




# Drop Course Procedures

- Faculty will receive an email that student has submitted a drop request
- Faculty will need to login through MyLeo and click on “Drop Class Management”

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**Welcome,**

- To keep your personal information secure, [update your password](#).
- [On-Line Banner training for faculty and staff now available.](#)

**A&M-Commerce Events**

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**myLeo**

- [View Class Rosters, Student Information, Grades](#)
- [Drop Class Management](#) ←
- [12th Day Roster](#)
- [Early Intervention](#)

# The Faculty's Role

- A list of pending drops for students in courses you teach will appear.
- Click “Select” for the student whose Drop you wish to approve or deny.

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## Course Drop Faculty Approval Mode Test Mode

Term 200820, Tull, Jethro

### Pending Drop Requests

Term	CWID	Student Name	Student Email	CRN	Section ID	Reason	
00780		Cagle, Katy A	kcagle@leo.tamu-commerce.edu	82254	SOC 323 001	Employment	Select
00780		Cagle, Katy A	kcagle@leo.tamu-commerce.edu	80706	SOC 111 01W	Financial	Select
00780		Cagle, Katy A	kcagle@leo.tamu-commerce.edu	80494	PSY 305 301	Medical reasons	Select
00820		Cagle, Katy A	kcagle@leo.tamu-commerce.edu	20413	PSY 527 001	Other	Select
00780		Cagle, Katy A	kcagle@leo.tamu-commerce.edu	80492	PSY 305 001	Financial	Select
00820		Sanders, De Quetta O	dsanders2@leo.tamu- commerce.edu	20710	COUN 717 401	Employment	Select

# The Faculty's Role

- A list of completed Drops will appear at the bottom of the page

Drop Course Requests You Have Completed								
Term Code	CRN	Section ID	CWID	Student Name	Reason	Status	Date of Your Action	Date Finalized
00820	21072	BSC 497 001		Cagle, Katy A	Personal reasons	Drop has been completed	1/20/2008	1/20/2008
00820	21629	MKT 306 04W		McMillan, Chasity Marie	Employment	Drop has been completed	1/16/2008	1/20/2008
00780	81561	MGT 305 04W		Acuna, Juan Miguel	Financial	Drop has been completed	1/3/2008	1/3/2008
00780	82241	BAAS 409 02W		Bursey, Demetria Rochell	Not passing	Drop has been completed	1/3/2008	1/3/2008
00780	82410	IT 303 02W		Gerstner, Clinton Murdock	Employment	Drop has been completed	1/3/2008	1/3/2008
00780	81561	MGT 305 04W		Beecher, Darlene Wendy	Other	Awaiting Registrar Approval	1/3/2008	
00780	81430	BAAS 301 01W		Davis, Kimberly Lechelle	Personal reasons	Awaiting Registrar Approval	1/3/2008	
00780	81430	BAAS 301 01W		Harris, Judith Loraine	Other	Awaiting Registrar Approval	1/3/2008	
00780	81618	FIN 400 01W		Phillips, Kentrel L	Medical reasons	Awaiting Registrar Approval	1/3/2008	
		BAAS 301				Awaiting Registrar		

# The Faculty's Role

- If you wish to approve the Drop request, click on the “Approve” button. The request will be submitted to the Registrar’s Office for processing.
- If you wish to deny the Drop request, click on the “Reject” button.
  - A comment screen will appear for you to enter comments for the student.
  - An email will be sent to the student with your denial and comments.

The screenshot shows a web browser window displaying the 'Course Drop Faculty Approval Mode' interface. On the left is the Texas A&M University Commerce logo. The main heading reads 'Course Drop Faculty Approval Mode'. Below this is a light blue rectangular button. The main content area asks: 'Do you approve dropping 10028071 Sanders, De Quetta O from COUN 717 401?'. Below the question, it states 'The reason provided is: Employment'. At the bottom, there are three buttons: 'Approve', 'Reject', and 'Back'.

# The Faculty Roster

- **Log in through MyLeo then access Faculty Services.**
- **Enter CWID and click “Go”**



Faculty Class Roster

Please enter your CWID:

# Contacts

## Office of the Registrar:

Paige Bussell – Registrar – [Paige\\_Bussell@tamu-commerce.edu](mailto:Paige_Bussell@tamu-commerce.edu)

Tamara Lane – Associate Registrar – [Tamara\\_Lane@tamu-commerce.edu](mailto:Tamara_Lane@tamu-commerce.edu)

Stacy Gould – Enrollment Auditor – [Stacy\\_Gould@tamu-commerce.edu](mailto:Stacy_Gould@tamu-commerce.edu)