Using the Drop/Switch Screen

The drop/switch screen is used by academic departments to either drop a student from a course, or switch (technically a drop and an immediate add) a student from one secondary to another within the same primary course.

You can…
• Drop a student from GEOG 3B 0100 and GEOG 3B 0102
• Switch a student from GEOG 3B 0102 to GEOG 3B 0105

You cannot…
• Switch a student from GEOG 3B 0100 to GEOG 3B 0105
• Switch a student from GEOG 3B 0100 to GEOG 125 0100
• Switch a student from GEOG 3B 0102 to GEOG 5 0103

You will be able to make drops and switches using this screen until the add/drop deadline for each quarter. If changes need to be made after that date, please contact the Registrar’s Office.

Accessing the Drop/Switch Screen

1. In STAR, select “X – Data Entry Menu” for the quarter you are working in and press enter.
2. Select the “drop/slot classes” number and press enter.

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PRE-REQUISITE APPROVAL</td>
</tr>
<tr>
<td>2</td>
<td>MINIMUM STUDY LOAD</td>
</tr>
<tr>
<td>3</td>
<td>CEREMONY OVERRIDE</td>
</tr>
<tr>
<td>4</td>
<td>REC-CEN VERIFICATION</td>
</tr>
<tr>
<td>5</td>
<td>COURSE RESTRICTIONS</td>
</tr>
<tr>
<td>6</td>
<td>REGENTS SCHOLARS</td>
</tr>
<tr>
<td>7</td>
<td>REGISTRATION BLOCKS</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>DROP/SWITCH CLASSES</td>
</tr>
<tr>
<td>9</td>
<td>INSURANCE WAIVERS</td>
</tr>
<tr>
<td>10</td>
<td>ADD CLASSES</td>
</tr>
<tr>
<td>11</td>
<td>FUTURE DEGREE PGMS</td>
</tr>
<tr>
<td>12</td>
<td>ROTC PROGRAMS</td>
</tr>
</tbody>
</table>

**COMMAND:**
ENTER Select Report/Command **PF2** Main Menu
3. This is the drop/switch screen.

- **Enrollment code of secondary to drop/switch out of.**
- **Don’t enter anything here.**
- **Coded reason for making this change (see the table menu in STAR).**

**Message**

**Perm**

**Name**

**Drop Code:** ____

**Course:**

**Drop Reason:** __

**Check space:** Y

**Switch into:** ____

**Instructor No:** __

**QTR:** S09

*** UCSB STUDENT ACCESS ***

*** DROP/SWITCH CLASS ***

**Command:** __

ENTER Update PF2 Menu PF3 Data Entry Menu

**Do you want to check to see if there is space in the course before making this switch?**

Y = yes, N = no.

**Space to enter student’s perm number. You can enter more than one student at once, as long as they are both switching from and into the same section.**
Accessing the Table Menu

1. In STAR, select “T – Table Menu” for the quarter you are working in and press enter.

2. Select the “Reasons” number and press enter.
3. This is the reasons screen, which lists the codes used to indicate why a student was dropped or switched from a course.

**Common reasons for dropping/switching students:**

- 07 – Class Cancelled
- 46 – Course Pre-Requisite not met
- 49 – Sections Switched by Dept
- 50 – Replaces cancelled course per Dept
- 51 – Instructor number changed per Dept (for delayed sectioning courses only)
- 52 – Dropped by Dept for Non-Attendance
- 53 – Restricted by Department
Dropping Students

1. Enter the enrollment code of the course to be dropped, the coded reason and the students perm number.

2. Press enter – this will show the drop reason, the course name, and the student name (see below). At this point the drop has not been made. You must press enter again to drop the student.
**Switching Students**

1. Enter the enrollment code of the course to be dropped, the enrollment code for the course to be switched into, the coded reason, and the students perm number.

2. Press enter – this will show the drop reason, the course name, and the student name (see below). At this point the drop has not been made. You must press enter again to switch the student.