

# How to Submit a Student Drop Request through the VirtualSC Dashboard



# Step: 1



- Log into your VirtualSC Dashboard account

A screenshot of the Student Information System login page. The page has a light blue background. In the top left corner, there is a logo for "iOPEN SIS™" with the tagline "Every student is a promise". In the top right corner, the text "Student Information System" is displayed. On the left side, there is the South Carolina State Department of Education logo, which includes the state seal and the text "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION". On the right side, there are three input fields: "Username", "Password", and a language dropdown menu currently set to "English". Below these fields are two checkboxes: "Remember Me" (unchecked) and "Forgot Password?". A dark blue "Login" button is positioned below the checkboxes. At the bottom of the page, there is a disclaimer: "This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the fullest extent of law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms." At the very bottom, there is a small logo and the text "Copyright © 2014 Open Solutions for Education, Inc. (OS4Ed)."

# Step: 2



- To submit a drop request, select “My Schedule”.

A screenshot of a student dashboard interface. The background is dark blue. On the left is a vertical sidebar with the user's name "Courtney Foster (Student)" and navigation links: "My Info", "Change Password", and "Message" with a red notification bubble containing the number "2". The main content area has a yellow header for "Inbox Preview" with a "Create Message" button. Below the header is a table with two rows of email notifications. Underneath the inbox is a grid of six colored tiles: "Course Registration" (red), "School Info" (blue), "Calendar" (green), "Grades" (teal), "Moodle" (orange), and "My Schedule" (light blue).

Inbox Preview		
Meredith Bell	Greenville County Exam	31 Jul, 08:56
Meredith Bell	Greenville County Final Exams	28 Jul, 02:37

# Step: 3



- Find the course you would like to drop, and select the box next to the name. Click “Submit Drop Request”.

The screenshot shows the OPEN SIS interface for a user named Courtney Foster. The top navigation bar includes the OPEN SIS logo, school information (2015-2016 School, VirtualSC), and user details (Courtney Foster, settings, and email icons). A left sidebar contains navigation links: Main Menu, Demographics, Address, Family Info, Schedule, and Grades. The main content area displays a table of course periods with columns for Course Period, Teacher, Request Approved By, and Status. A red arrow points to the checkbox next to the course "JDLH Entrepreneurship CP Fall 2015 (Bell)", which is checked. Below the table, a green button labeled "Submit Drop Request" is highlighted with another red arrow.

Course Period	Teacher	Request Approved By	Status
<input type="checkbox"/> Green Charter School EdReady (Summer 2015)	Tests TeacherOne	School CounselorOne ( School Counselor )	Withdrawn Schedule Error
<input type="checkbox"/> Personal Finance Summer 2015 (Bell)	Meredith Bell	Internally Scheduled	Active
<input type="checkbox"/> NO students for me!	Tests TeacherOne	School CounselorOne ( School Counselor )	Withdrawn Schedule Error
<input checked="" type="checkbox"/> JDLH Entrepreneurship CP Fall 2015 (Bell)	Meredith Bell	Internally Scheduled	Active
<input type="checkbox"/> Credit Recovery English 1 2014-2015	Tasha Christmas	School CounselorOne ( School Counselor )	Drop Requested (12/16/2015)

# Step: 4



- Once you select “submit drop request”, you will be asked to give a reason for the drop request. Choose an option from the list provided. You may also add additional comments as to why you are dropping the course, then click “Save”.

A screenshot of the VirtualSC interface showing a "Drop Request Information" dialog box. The dialog box has a title bar with "Drop Request Information" and a close button (X). It contains a "Drop Reason:" dropdown menu with "--Select--" selected, and an "Additional Comments:" text area. A green "Save" button with a checkmark is at the bottom. The background shows a table with columns for "Course Period", "Name", "Teacher", and "Status". The table has several rows, with the first row checked. A "Submit Drop Request" button is visible at the bottom left of the table area.

Course Period	Name	Teacher	Status
<input checked="" type="checkbox"/>	JDLH Entrepreneurship CP Fall 2015 (Bell)	Meredith Bell	Internally Scheduled
<input type="checkbox"/>	Credit Recovery English 1 2014-2015	Tasha Christmas	School CounselorOne ( School Counselor )

# Step: 5



- Once you have submitted the drop request successfully, you will see a green box appear stating “Success!”

main menu

Success! Drop Request Successfully Saved.

<input type="checkbox"/>	Course Period	Teacher	Request Approved By	Status
<input type="checkbox"/>	Green Charter School EdReady (Summer 2015)	Tests TeacherOne	School CounselorOne ( School Counselor )	Withdrawn Sche
<input type="checkbox"/>	Personal Finance Summer 2015 (Bell)	Meredith Bell	Internaly Scheduled	Active
<input type="checkbox"/>	NO students for me!	Tests TeacherOne	School CounselorOne ( School Counselor )	Withdrawn Sche
<input type="checkbox"/>	JDLH Entrepreneurship CP Fall 2015 (Bell)	Meredith Bell	Internaly Scheduled	Drop Requested (
<input type="checkbox"/>	Credit Recovery English 1 2014-2015	Tasha Christmas	School CounselorOne ( School Counselor )	Drop Requested (

Submit Drop Request

## Step: 6



- Please note the drop request is not immediate. The request will go to your school counselor for their approval.
  - According to the VirtualSC drop policy, any drop request received after the 20 day drop period will be denied by the Student Services team unless medical documentation can be presented.

# Congratulations!

You have completed the steps required to successfully submit a drop request!

Please feel free to contact VirtualSC Student Services for any additional questions or assistance at 803-734-8039.

