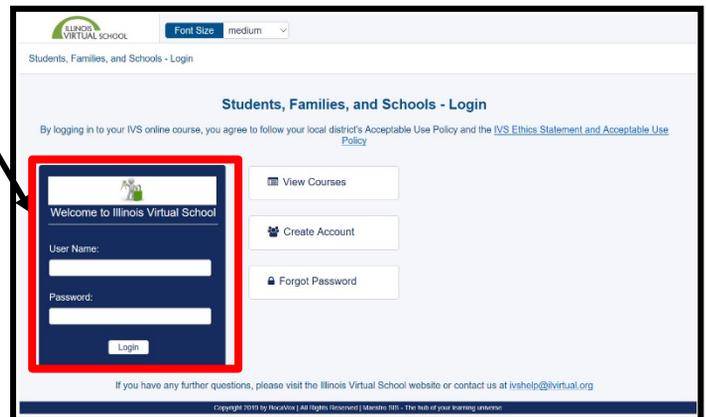


How to... Make a Course Drop Request

Students have a two-week grace period from the scheduled course start date to drop a course without charge. If the student wants to drop a course, he/she **must** submit a course drop request to the school so the Registrar can approve the request, which removes or unenrolls the student from a course.

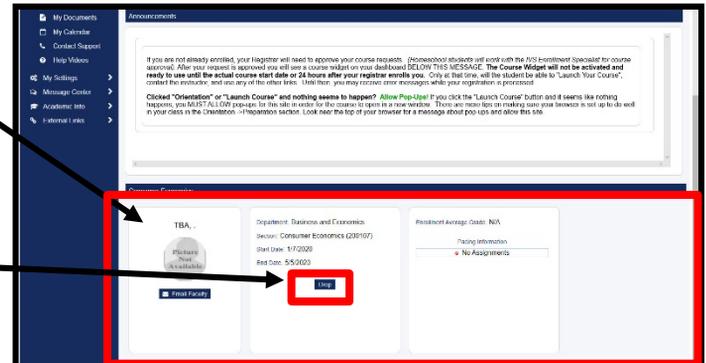
When the Course Drop Request is made, an email is sent to the school Registrar, letting him/her know action is needed. To make the request:

Step 1: Log into the IVS information system using the IVS username and password at <https://sis.ilvirtual.org>



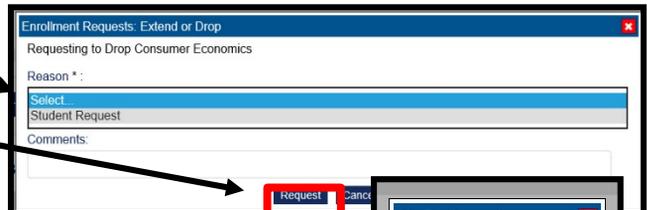
Step 2: Scroll down past the announcements on your Dashboard to locate the **Course Widget** of the course you want to drop.

Note: Each course you are enrolled in will have its own Course Widget.



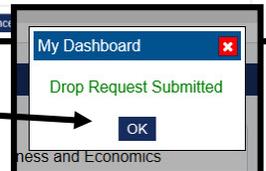
Step 3: Click the **Drop** button in the middle column of the Course Widget.

Step 4: In the window that pops up, click the down arrow to the right of **Select Reason**, and then **Student Request**.



Step 5: Click the **Request** button
Note: It is optional to leave a comment.

Step 6: Be patient as the process takes place, and then click the **OK** button when the Drop Request Submitted



Notice that the Drop button in the Course Widget now says **Pending Drop**.

Once the School Registrar approves this drop request, you will receive an email confirming the drop, and the Course Widget will disappear from your Dashboard.



School Must Approve Course Drop Request

Like the course request, the course drop request is emailed to your face-to-face or home school Registrar for approval. The Registrar must approve and un-enroll you from the course for you to be removed from the course. You may want to contact your Registrar to ensure your drop request is approved during the two-week grace period to drop without charge. To locate your school contact information:

Step 1: In the main menu on the left-hand side, click the **Academic info** section of the menu to reveal a sub-menu.

Step 2: Click **School Information**

Step 3: View the list of **Contacts** visible in the Organization Contacts table.

Your Registrar name, email address, and phone number are provided.

The screenshot shows the 'Contact School' page. On the left is a navigation menu with 'Academic Info' expanded to show 'School Information' highlighted in red. The main content area displays school information for IVSDEMO1 SCHOOL, including name, email, phone, and address. Below this is a table titled 'Organization Contact' with columns for 'Send Message', 'User Account', 'Name', 'Contact Type', 'Email', and 'Phone'. The table lists several contacts, including the Registrar (Mentor, IVSDEMO1) and the Registrar (IVSDEMO1 REGISTRAR@ronreply.com).

Check Status of Your Course Drop Request

Before you are un-enrolled or dropped from a course, your request must be approved by your face-to-face or home school. To check the status of your drop request:

Step 1: Scroll down past Announcements on your Dashboard to locate your Course Widget.

If the widget is still there, notice that the Drop button in the Course Widget now says **Pending Drop**.

You may want to contact your School Registrar to remind him/her to approve the request.

Once the School Registrar approves this drop request, you will receive an email confirming the drop, and the Course Widget will disappear from your Dashboard.

Once dropped, the course widget for that course will disappear from your Dashboard.

The screenshot shows a dashboard with an 'Announcements' section at the top. Below it is a 'Consumer Economics' course widget. The widget displays course details: Department: Business and Economics, Section: Consumer Economics (200107), Start Date: 1/7/2020, End Date: 5/5/2020, and Enrollment Average Grade: N/A. A 'Pending Drop' button is highlighted with a red box. The 'Email Faculty' button is also visible.