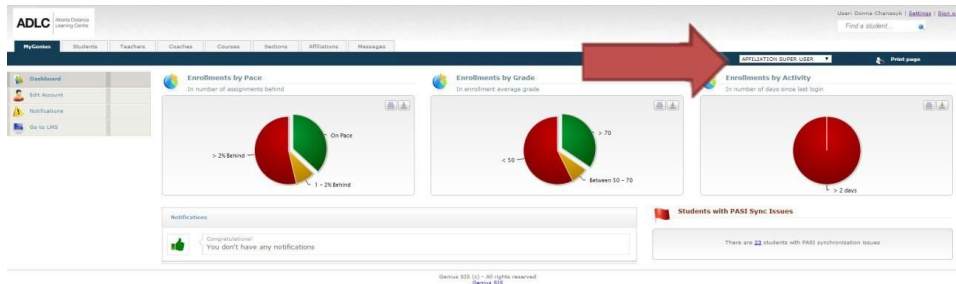
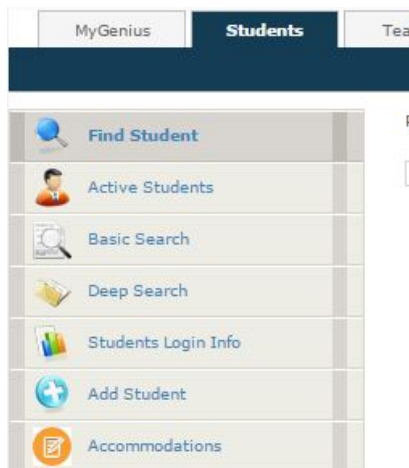


This document is intended to assist Affiliation Super Users drop a student from a section (course) in ADLC's Student Information System (SIS).

1. When you are logged into the 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.



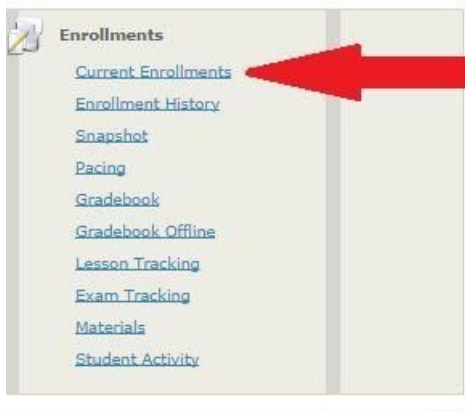
- From the menu on the left-hand side, click on **Active Students**. A list of all existing students will appear.



- 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 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.



Questions?

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