

NCVirtual Drop and Withdrawal Guide

Dropping Students Before the 10th Day of Class

A school may drop students before classes begin and through the tenth day of the class. Drops through Day 10 will not count in a district's or charter school's allotment totals and dropped students will not receive a grade.

Withdrawing Students After the 10th Day of Class

A school may withdraw students after Day 10 and throughout the rest of the semester. Withdrawals will count in a district's or charter school's allotment totals, and we will issue the student a W (withdrawal) grade. It's a local decision if the school records the W grade.

Medical Drops

Students who have a medical, IEP, or 504 condition may be dropped from their courses throughout the semester. The Medical Drop Form is on Page 2 below.

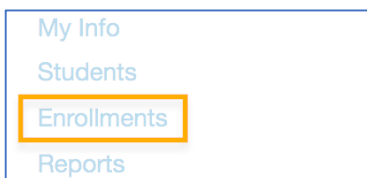
The Drop / Withdrawal Process

Dropping or withdrawing a student is similar to the enrollment process.

Log in to the NCVirtual Registration System

<https://registration.ncvps.org/>

Click on the "Enrollments" Button



Search for the Student's Course

Use the search box to search for courses. You can also sort by clicking on "Course" or "Semester."

Click Enroll

Click the "enroll" option next to the course the student is enrolled in. Any section will work, but it must be in the correct semester.

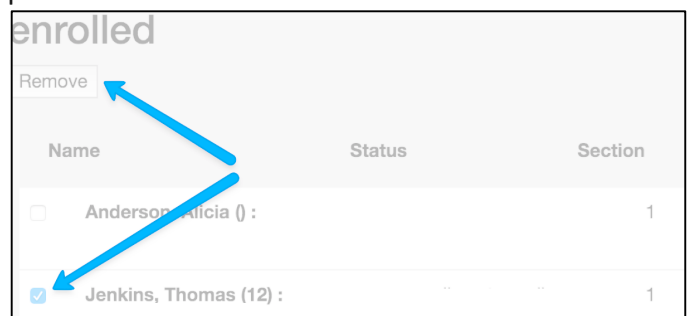
	Course	Semester	Section	Open	Enrolled	Max
enroll view	Accounting 1	Fall 2017	1	3	27	30
enroll view	Accounting 1	Fall 2017	2	3	27	30
enroll view	Accounting 1	Spring 2018	1	2	23	25

Look in the "enrolled" Column

After you click the "enroll" option, you will see two columns: "enrolled" and "not enrolled." Look in the enrolled column for your student.

Check the Box to and Click "Remove"

Check the box next the student you want to drop or withdraw. Then click on the "Remove" button. If your action is on or before Day 10, it will be processed as a drop. After Day 10, it will be processed as a withdrawal.

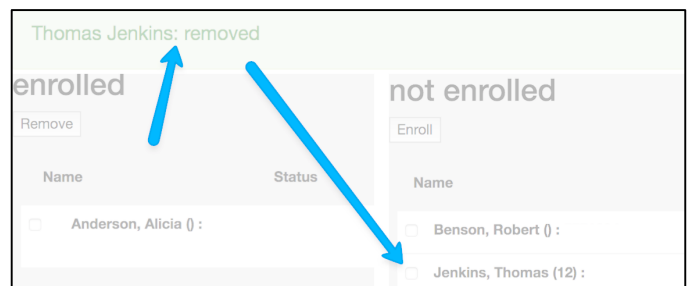


The 'enrolled' column shows a table with columns for Name, Status, and Section. A 'Remove' button is at the top left. Two rows are visible: one for Anderson, Alicia () with an unchecked checkbox, and one for Jenkins, Thomas (12) with a checked checkbox. Blue arrows point from the 'Remove' button to the checked checkbox.

Name	Status	Section
Anderson, Alicia ()		1
Jenkins, Thomas (12)		1

Check for the "removed" Notification

The student will now appear in the "not enrolled" column.



A notification banner at the top reads 'Thomas Jenkins: removed'. Below, the 'enrolled' column has a 'Remove' button and the Anderson, Alicia () row. The 'not enrolled' column has an 'Enroll' button and rows for Benson, Robert () and Jenkins, Thomas (12). Blue arrows point from the notification to the 'Enroll' button and from the 'Remove' button to the 'not enrolled' column.

Name	Status	Name
Anderson, Alicia ()		Benson, Robert ()
		Jenkins, Thomas (12)

If you do not see the "removed" notification, open a ticket with our [Virtual Support Center](https://ncvps.teamwork.com/support/#/docs) here: <https://ncvps.teamwork.com/support/#/docs>

NCVirtual Medical Drop Form

Open a ticket with our [Virtual Support Center](https://ncvps.teamwork.com/support/#/docs): <https://ncvps.teamwork.com/support/#/docs> to medically drop a student. Include the following information in the ticket:

Today's Date:

Student's First Name:

Student's Last Name:

PowerSchool ID Number:

Course(s):

Teacher's Name:

Semester (Fall, Spr, YL, Sum):

School:

District:

ELA's name:

ELA email:

Principal email:

Supporting Comments:

Note: Drops are final. By submitting this information, the principal or his/her designee is approving the drop. Keep a copy of this form at your school for auditing purposes. NOTE: Schools should NOT withdraw a student in the NCVPS registration system if the school is requesting a medical drop for that student. Withdrawing the student will trigger the registration system to count that student's enrollment at the end of the year AND negate NCVPS from being able to do a medical drop the student because the school has already withdrawn the student.