



Dropping a Course When Approvals are Needed

1. Login to MyGateway <https://mygateway.umsl.edu>.
2. Select the Enrollment tile.



3. In your list of classes, click the icon in the Action column for the class you want to drop.

The screenshot shows the 'My Gateway' header with a user profile icon. Below the header, it says 'Hello, John Smith'. The main content area is titled 'ENROLLMENT' and includes a breadcrumb 'Home / Enrollment'. A message reads: 'Click on the icon in the Action column for the course you want to drop. The Status column shows you the status of your enrollment for that course (Enrolled, Processing Drop Request, Dropped, etc.).' Below this is a table with the following data:

Class	Description	Units	Session	Status	Last Day to Drop 🚫	Action
MATH 1320-E01 (10156)	Intro to Prob and Stat (Lecture)	3.00	S5	Enrolled	7/23/2018	
ENGL 3130-002 (10339)	Technical Writing (Internet)	3.00	S5	Enrolled	7/23/2018	

A green arrow points to the trash icon in the Action column for the ENGL 3130-002 class, which is also circled in green.

4. On the Drop Form page, enter the Reason for Dropping and attach any supporting documentation. Then click Submit.

Hello, **John Smith**[Home](#) / EnrollmentENROLLMENT **DROP FORM**

Drop Request Form

Enter your reason for dropping this course. Use the browse for file button to submit any supporting documentation. If you are a degree seeking student and dropping your final class, (or all of your classes), you will need to complete the Term Withdrawal Survey first and then complete and submit the drop form.

COURSE ENGL 3130-002 (10339) TECHNICAL WRITING (INTERNET)

REASON FOR DROPPING

SUPPORTING DOCUMENTATION

BROWSE FOR FILE 

CANCEL

SUBMIT

Note: If you are dropping your last class, you must first complete the withdrawal survey. At the top of the form, you will see a message with a link to the survey. Complete the survey, then return to MyGateway to drop your course.

5. On the Enrollment page, you can see the status of your drop request. Click the icon in the action column to see status details.



Hello, **John Smith**

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ENROLLMENT

Click on the icon in the Action column for the course you want to drop. The Status column shows you the status of your enrollment for that course (Enrolled, Processing Drop Request, Dropped, etc.).

Class	Description	Units	Session	Status	Last Day to Drop ⓘ	Action
ENGL 3130-002 (10339)	Technical Writing (Internet)	3.00	S5	Processing Drop Request	7/23/2018	
MATH 1320-E01 (10156)	Intro to Prob and Stat (Lecture)	3.00	S5	Enrolled	7/23/2018	

6. The Drop Request Status page shows the workflow details and status of your drop request.



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ENROLLMENT **DROP REQUEST STATUS**

Drop Request Status

COURSE: ENGL 3130-002 (10339) TECHNICAL WRITING

REASON: Working hours changed and now they conflict with my course time.

SUPPORTING DOCUMENTATION: No supporting document.

WORKFLOW

Position	Date Completed	Drop Request Reviewer	Type	Comment
1	Jun 28, 2018 1:30:05 PM		Student	Student submitted drop request.
2			Instructor	Waiting for approval.
3		Registrar's Office	Registrar's Office	