**Drop Form**

1. Go to the e-forms website. Either navigate to the [www.robeson.edu](http://www.robeson.edu) website and use the quick links menu to click on e-forms, or just go to the address bar and type in info.robeson.edu.
2. You can login with your campus username and password. Please be sure to NOT use put a win\ in front of your username.
3. When you log in, you should have a few options on the portal page.
 
My Profile – is to update your account profile info if you need to
My Open Drop Requests – will show any drop forms that you have initiated
Drop Class – This is the option as an instructor or student to actually initiate a Drop Form
4. **Students** - the Drop Class form will immediately pull your class information for this semester based on the information tied to your e-forms login account.
NOTE – it may take 40 seconds or so, for it to pull back your class schedule

**Instructors** - it will ask for a Student ID number (Please note this has to have all 7 digits)
It will also, ask for the semester (it should default to the current semester) then it will pull back the course info for the student on that semester.
 
5. Highlight the course you would like to drop and click on the continue button.
**Students** - This will take you to the drop form itself, and allow you to choose the reason for the drop, and sign at the bottom of the form.

**Instructors** – This will take you to the drop form itself, and allow you to choose the reason for the drop, pass/fail, grade at time of drop, official drop date, last date attended class, and sign the bottom of the form. The Instructor form does not need a student signature, but does require an instructor/advisor signature.
6. Click save at the bottom of the form. This will move it to the next step in the process. Students -> Instructors -> Records and Registration. If you initiated the drop you will be able to see where it is in the process with the My Open Drop Requests section of the portal.