

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.

```
STAR01                *** UCSB STUDENT ACCESS ***                SACP006
                        MAIN MENU

Individual Student Items          Course/Instructor Items
-----
A Student Addresses             C Courses
S Student Schedule              L Class Lists
Q Student Quarter               D Class List W/Grades
G Student Grades                Z Course Statistics
M Admissions MENU              I Instructor Workload
Y Pre-Req Approvals            T Table MENU
E Student Exams                 X Data Entry MENU
P Academic Progress
J Intl. Students

                                O STAR Security
                                R Reports MENU

Selection: X
Quarter: s09

ENTER Select  PF2 Exit
```

2. Select the “drop/switch classes” number and press enter.

```
QTR: S09                *** UCSB STUDENT ACCESS ***                SAXXP001
                        DATA ENTRY MENU

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

      8 - Selection

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).

Enrollment code of secondary to switch into.

**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.

```
STAR01                *** UCSB STUDENT ACCESS ***                SACCP006
                        MAIN MENU

Individual Student Items          Course/Instructor Items
-----                          -----
A Student Addresses             C Courses
S Student Schedule              L Class Lists
Q Student Quarter               D Class List W/Grades
G Student Grades                Z Course Statistics
M Admissions MENU              I Instructor Workload
Y Pre-Req Approvals            T Table MENU
E Student Exams                 X Data Entry MENU
P Academic Progress
J Intl. Students

                                O STAR Security
                                R Reports MENU

Selection: t
Quarter: S09

ENTER Select  PF2 Exit
```

2. Select the “Reasons” number and press enter.

```
QTR: S09                *** UCSB STUDENT ACCESS ***                SAXTP001
                        TABLE DISPLAY MENU

1 BUILDING                     16 OBJECTIVES                 31 TRANSACTIONS
2 CEREMONY                     17 OBJ MAJOR EMPHASIS        32 VISAS
3 CITIZENSHIP                  18 PROBATION
4 CLASS LEVEL                  19 PROGRAMS
5 COURSE ALIAS                 20 QUARTER CALENDAR
6 COURSE MEMO                  21 REASONS
7 DEPARTMENTS                  22 REG STATUS
8 EAP                          23 REPEATS
9 EOP                          24 REQUIREMENTS
10 ETHNICITY                   25 REQUIREMENT STATUS
11 INSTRUCTOR SEARCH           26 SUBJECT AREA
12 LEVEL LIMITS                27 SUMMER PROGRAMS
13 MAJOR GPA COURSES           28 SYMBOLS (COURSE)
14 MAJORS                      29 TEST AREA/TYPE
15 MINORS                      30 TIE TYPE

SELECT: 21

COMMAND: _____
ENTER Command  PF1 Update  PF2 Menu
```

3. This is the reasons screen, which lists the codes used to indicate why a student was dropped or switched from a course.

```
*** UCSB STUDENT ACCESS ***          SAXTP034
                                REASONS

START:  █
Code   Translation                                Update
-----
00    Not Registered for Quarter                - -
01    Major Limitation                          - -
02    Level Limitation                           - -
03    Class Full                                 - -
04    ENGLISH PREREQUISITE NOT MET              - -
05    Maximum units exceeded                     - -
06    GRAD CLASS BY UG WITHOUT PETITION         - -
07    Class Cancelled                           - -
08    Gender Limitation                          - -
09    98/99 198/199 REGULATION NOT MET          - -
10    ES-1 Unit Limit exceeded                   - -
11    Invalid Instructor Number                 - -
12    EOP LIMITATION                            - -
13    HONORS LIMITATION                          - -

COMMAND:  █
ENTER Command  PF2 Menu  PF3 Table Menu
```

• 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.

```
OTR: S09          *** UCSB STUDENT ACCESS ***          SAXXP010
                   DROP/SWITCH CLASS

Drop Code: 21451   Drop Reason: 07
  Course:
Switch into: _____ Check space: Y          Instructor No: __

Message          Perm   Name
                Perm #
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____

COMMAND: _____
ENTER Update  PF2 Menu  PF3 Data Entry Menu
```

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.

```
OTR: S09          *** UCSB STUDENT ACCESS ***          SAXXP010
                   DROP/SWITCH CLASS

Drop Code: 21451   Drop Reason: 07 Class Cancelled
  Course: GE0G    3B
Switch into: _____ Check space: Y          Instructor No: __
                   Press ENTER to Drop Classes

Message          Perm   Name
                Perm # Student name
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____

COMMAND: _____
ENTER Update  PF2 Menu  PF3 Data Entry Menu
```

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.

```
OTR: S09          *** UCSB STUDENT ACCESS ***          SAXXP010
                   DROP/SWITCH CLASS

Drop Code: 21451   Drop Reason: 07
Course:
Switch into: 21469 Check space: Y          Instructor No: __

Message          Perm      Name
                Perm #
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____

COMMAND: _____
ENTER Update  PF2 Menu  PF3 Data Entry Menu
```

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.

```
OTR: S09          *** UCSB STUDENT ACCESS ***          SAXXP010
                   DROP/SWITCH CLASS

Drop Code: 21451   Drop Reason: 07 Class Cancelled
Course: GEOG      3B
Switch into: 21469 Check space: Y          Instructor No: __
                   Press ENTER to Switch Classes

Message          Perm      Name
                Perm #  Student name
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____
                _____

COMMAND: _____
ENTER Update  PF2 Menu  PF3 Data Entry Menu
```