


## Course Drop Request Instructions for Mentors

**\*\* To log into Softdocs/Etrieve, use your normal AC user name and password. If you receive a "Federation Consent" message when you log in, click "yes." \*\***

- 1) An email will be sent to your AC email address when one of your mentees submits a Course Drop Request. To process the request, either click on the link included in the email or visit <https://etcentral.austincollege.edu/>, click on "Inbox" on the left-hand side of the screen, and select the request from the list in the center of the screen. Your mentee's request form will appear on the right-hand side of the screen (see sample below).

**AUSTIN  
COLLEGE**

Course Drop Request

**Name**

Student's Name

**AC ID**

Student's ID #

**Date**

Date Submitted

Select a course to drop from the list

You will receive an email when your request has been approved or denied. Your course drop will become official only when processed by the Registrar's Office. Once processed, the course will no longer appear on your schedule in WebHopper, but it may still appear in the course list on the Course Drop Request form until the next day.

If you would like to drop an additional course, please submit a separate Course Drop Request. If you would like to drop all of your courses, which will require you to withdraw from the College, please contact the Registrar's Office (<mailto:registrar@austincollege.edu>).

**Course**

ECO\*252\*A

**Course Title**

Business Analytics

**Term**

20/FA

**Synonym**

10182

**Credits**

1.00

**Instructor**

Dr. Ashley A. Tharayil

**Mentor**


Your Name


**Mentor Decision Notes**


1 You can add notes here.


**Registrar Decision Notes**


The Registrar's Office can add notes here.


 Approve


 Decline

 History

 Attachments

 Locked

 Download

 Print

②

③

④

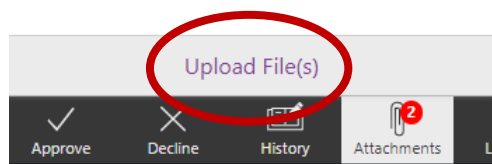
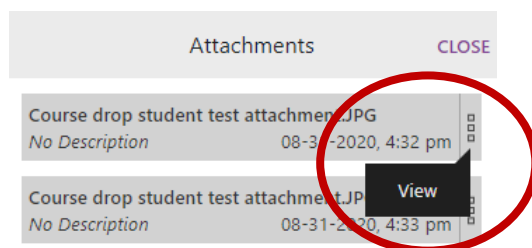
⑤

⑥

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2) After reviewing the request, you will have the following options:

- ① Mentor Decision Notes — Use this section to add notes for the student or the Registrar's Office.
- ② Approve — Click here to approve the request. Once approved, the request will be sent to the Registrar's Office.
- ③ Decline — Click here to deny the request. Once declined, the workflow will end, and the student will be notified of your decision.
- ④ History — Click here to view the history/status of the request.
- ⑤ Attachments — Click here to view or add attachments. If your mentee submits any attachments, a number will appear here indicating the number of files attached. To view an attachment, click the vertical dots to the right of the file name, and then click "View." To attach a file, click "Upload File(s)" and select the document you'd like to attach.



- ⑥ Download — Click here to download a copy of the request form.
- ⑦ Print — Click here to print a copy of the request form.

If you encounter any problems or have any questions, please contact the Registrar's Office at [registrar@austincollege.edu](mailto:registrar@austincollege.edu) or x2371.