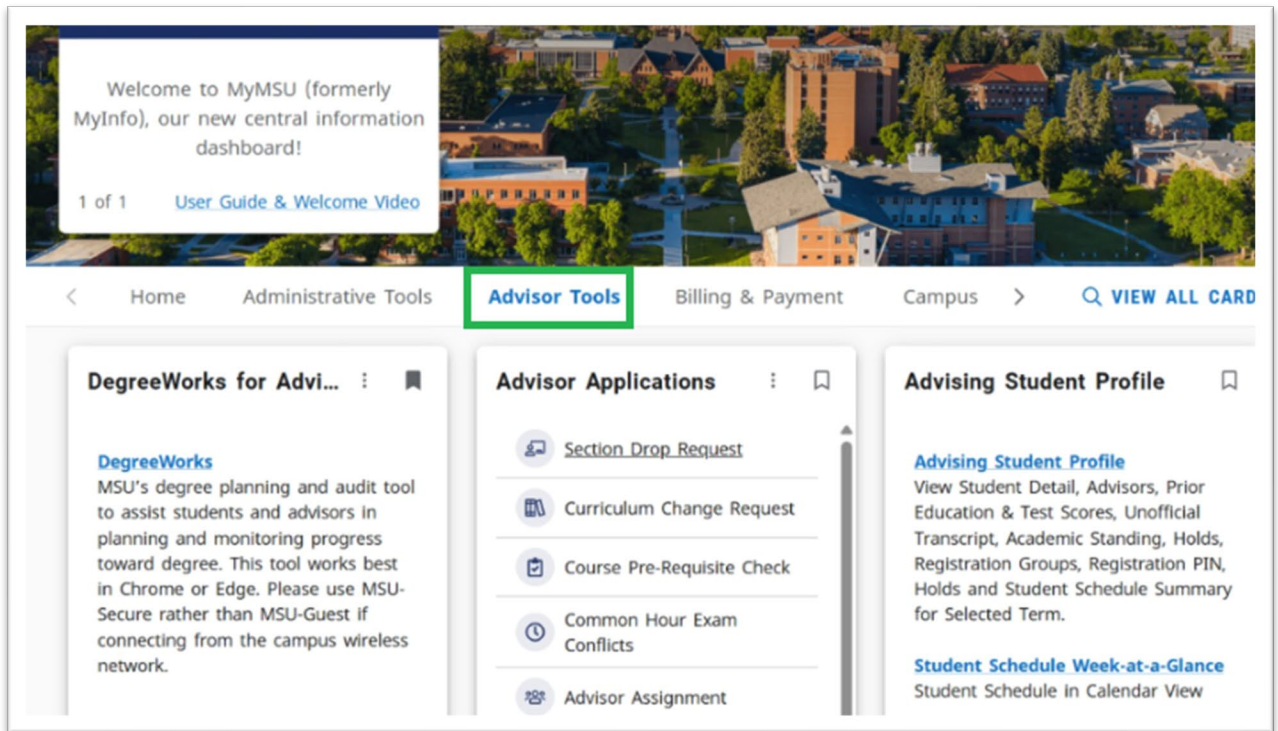
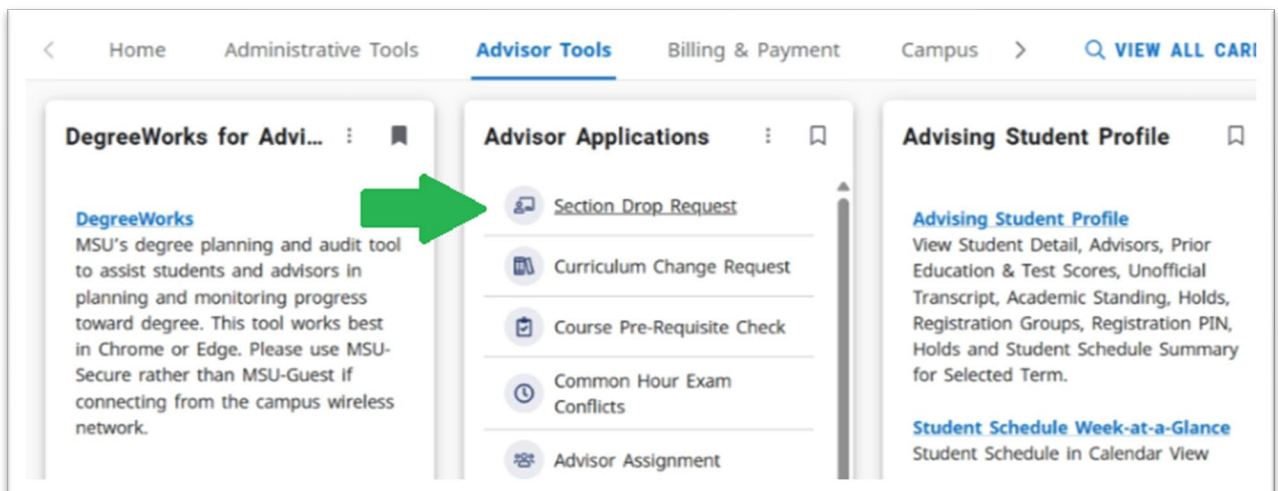


Advisor Instructions: How To Submit a Drop Request

1. Log into MyMSU using your NetID and Password
2. Click on “Advisor Tools” on the navigation bar



3. On the “Advisor Applications” card, select “Section Drop Request”



4. Select the semester the drop request is for and enter the student's first and last name or GID. Click "Search."

MONTANA STATE UNIVERSITY ADD / DROP

Search Criteria [Select Semester](#)

2025 FALL SEMESTER 2026 SPRING SEMESTER 2026 SUMMER SEMESTER

GID Include the dash for GID. Example: -01234567

First Name Champ

Last Name Bobcat

☒ Search

Searching by last name will yield additional results. For example, if you enter "Bobcat," any student with that last name will be included in search results.

5. Select "Drop" for the correct student

Search Criteria

2025 FALL SEMESTER 2026 SPRING SEMESTER 2026 SUMMER SEMESTER

GID

First Name Champ

Last Name Bobcat

☒ Search


Search Results

		GID	First Name	Last Name
DROP	ADD	117	CHAMP	BOBCAT
DROP	ADD	117	LIONESS	BOBCAT
DROP	ADD	118	SPIRIT	BOBCAT

6. All classes the student is currently registered for will populate. Check the box next to each class the student wants to drop and click “Submit”

	Course	Name	Type	Term	Open Drops	CRN
<input checked="" type="checkbox"/>	LIT285D	Mythologies	Lecture	Full Semester	1	24791
<input checked="" type="checkbox"/>	HSTA101IH	American Hist...	Lecture	Full Semester	1	20630
<input checked="" type="checkbox"/>	HSTA101IH	American Hist...	Recitation	Full Semester	0	20637
<input type="checkbox"/>	ACT156	Beginning Aik...	Lab	Full Semester	3	25227
<input type="checkbox"/>	AMST101D	Intro to Ameri...	Lecture	Full Semester	0	21474
<input type="checkbox"/>	AMST101D	Intro to Ameri...	Recitation	Full Semester	0	24285
<input type="checkbox"/>	ACT156	Beginning Aik...	Lab	Full Semester	3	25227

3 rows selected Total 7




7. A message confirming the request was submitted will pop up. Click “X” to return to the drop page

RESULTS

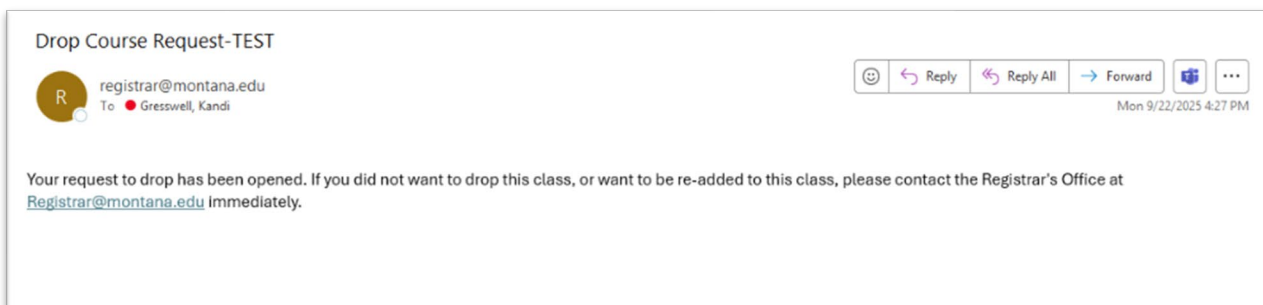
Results

Successfully created drop requests.

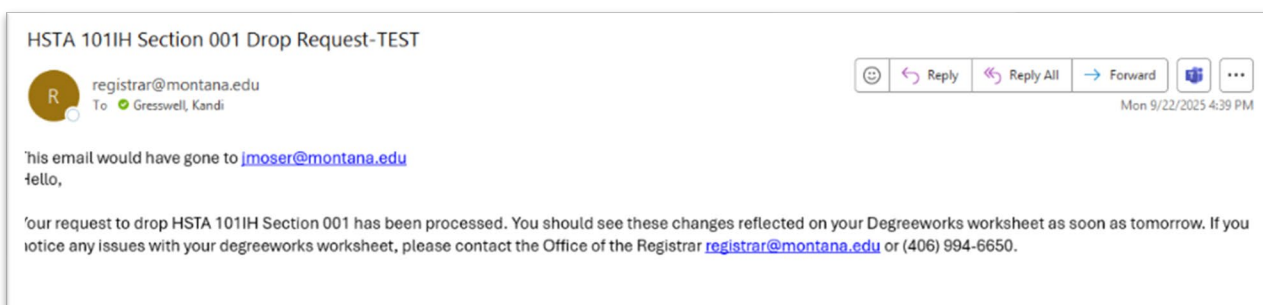


Notifications

1. Upon submitting the drop request, students will receive an email confirming their request has been received and instructions on who to contact if they've changed their mind:



2. Once the drop request has been processed, students will receive the following confirmation email:



Submission History

1. Advisors can see the status of each drop request they've submitted by clicking on the 3 lines at the very top-left hand corner of the page and selecting "Queue." Here, Advisors can see all requests they've submitted that are in the Registrar's Office queue to be processed.

Queues

International Queue Athletics Dept Veterans Queue Submitted By Me

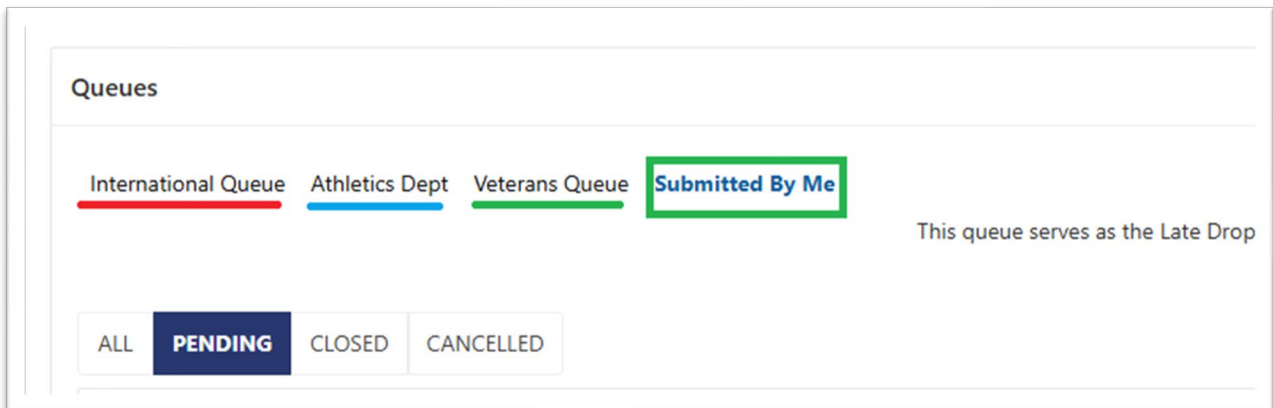
This queue serves as the Late Drop Section Withdrawal Page located in Advising Services

ALL PENDING CLOSED CANCELLED

CRN	Course Name	GID	Last Activity	Submit Date	Status
23622	CHMY121IN-001	0117	2025-09-22 16:43	2025-09-22	PENDING
25051	COLS103-003	9118	2025-09-22 16:43	2025-09-22	PENDING
25051	COLS103-003	0117	2025-09-22 16:43	2025-09-22	PENDING
24791	LIT285D-002	9117	2025-09-22 16:26	2025-09-22	PENDING
25227	ACT156-001	9117	2025-09-22 15:52	2025-09-22	PENDING
24791	LIT285D-002	9117	2025-09-22 15:52	2025-09-22	PENDING
20630	HSTA101IH-001	1599	2025-09-16 15:59	2025-09-16	PENDING

Special Approval Queues

1. The approval queues Office of International Programs, Athletics, and Veteran's Services can be found on the top of the Queues page and will populate all drop requests that require additional approval. Each office must approve or deny the drop request before the Registrar's Office can process it.



Queues

International Queue Athletics Dept Veterans Queue **Submitted By Me**

This queue serves as the Late Drop

ALL **PENDING** CLOSED CANCELLED

2. To indicate approval or denial, select the queue you are an approve for, and then select the edit icon to the far left-hand side of the drop request to open it.



International Queue Athletics Dept Veterans Queue Submitted By Me

All requests that need/needed action from the Internation

Go Actions ▾

	GID	CRN	Course Name	Last Activity	Submit Date
	4754	22458	US103-001	2025-09-23 12:12	2025-09-16