



Drop Course Procedures for Faculty



The Faculty's Role in the Drop Process

(1) As the instructor, you will receive an email notification to advise you that your student has submitted a drop request.

(2) Log on to MyLeo and click on the “Drop Class Management” link.





[myLeo](#) | [LeoPay](#) | [eCollege](#) | [Options](#) | [Logoff](#)

Welcome, Faculty Name

- To keep your personal information secure, [update your password](#).

myLeo

- [Registration, Records, Grades](#)
- [Buy Parking Permits](#)
- [Drop Class Management](#)
- [12th Day Roster - Current Term](#)
- [12th Day Roster for Spring 2008](#)
- [2nd Day Roster for May-Mini 2008](#)
- [4th Day Roster for Summer I 2008](#)
- [4th Day Roster for Summer II 2008](#)
- [Early Intervention](#)

LeoPay

- [Check your balance or make payments toward your balance](#)
- [Enroll in a payment plan so you can pay your balance in installments](#)
- [Authorize others \(parents, employers, etc\) to view your bill and make payments](#)
- [Enter your bank account information so refunds can be deposited electronically](#)

A&M-Commerce Events

[1 Day](#) | [7 Days](#) | [30 days](#) | [180 days](#)

Tue, Sep 9, 2008 Register for Fall 2008-09 Classes - REGISTRATION for the Fall term is now open. Classes begin on August 25th. Register now!

Tue, Sep 9, 2008 Interested in Tennis Anyone? - "The tennis program is back this fall at TAMU-C, sponsored by the Rec Center. If you are interested in playing, or even if you want to learn, we invite you to come out and join us. For further information, please e-mail John Taylor at jtaylor7@leo.tamu-commerce.edu."

Tue, Sep 9, 2008 New Pool Hours at the MRC - New Pool Hours for Fall 2008 Starting August 25th Pool and Outdoor Area Hours: Monday - Thursday 6:15 am - 7:45 am 12:00 pm - 11:30 pm Friday 6:15 am - 7:45 am 12:00 pm - 9:30 pm Saturday 12:00 pm - 9:30 pm Sunday 1:00 pm - 9:30 pm

Tue, Sep 9, 2008 Texas A&M University System Pathways Research Symposium - Texas A&M University System 6th Annual Pathways Research Symposium --- November 7 - 8, 2008 STUDENT POSTER PRESENTATION Compete for cash prizes for best posters, Network with students from the TAMUS Universities, Enjoy campus activities, food & entertainment Registration for students presenting posters is Sept. 1 -- Oct. 19 for more information visit www.Tamu-Commerce.edu/gradschool/Pathways [More on the web...](#)

The Faculty's Role in the Drop Process



- (1) For all courses that you teach, a list of pending student drops will appear.
- (2) Click “Select” for the student whose Drop you wish to approve or deny.

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	10118259	Cagle, Katy A	kcagle@leo.tamu-commerce.edu	82254	SOC 323 001	Employment	Select
00780	10118259	Cagle, Katy A	kcagle@leo.tamu-commerce.edu	80706	SOC 111 01W	Financial	Select
00780	10118259	Cagle, Katy A	kcagle@leo.tamu-commerce.edu	80494	PSY 305 301	Medical reasons	Select
00820	10118259	Cagle, Katy A	kcagle@leo.tamu-commerce.edu	20413	PSY 527 001	Other	Select
00780	10118259	Cagle, Katy A	kcagle@leo.tamu-commerce.edu	80492	PSY 305 001	Financial	Select
00820	10028071	Sanders, De Quetta O	dsanders2@leo.tamu- commerce.edu	20710	COUN 717 401	Employment	Select

The Faculty's Role in the Drop Process

By scrolling down, a list of completed Drops is viewable 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	10118259	Cagle, Katy A	Personal reasons	Drop has been completed	1/20/2008	1/20/2008
00820	21629	MKT 306 04W	10012947	McMillan, Chasity Marie	Employment	Drop has been completed	1/16/2008	1/20/2008
00780	81561	MGT 305 04W	50030659	Acuna, Juan Miguel	Financial	Drop has been completed	1/3/2008	1/3/2008
00780	82241	BAAS 409 02W	50026485	Bursey, Demetria Rochell	Not passing	Drop has been completed	1/3/2008	1/3/2008
00780	82410	IT 303 02W	50025200	Gerstner, Clinton Murdock	Employment	Drop has been completed	1/3/2008	1/3/2008
00780	81561	MGT 305 04W	50029741	Beecher, Darlene Wendy	Other	Awaiting Registrar Approval	1/3/2008	
00780	81430	BAAS 301 01W	50023351	Davis, Kimberly Lechelle	Personal reasons	Awaiting Registrar Approval	1/3/2008	
00780	81430	BAAS 301 01W	50008806	Harris, Judith Loraine	Other	Awaiting Registrar Approval	1/3/2008	
00780	81618	FIN 400 01W	16832190	Phillips, Kentrel L	Medical reasons	Awaiting Registrar Approval	1/3/2008	
		BAAS 301				Awaiting Registrar Approval		

The Faculty's Role in the Drop Process



(1) 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.

(2) 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.

A screenshot of a web application interface for Course Drop Faculty Approval Mode Test Mode. The interface features the Texas A&M University Commerce logo on the left. The main heading reads "Course Drop Faculty Approval Mode Test Mode". Below this, a question is posed: "Do you approve dropping 10028071 Sanders, De Quetta O from COUN 717 401?". The reason provided is "Employment". At the bottom, there are three buttons: "Approve", "Reject", and "Back".

TEXAS A&M
UNIVERSITY
COMMERCE

Course Drop Faculty Approval Mode Test Mode

Do you approve dropping 10028071 Sanders, De Quetta O from COUN 717 401?

The reason provided is: Employment

Contacts

Office of the Registrar:

Paige Bussell – Registrar – Paige_Bussell@tamu-commerce.edu

Judy Vergara – Associate Registrar – Judy_Vergara@tamu-commerce.edu

Stacy Gould – Enrollment Auditor – Stacy_Gould@tamu-commerce.edu