How to Approve or Deny a Drop Request
Step 1

Visit http://virtualsc.org
Step 2

Choose the Dashboard Login button
Step 3

Enter your username and password to select Sign Me In
Step 4

Click on the **Reports** tab in the blue taskbar
Step 5

Scroll to the **Enrollments** block

Click on **Drop Requests**
Step 6

**Status** filter: Waiting_Review

Click Get Data
Step 7

Select one or more drop requests to approve or deny

Click **Drop Selected** to approve the drop request(s)

Click **Deny Selected** to deny the drop request(s)
Congratulations!

You have completed the steps required to approve or deny a drop request.

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