NCVPS Drop and Withdrawal Guide

Dropping Students Before the 10ᵗʰ Day of Class

A school may drop students 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.

The Drop / Withdrawal Process

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

☑Log in to the NCVPS Registration System

https://registration.ncvps.org/

☑Click on the "Enrollments" Button

My Info
Students
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Reports

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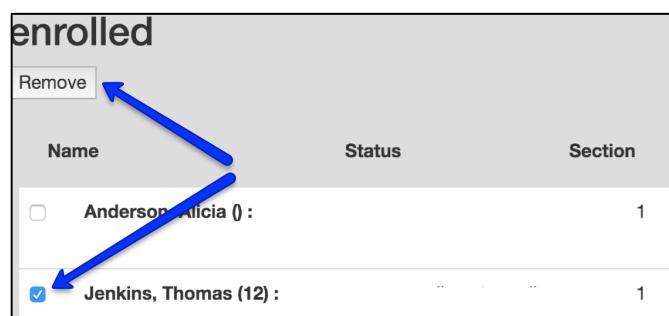
	Course	Semester	Section	Open	Enrolled	Max
enroll | view	Accounting 1	Fall 2017	1	3	27	30
enroll | view	Accounting 1	Fall 2017	2	3	27	30
enroll | view	Accounting 1	Spring 2018	1	2	23	25

☑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.
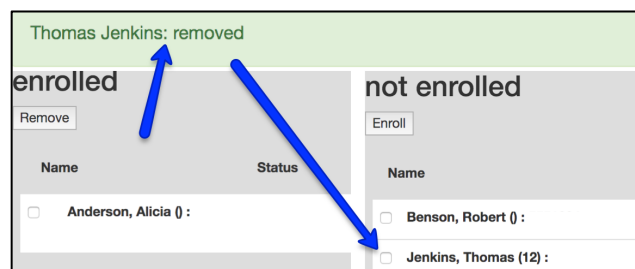
☑Check the Box Next to Student Name and Click "Remove"

Check the box next to 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.

☑Check for the "removed" Notification

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

If you do not see the "removed" notification, open a ticket with our Virtual Support Center .