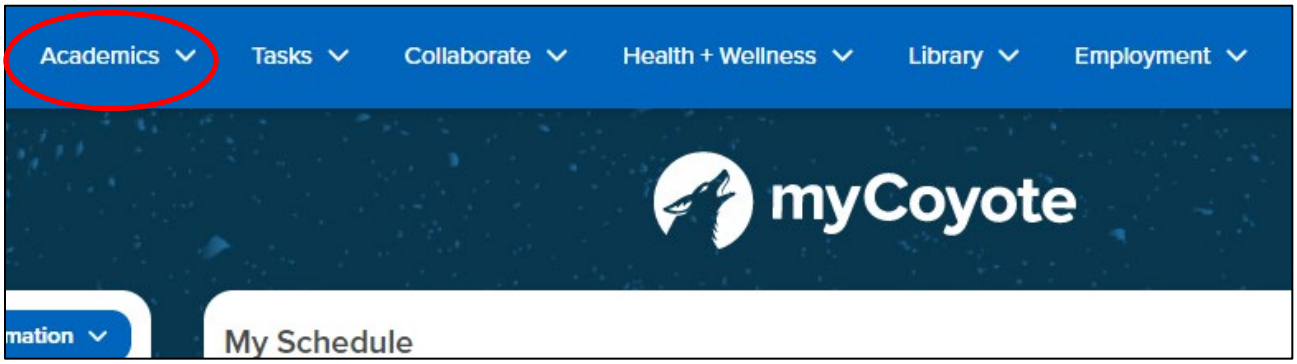
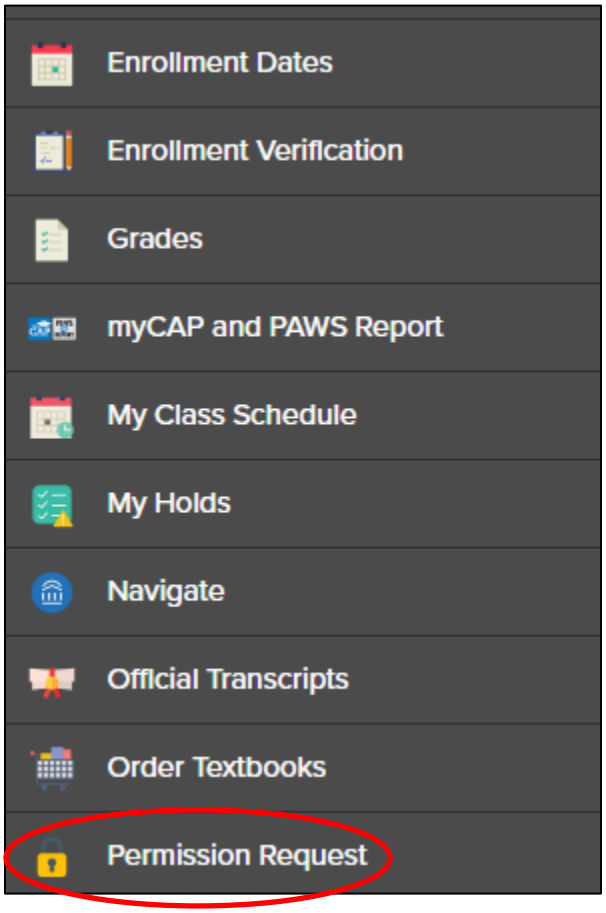
Enrollment: Permission Request (Drop) "How To" Guide

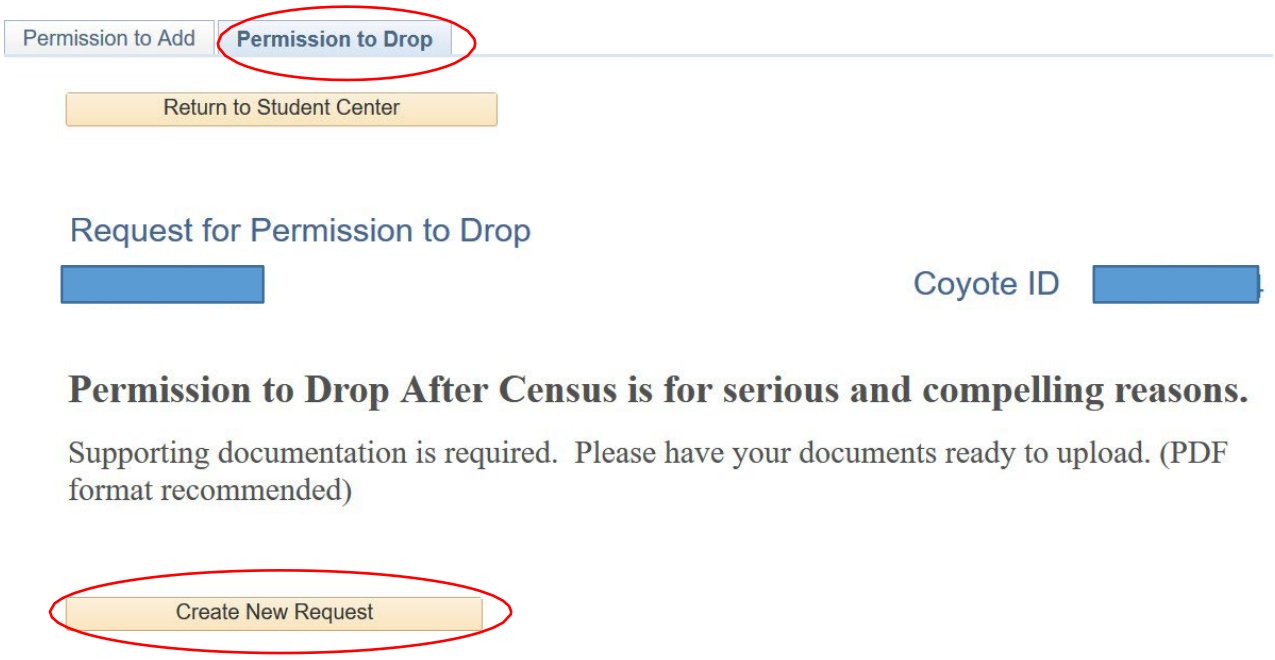
Step 1: From the myCoyote Homepage, select the "My Academics" dropdown menu.



Step 2: Select the "Permission Request" option.

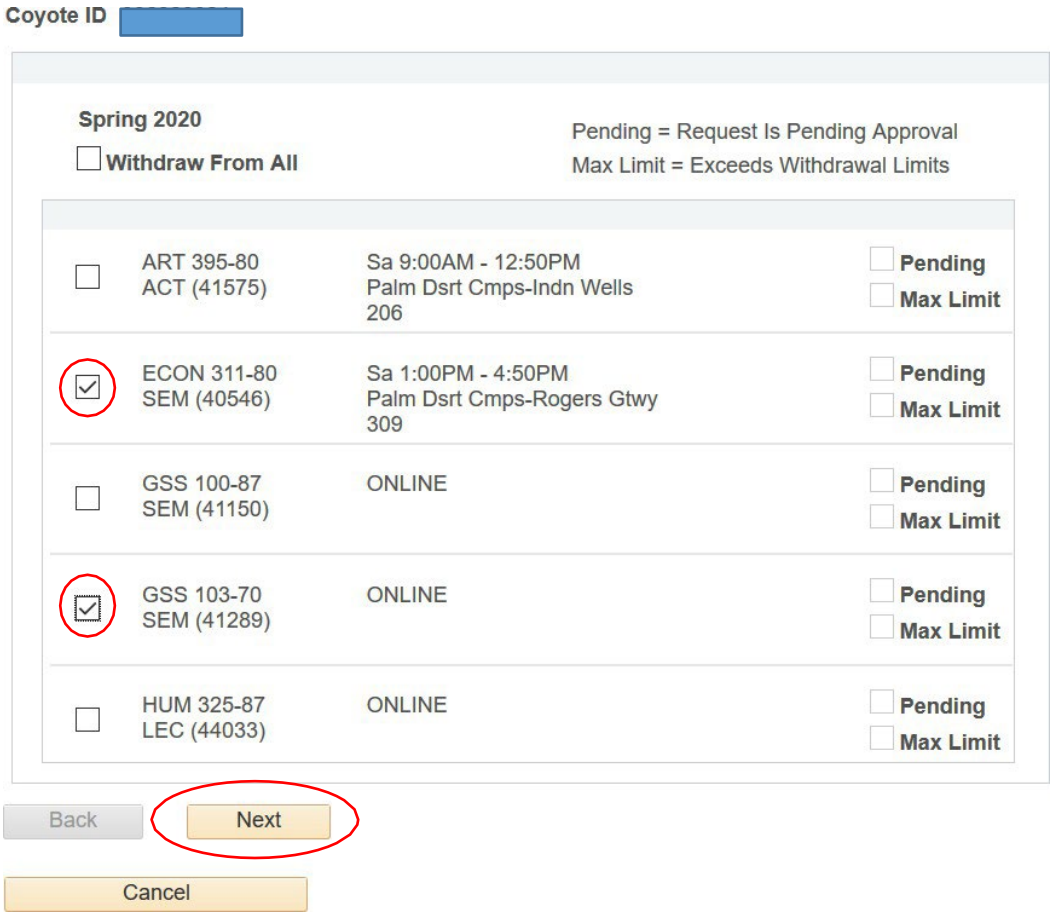


Step 3: Select the "Permission to Drop" Tab. Then, select the "Create New Request" Icon to be directed to the next page.

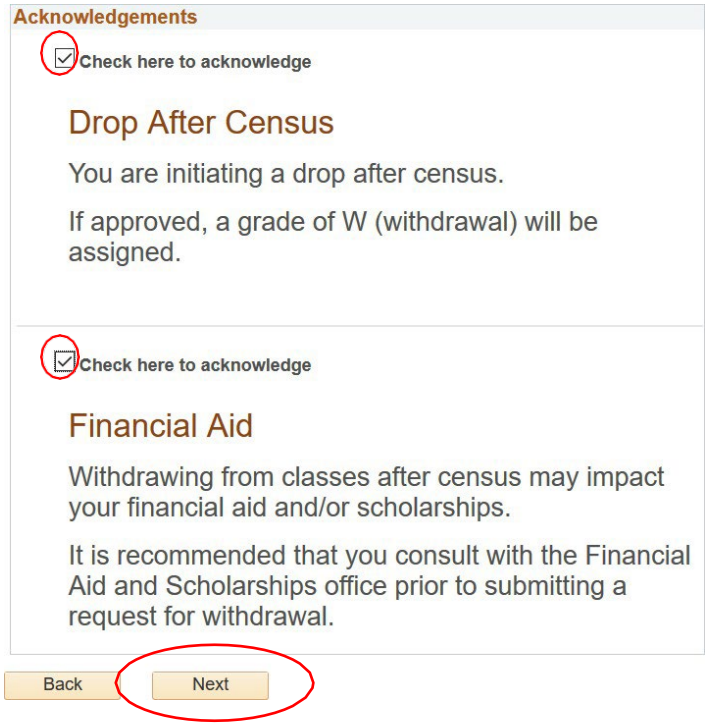


Step 4: Select the applicable class(es), then select the "Next" icon.

Example:

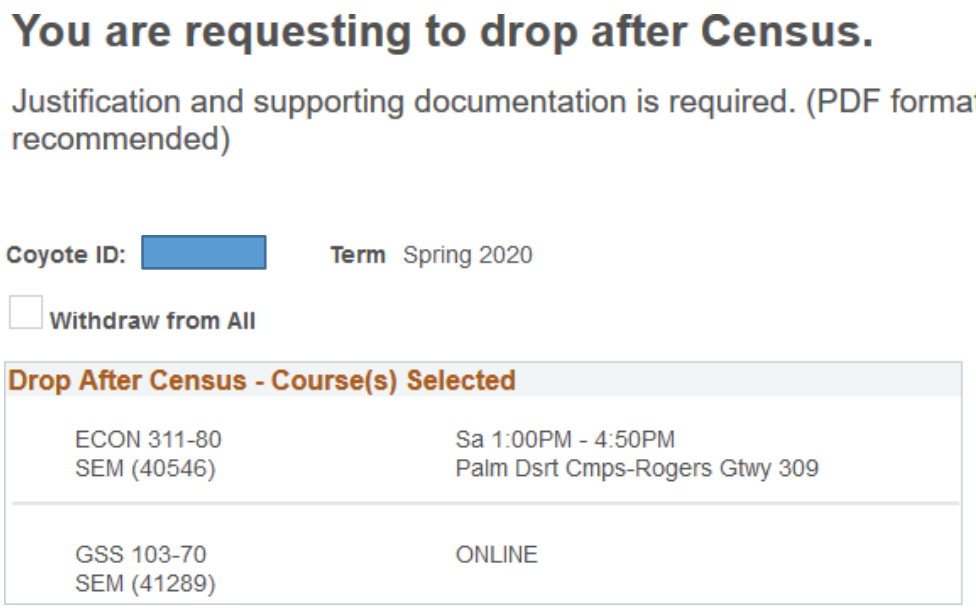


Step 5: Read the "Acknowledgements" and select the "Check here to acknowledge" box(es). Then, select the "Next" icon.



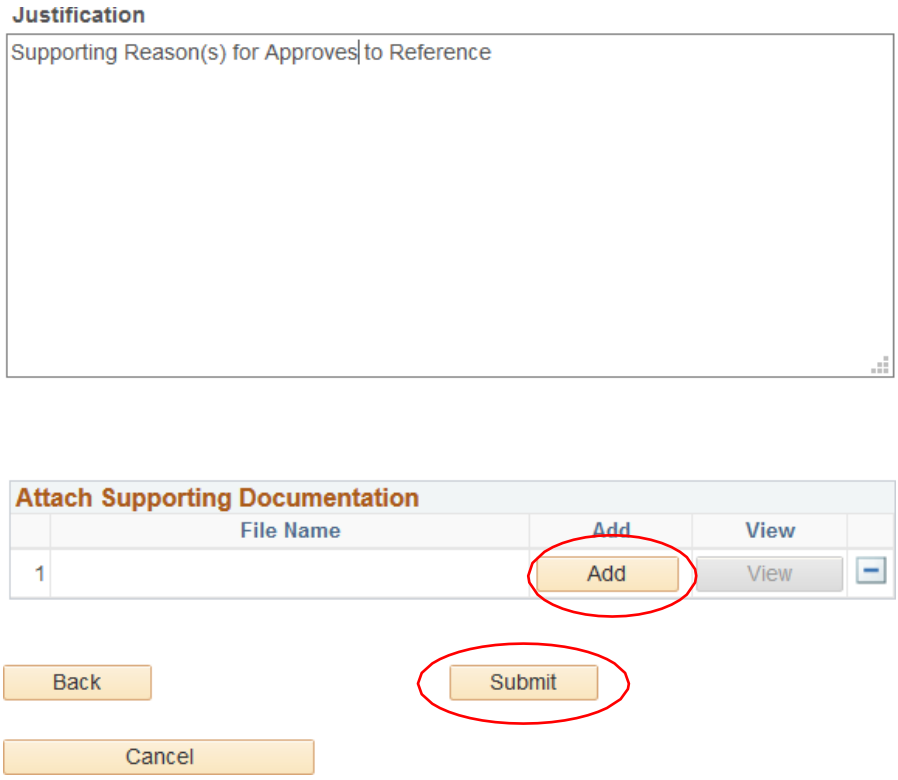
Step 6: Read the requirements and review/confirm the "Drop After Census – Course(s) Selected" Section.

Example:

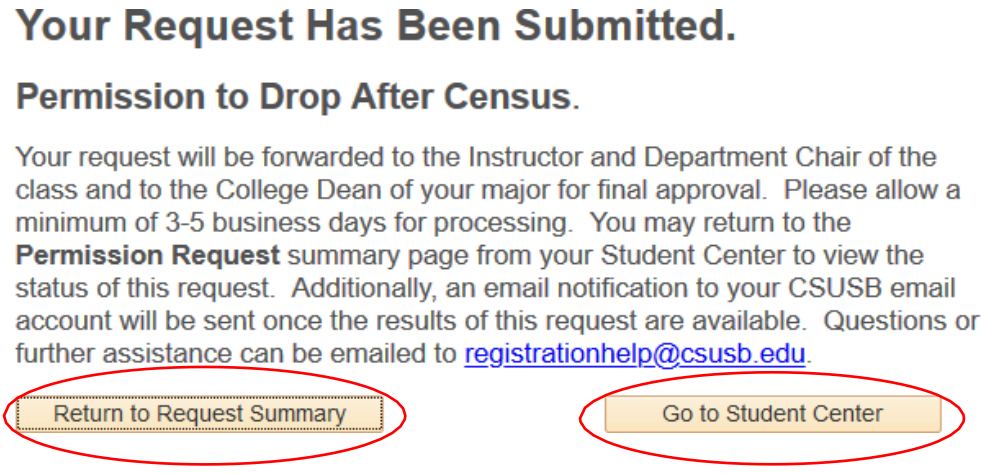


Step 7: Indicate justification (reason) for the Drop After Census Request and attach documentation(s). Then, select the "Submit" icon.

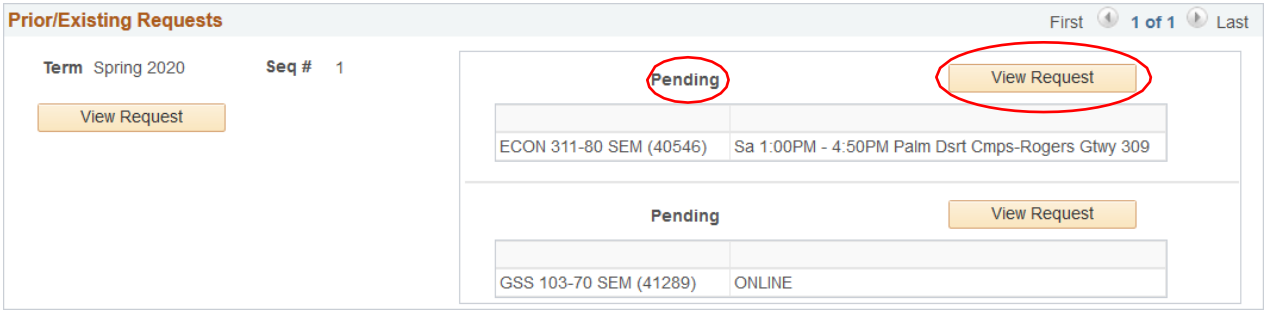
Note: You are able to attach multiple files.



Step 8: Read the submission confirmation message. To submit another Permission Request and/or view submitted requests, select the "Return to Permission Request Summary" Icon. To return to your Student Center, select the "Return to Student Center" Icon.



Step 9: You can review the status of your submitted request(s) in the "Permission Request Summary" section. In addition, you will be notified (via Coyote E-Mail) if your request was "Denied" or "Approved".



Note:

Pending: Drop After Census Request Pending Approval

Denied: Drop After Census Request Denied – View Details for Reason

Approved: Drop After Census Request Approved – Confirm withdrawal via Class Schedule