

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

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

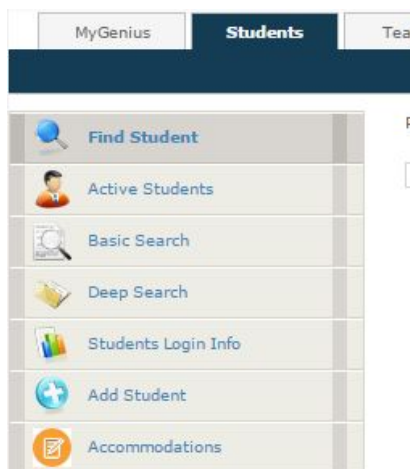
- a student was enrolled in an incorrect course or an incorrect student was enrolled in a course. (i.e. the enrollment was an accident/error)
- the student has not completed any work in the course
- the deletion will occur within 7 days of enrollment

If one of the above is NOT true, the SIS will not permit you to delete the enrollment, so you must drop the student from your course instead.

1. When you're logged into 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.



- From the menu on the left-hand side, 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 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 or email [info@adlc.ca](mailto:info@adlc.ca)