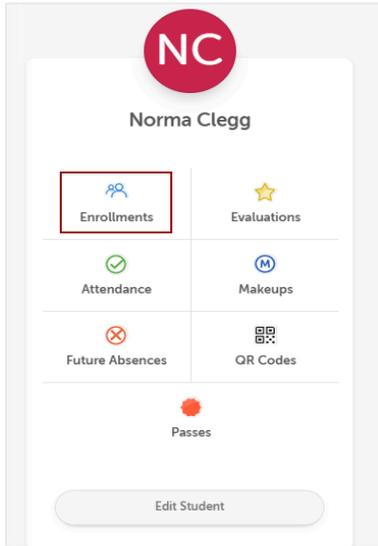
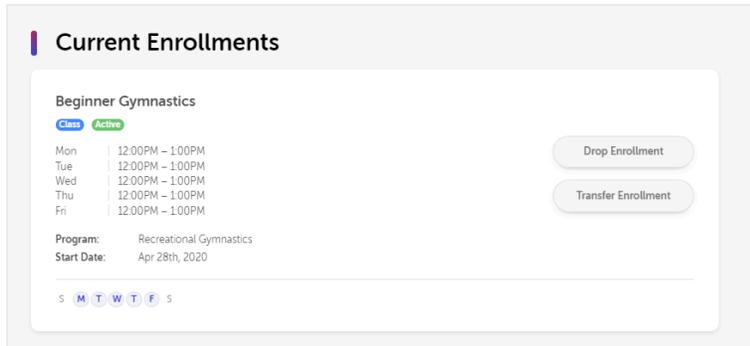


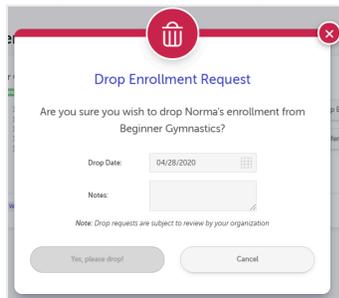
STEP 1: After logging into your account, click the MY ACCOUNT link in the toolbar at the top of the screen. Click the “Enrollments” icon under the student for whom you wish to request a transfer.



STEP 2: This will bring up a list of all current enrollments for the student.



STEP 3: Click the DROP ENROLLMENT button next to the class you wish to drop to bring up the “Drop Enrollment Request” window.



STEP 4: Enter the preferred DROP DATE along with any NOTES explaining why you are requesting to drop the enrollment. Click “Yes, please drop!” to submit the drop request, or “Cancel” to close the window without submitting the request.