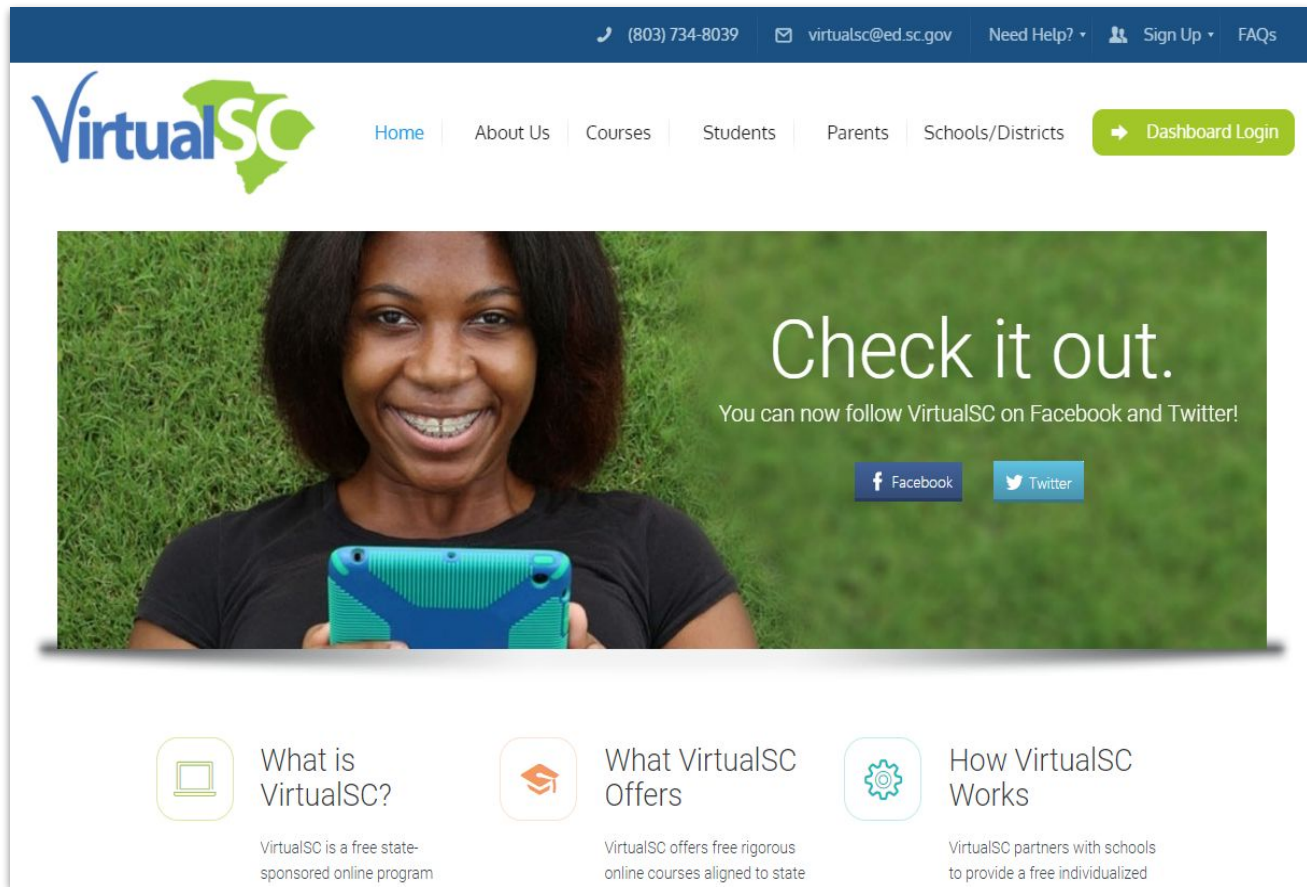


How to Submit a Drop Request



Step 1

Visit
<http://virtualsc.org>

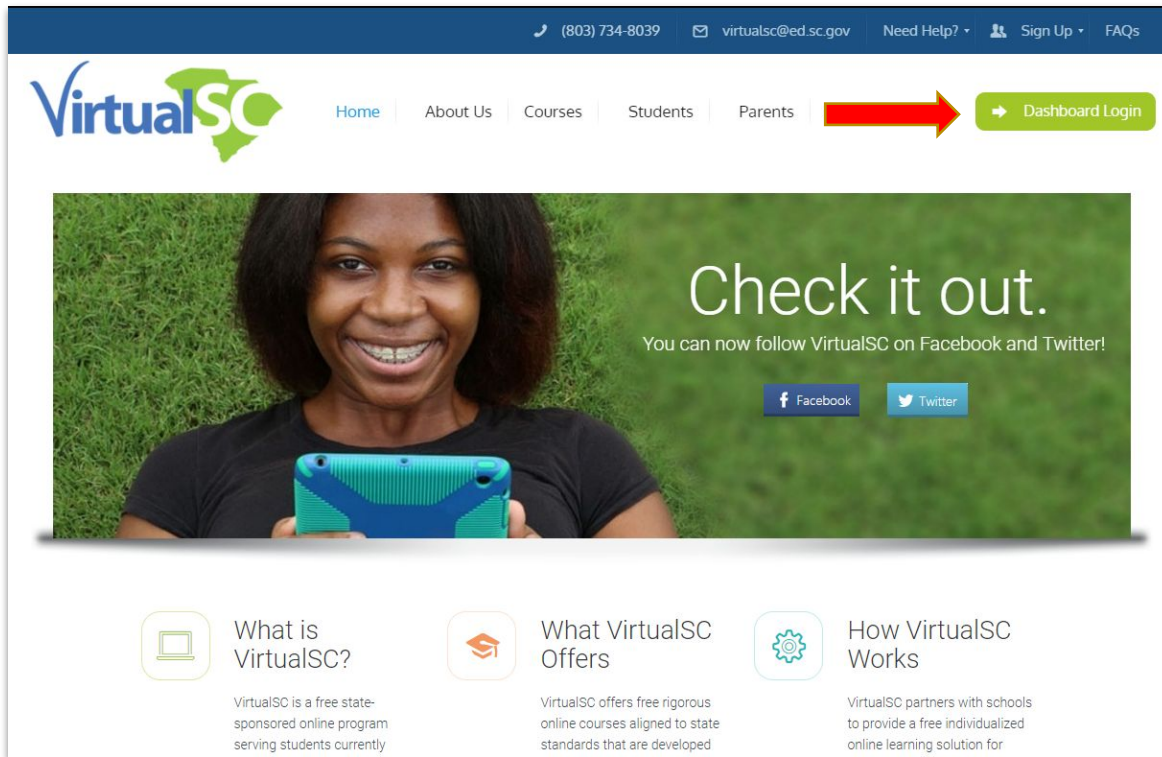


The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon, the number (803) 734-8039, an email icon, the address virtualsc@ed.sc.gov, and links for 'Need Help?', 'Sign Up', and 'FAQs'. Below this is the VirtualSC logo, which consists of the text 'VirtualSC' in blue and green, with a green outline of the state of South Carolina. To the right of the logo is a horizontal menu with links for 'Home', 'About Us', 'Courses', 'Students', 'Parents', and 'Schools/Districts'. A green button with a white arrow and the text 'Dashboard Login' is positioned to the right of the menu. The main content area features a large image of a smiling woman with dark hair holding a blue tablet. To the right of the image, the text 'Check it out.' is displayed in a large white font, followed by 'You can now follow VirtualSC on Facebook and Twitter!'. Below this text are two social media buttons: a blue Facebook button and a light blue Twitter button. At the bottom of the page, there are three columns of content. The first column has a laptop icon, the heading 'What is VirtualSC?', and the text 'VirtualSC is a free state-sponsored online program'. The second column has a graduation cap icon, the heading 'What VirtualSC Offers', and the text 'VirtualSC offers free rigorous online courses aligned to state'. The third column has a gear icon, the heading 'How VirtualSC Works', and the text 'VirtualSC partners with schools to provide a free individualized'.



Step 2

Choose the Dashboard Login button



The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon, the number (803) 734-8039, an email icon, the address virtualsc@ed.sc.gov, and links for Need Help?, Sign Up, and FAQs. Below this is the VirtualSC logo and a horizontal menu with links for Home, About Us, Courses, Students, and Parents. A red arrow points from the right side of the menu to a green button labeled "Dashboard Login".

The main content area features a large image of a smiling woman holding a blue tablet. To the right of the image, the text reads "Check it out." followed by "You can now follow VirtualSC on Facebook and Twitter!". Below this text are two social media buttons: a blue Facebook button and a light blue Twitter button.

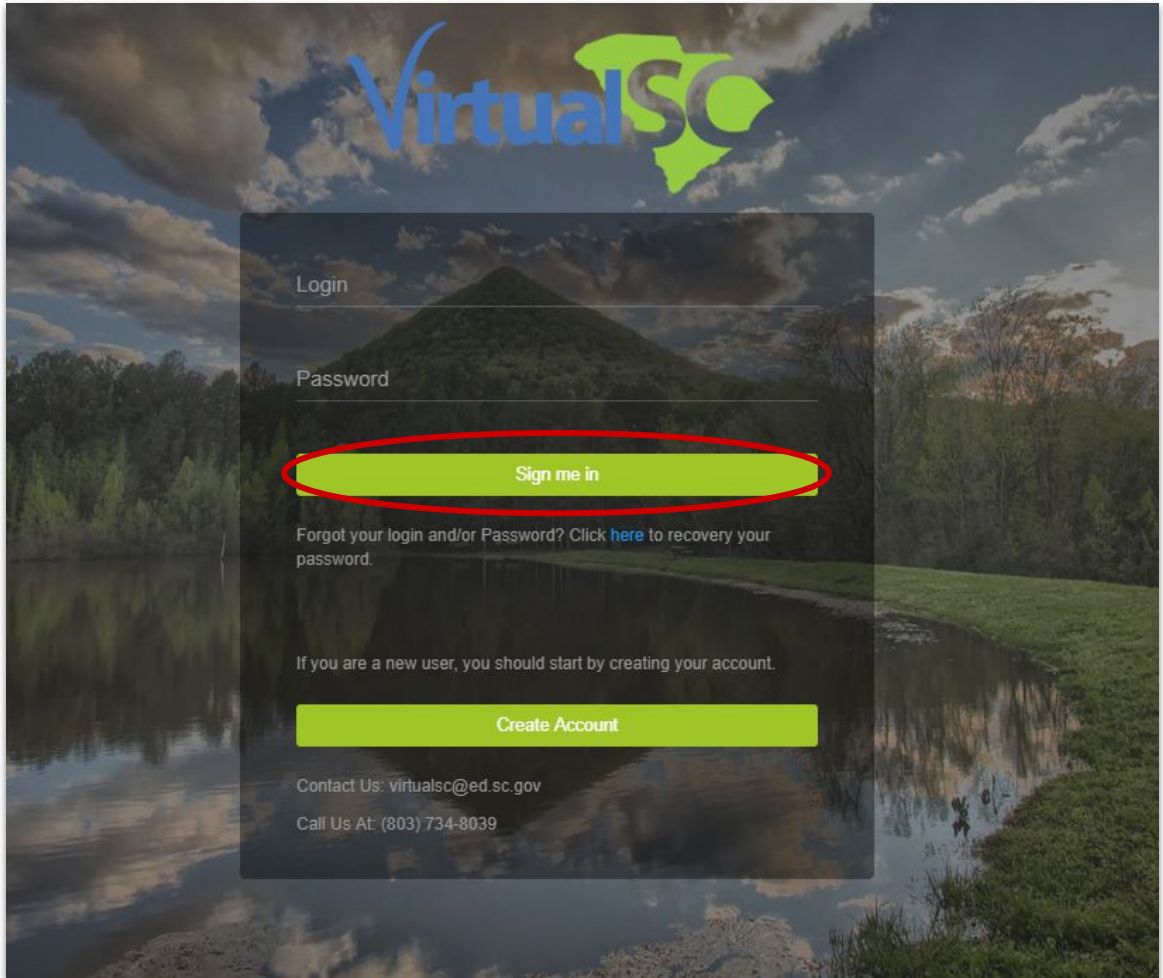
At the bottom of the page, there are three columns of content, each with an icon and a heading:

- What is VirtualSC?** (Icon: laptop) VirtualSC is a free state-sponsored online program serving students currently.
- What VirtualSC Offers** (Icon: graduation cap) VirtualSC offers free rigorous online courses aligned to state standards that are developed.
- How VirtualSC Works** (Icon: gear) VirtualSC partners with schools to provide a free individualized online learning solution for.



Step 3

Enter your username and password to select Sign Me In



Step 4

Locate the Drop a Course link on the left side grey box

VirtualSC

Hello, John Smith | [Log back](#)

John Smith

DASHBOARD

Here you can see an overview of the current student status and academic progress.

Academic Snapshot

This student is currently enrolled in 1 course:

| Course | Grade | Assignments | Pacing |
|------------------------------------|-------|-------------|---------|
| Music Appreciation | | 0 of 0 | On Pace |

Completed Courses

You have not completed any courses yet.

Upcoming Events

[Aug 15, 2018 - Registration Opens for 11-12th](#)
[Aug 22, 2018 - Registration Opens for 7th-12th](#)
[Aug 29, 2018 - Fall Registration Ends](#)

[See more events...](#)

Course Requests

There are 3 courses requested by this student:

| Course | Term | Request Status | Requested Date |
|---------------------------|---------------------------|----------------|----------------|
| Credit Recovery English 1 | Credit Recovery Fall 2018 | WAITING_REVIEW | 06/25/2018 |
| Credit Recovery English 2 | Credit Recovery Fall 2018 | WAITING_REVIEW | 06/25/2018 |
| Spanish 1 CP | Yearlong 2018-19 | DENIED | 06/25/2018 |

Dashboard Sidebar:

- Dashboard
- Student's Messages
- Mentor Information
- Course Information
- Academic Snapshot
- Suggested Pacing
- Gradebook
- Student Activity
- Request Courses
- Drop a Course**
- View Transcript
- Go to LMS
- Edit Account
- School Calendar

Step 5

Click Request new drop



The screenshot shows the Virtual SC user interface for a user named John Smith. The page title is "DROP COURSES". Below the title, there is a message: "Here you can see and edit the list of courses the student would like to drop." A button labeled "Request new drop" is highlighted with a yellow box, and a red arrow points to it from the right. Below the button, there is a message: "There are no drops requested for this student." The left sidebar contains a list of navigation options: Dashboard, Student's Messages, Mentor Information, Course Information, Academic Snapshot, Suggested Pacing, Gradebook, Student Activity, Request Courses, Drop a Course, View Transcript, Go to LMS, Edit Account, and School Calendar.

VirtualSC

John Smith

DROP COURSES

Here you can see and edit the list of courses the student would like to drop.

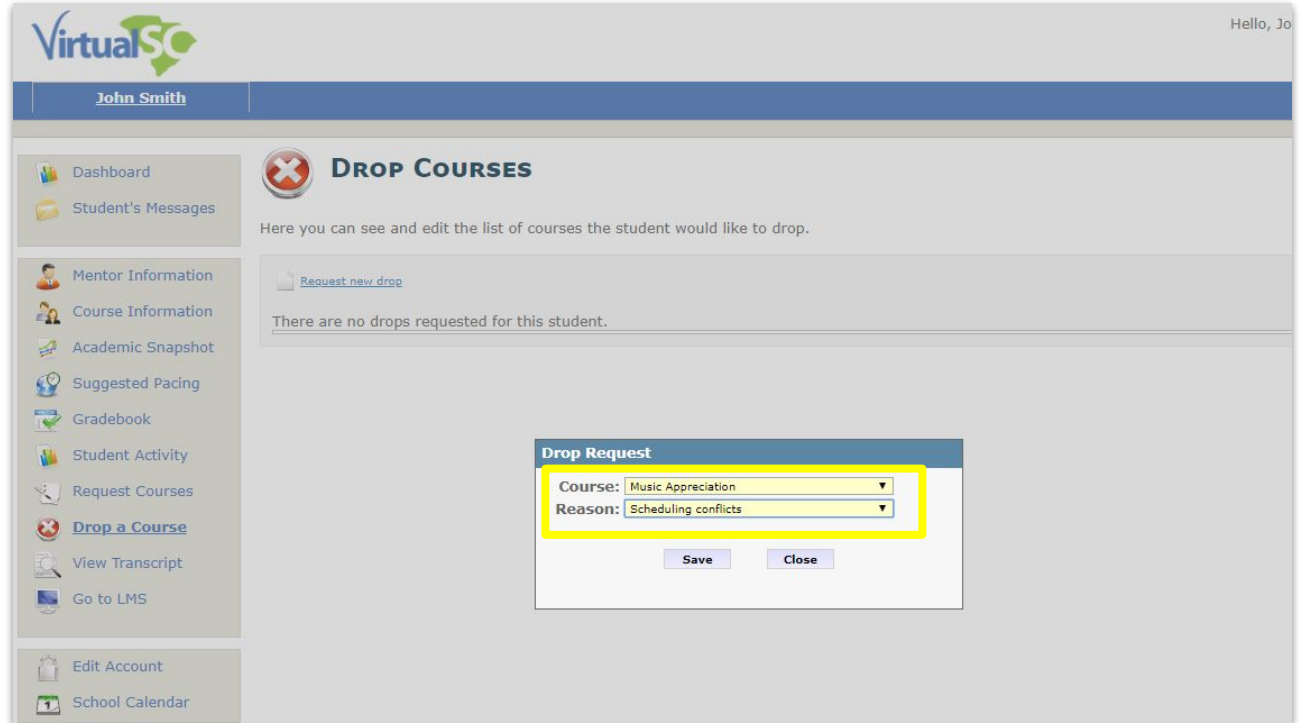
[Request new drop](#)

There are no drops requested for this student.

- Dashboard
- Student's Messages
- Mentor Information
- Course Information
- Academic Snapshot
- Suggested Pacing
- Gradebook
- Student Activity
- Request Courses
- Drop a Course**
- View Transcript
- Go to LMS
- Edit Account
- School Calendar

Step 6

Select the course to be dropped and the reason from the drop down menus



The screenshot shows the VirtualSC user interface for a student named John Smith. The main heading is "DROP COURSES" with a red 'X' icon. Below the heading, there is a message: "Here you can see and edit the list of courses the student would like to drop." A link "Request new drop" is visible. A message states "There are no drops requested for this student." A "Drop Request" dialog box is open, featuring two dropdown menus: "Course: Music Appreciation" and "Reason: Scheduling conflicts". The dialog box also contains "Save" and "Close" buttons. The left sidebar contains navigation options such as Dashboard, Student's Messages, Mentor Information, Course Information, Academic Snapshot, Suggested Pacing, Gradebook, Student Activity, Request Courses, Drop a Course, View Transcript, Go to LMS, Edit Account, and School Calendar. The top right corner shows the user's name "Hello, Jo".

Step 7

Click **Save**

Note: You will not be withdrawn from a course until your School Counselor approves the withdrawal.

VirtualSC

Hello, Jo

John Smith

Dashboard

Student's Messages

Mentor Information

Course Information

Academic Snapshot

Suggested Pacing

Gradebook

Student Activity

Request Courses

Drop a Course

View Transcript

Go to LMS

Edit Account

School Calendar

DROP COURSES

Here you can see and edit the list of courses the student would like to drop.

[Request new drop](#)

There are no drops requested for this student.

Drop Request

Course:

Reason:

Congratulations!

You have completed the steps required to submit
a drop request

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

