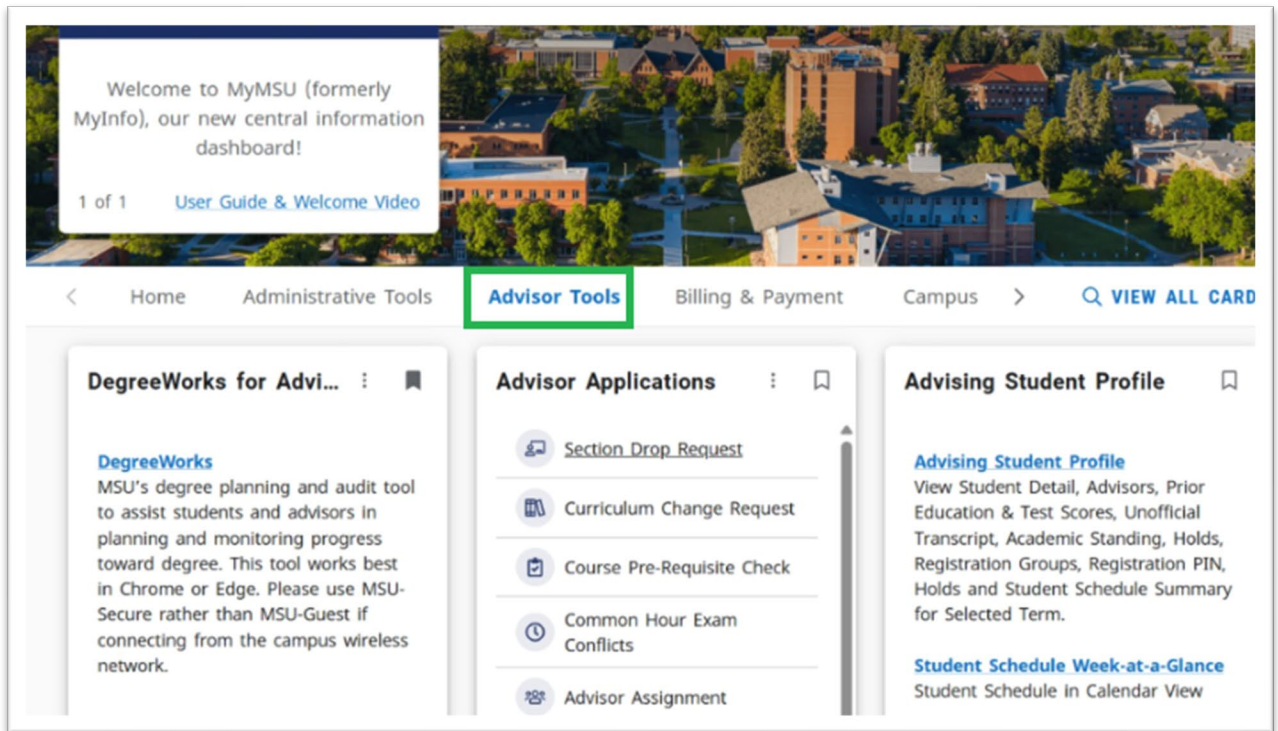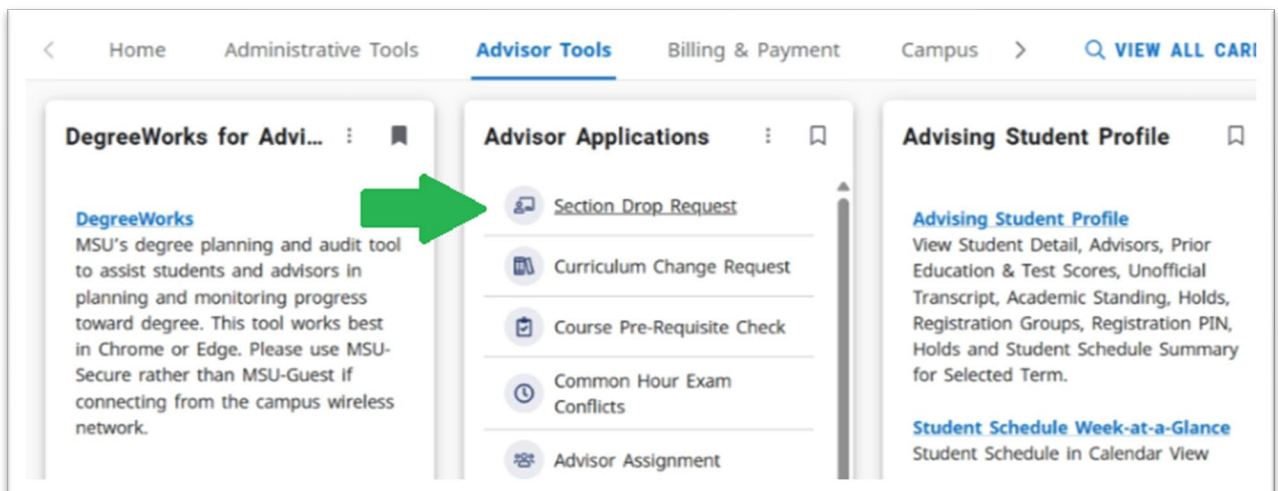# Advisor Instructions: How To Submit a Drop Request

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."



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

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 |
|---|---|---|---|---|---|---|
| ☑ | LIT285D | Mythologies | Lecture | Full Semester | 1 | 24791 |
| ☑ | HSTA101IH | American Hist... | Lecture | Full Semester | 1 | 20630 |
| ☑ | HSTA101IH | American Hist... | Recitation | Full Semester | 0 | 20637 |
| ☐ | ACT156 | Beginning Aik... | Lab | Full Semester | 3 | 25227 |
| ☐ | AMST101D | Intro to Ameri... | Lecture | Full Semester | 0 | 21474 |
| ☐ | AMST101D | Intro to Ameri... | Recitation | Full Semester | 0 | 24285 |
| ☐ | ACT156 | Beginning Aik... | Lab | Full Semester | 3 | 25227 |

3 rows selected                                                                 Total 7

☑ Submit

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

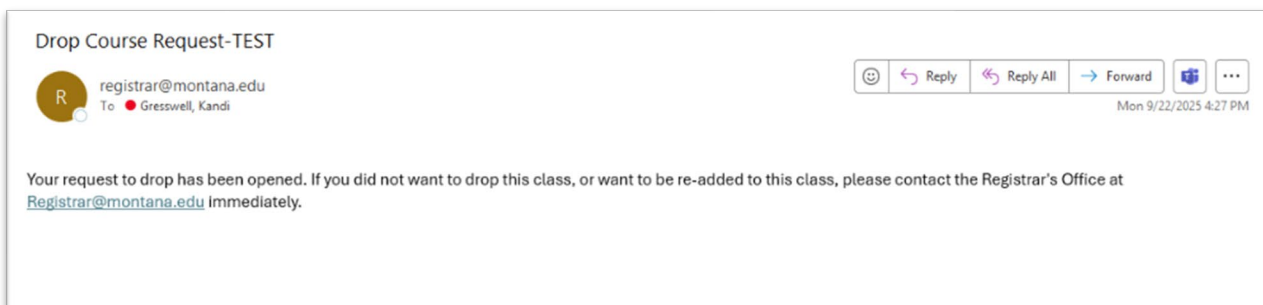**RESULTS**                                                                          ✕

Results
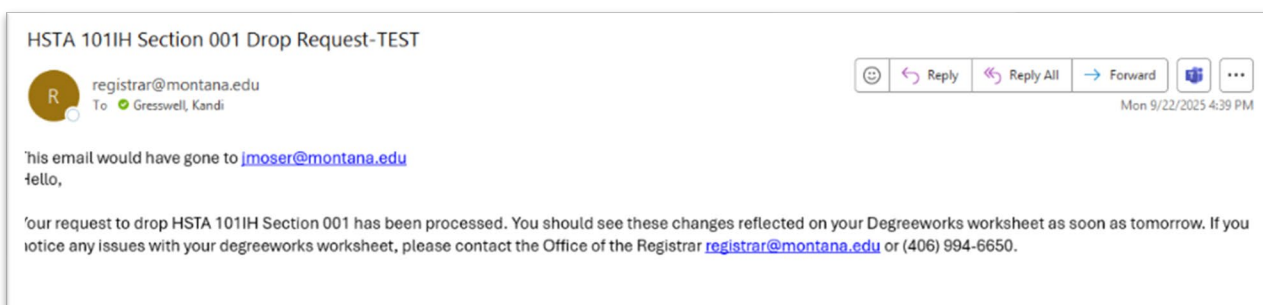**Successfully created drop requests.**

## 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.

## 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.



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.