How to Withdraw a Student from a Course
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 **Students** tab in the blue taskbar
Step 5

Use the Search box at the top of the list of students

Click on the student you would like to drop
Step 6

Scroll to the **Enrollments** block

Click on **Drop Requests**
Step 7

Click on Request New Drop

Select the **course** to be dropped

Select the **Drop Reason**

Change Status to **Waiting_Review**
Step 8
Click Save
Step 9
Click the **Reports** tab in the taskbar
Step 10
Click the **Drop Requests** link in the Enrollments block
Step 11

Status Filter: Waiting_Review

Click Get Data
Step 12
Check the check box next to the student’s name.
Click Drop Selected
Congratulations!

You have completed the steps required to withdraw an individual student from a course.

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