UnEnrollments

Instructors are ONLY able to unenroll members they have manually enrolled into their courses like, other instructors, courses assistance, chairpersons or the department secretary. Instructors will not be able to unenroll any student from the courses shell that has been enrolled by the system. Once these students have been un-enrolled manually the system will ALWAYS reenroll them. THESE STUDENTS MUST BE REMOVED BY THE SYSTEM.

If you have a student that needs to be un-enrolled please, contact Records and Registration to have them flagged as Non-Attended prior to the semester ending or to inquire if these students did formally withdraw from the course.

1. Click Communications from the Navigation Bar, then Classlist & Email
2. Click on the last tab named ALL, if the user was enrolled into the course but not as an instructor or student

![Students tab](image1)

3. Check the box to the left of the students Image and name

![Student images](image2)

4. Click 🚫 Unenroll from the top or bottom of the list
5. On the Confirmation widow, click YES to unenroll or NO to cancel
6. The screen will refresh and the members will be removed