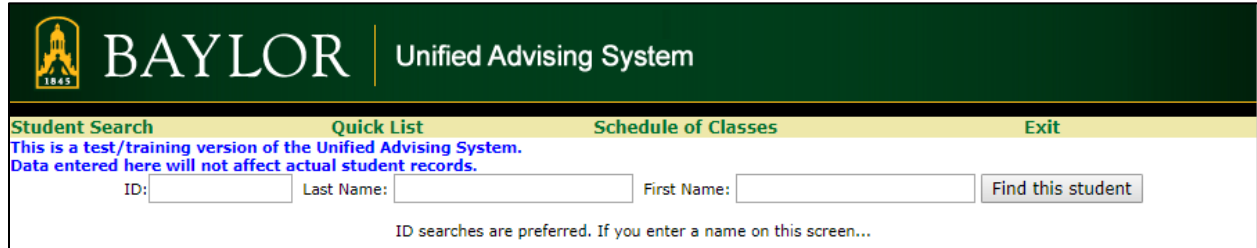
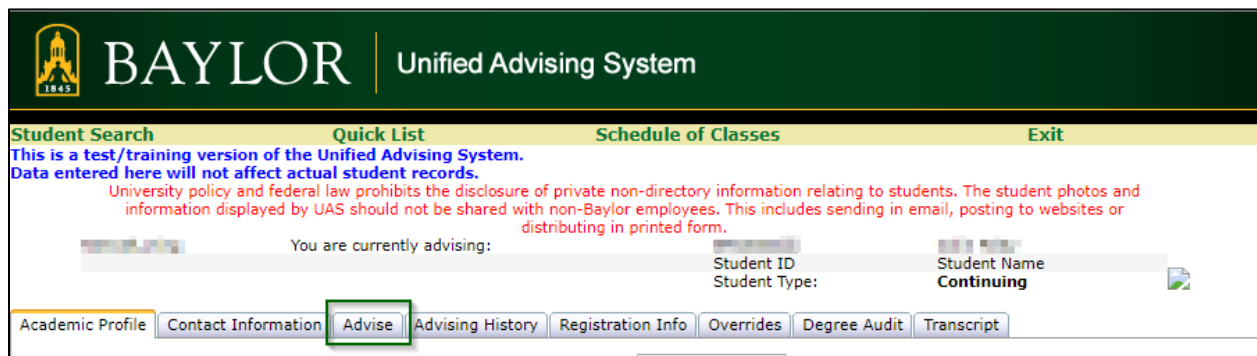


Entering an Extended Drop Notation in UAS

Log in to UAS

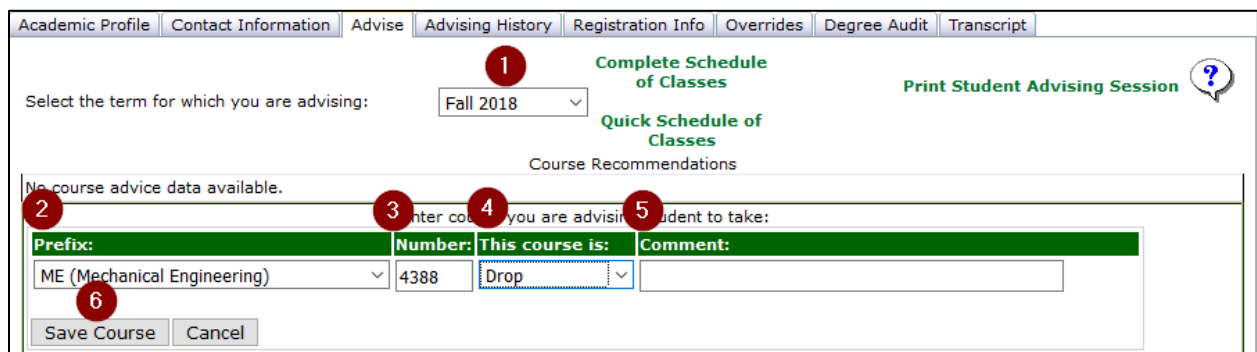


Find the student and select the **Advise** tab



Confirm/enter the appropriate Drop information:

1. Term
2. Prefix
3. Course Number
4. **DROP**
5. *Comment as needed*
6. SAVE



When a Drop notation is entered in to UAS:

- The Advising flag is automatically set to allow the student to drop the class in BearWeb.
 - o The student will have 72 hours to act before the Advising Flag is added back to their record.
- A note is added in SSC with the drop information
 - o These notes are uploaded to SSC nightly based upon the UAS drop entries
- An email is automatically sent to the student *from the advisor* with the information for the specific course(s) and the expiration date/time of their advising flag. (See example email below.)
- The script to set the flag and send the email runs every 5 minutes, so there may be slight delay from the time you save the notation to when the drop is available for the student.
 - o If you accidentally add the wrong drop notation, or add a notation to the wrong student, delete the notation and the advising flag will go back on to the students account.

Please Note: This process only updates the Drop Advising Flag and does not update any other advising flag. If there are other required advising areas that have not been advised, the student will not be able to complete the Drop.

Set advising flag(s):	Term	Advising Area	Requirement Type	Status
	Fall 2018		Required	Not Advised

Example Email:

[Redacted]

You are now able to log-in to BearWeb and drop the following course from your schedule, based on our recent communication.
ME 4388

Please complete this drop as soon as possible. You will have until AUG-10-2018 at 11:52 AM to do so.

A few additional items to note:

- Make sure you have reviewed the [Before you Drop Checklist](#) for the implications of this drop (financial aid, repeat policy, etc.)
- This drop is within the Change in Schedule Fee period, so a \$40 fee will be automatically added to your account.
- This drop will result in a W on your transcript for the course.

[Redacted]