



ROBESON COMMUNITY COLLEGE DROP CLASS WORKFLOW PROCESS DOCUMENTATION

TEAM **ia**

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ACCESSING THE IAFOLDER EXTERNAL PORTAL

Students and Instructors can access the iaFolder External Portal to initiate a Drop form, or complete a drop form. The portal is available at: <https://info.robeson.edu>.

REGISTERING ON THE PORTAL

If the student or instructor has not created an account on the portal, they will need to create an account using the Student Registration or Instructor Registration process.

1. To create an account, click either Register as Student, or Register as Instructor.




Username

Password

[Forgot your Password?](#)


☐ Use Windows Authentication

Don't have an account yet?



Student Registration

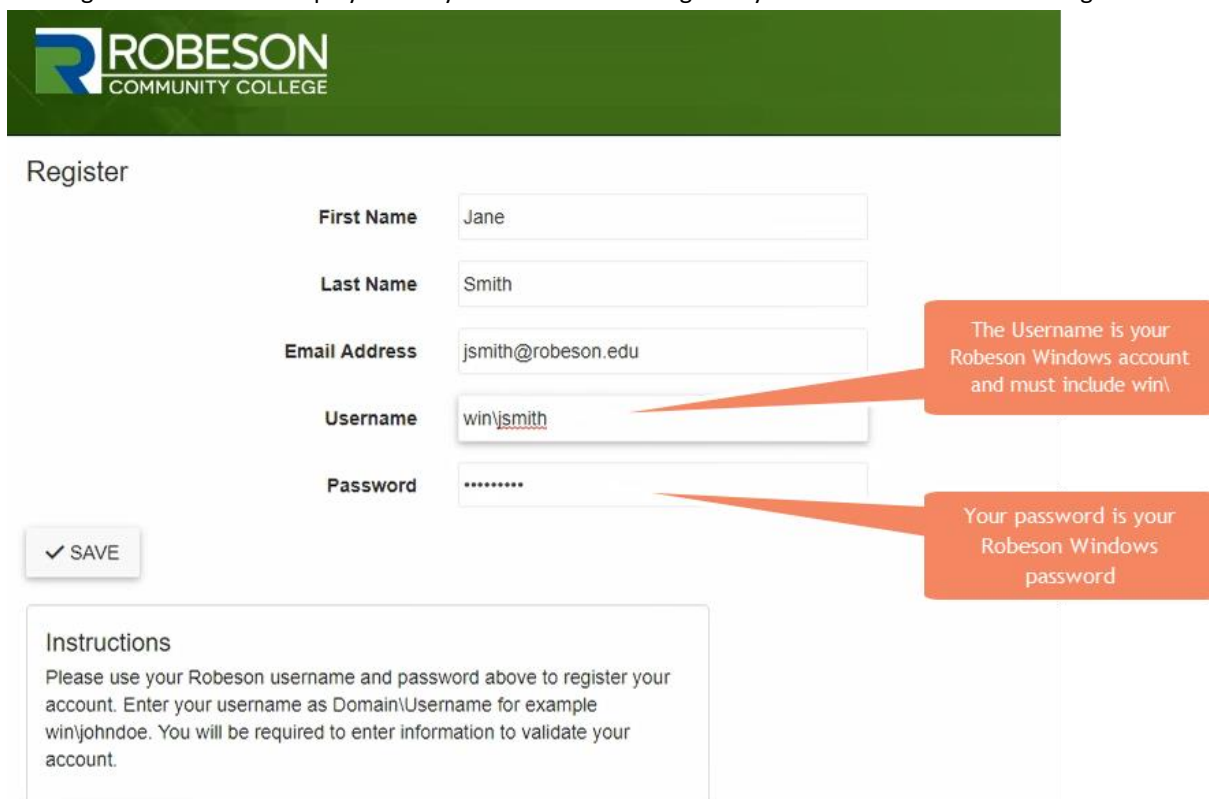
[Register as Student](#)



Instructor Registration

[Register as Instructor](#)

- The Register window will display. Enter your information along with you Windows credentials to login.



The Register window displays the Robeson Community College logo at the top. Below the logo, the word "Register" is centered. The form contains five input fields: First Name (Jane), Last Name (Smith), Email Address (jsmith@robeson.edu), Username (win\jsmith), and Password (masked with dots). A "SAVE" button with a checkmark is located below the fields. An "Instructions" box provides guidance on using the Robeson username and password, with an example of "win\johndoe". Two orange callout boxes provide additional information: one pointing to the Username field stating "The Username is your Robeson Windows account and must include win\" and another pointing to the Password field stating "Your password is your Robeson Windows password".

Register

First Name: Jane

Last Name: Smith

Email Address: jsmith@robeson.edu

Username: win\jsmith

Password:

✓ SAVE

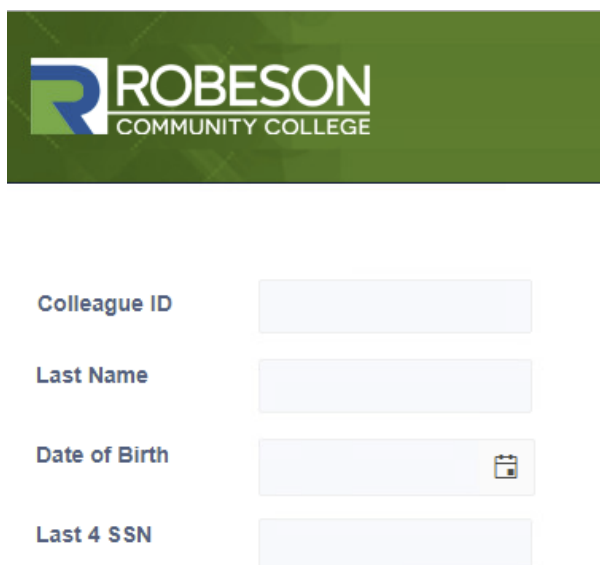
Instructions

Please use your Robeson username and password above to register your account. Enter your username as Domain\Username for example win\johndoe. You will be required to enter information to validate your account.

The Username is your Robeson Windows account and must include win\

Your password is your Robeson Windows password

- After a successful login, you will need to enter your Student ID or Employee ID in the Colleague ID field, along with you last name, date of birth, and Last 4 of you SSN for verification purposes to finalize creating the account.



The verification form features the Robeson Community College logo at the top. Below the logo, there are four input fields: Colleague ID, Last Name, Date of Birth (with a calendar icon), and Last 4 SSN.

Colleague ID

Last Name

Date of Birth

Last 4 SSN

4. After you have created the account, the next time you log in, you will only need to enter your Robeson Community College Windows account and password.
5. Once you have successfully registered, you will see the Thank you page. To continue with the request, click the "here" link to return to the home screen.



Thank you for registering!

Your request has been submitted. To make an additional request, please click [here](#) to return to the home screen.



STUDENT DROPPING A CLASS

1. From the Home page, Click the Drop Class link.



Welcome to the Robeson Community College Student Portal



My Profile

Update your profile.



My Open Drop Requests

View your class withdrawal requests




Drop Class

Request to drop a class

Copyright (c) 2015, Robeson Community College
5160 Fayetteville Rd | PO Box 1420 | Lumberton, NC 28360
Phone: 910.272.3700

Hours: M-Th 8:00 am to 5:00 pm; Friday 8:00 am to 3:00 pm


- The list of courses you are registered for will display. Select the course you want to drop and click Continue.



Instructions:
If you receive financial aid, you are advised to consult a counselor in the Financial Aid Office before dropping a class. Select the course you want to drop and click the Continue button.

CourseName	SectionNumber	CourseTitle	CourseCredits
NET-225	HYMD1	Routing & Switching I	3
NET-226	HYMD2	Routing and Switching II	3

- The Class Drop Detail Screen will display. You will need to enter the Withdrawal Reason and Sign the form.




Colleague ID 06

First Name Ra Last Name Wt

Student Email n...er@robeson.edu

Term 2019SP


Withdrawal Reason 

Courses


Course Number	Section Number	CourseName	Course Credits	Instructor Name
NET-225	HYMD1	Routing & Switching I	3.00	Clifton C. Oxendine

Credit Hours Before 6.00 Credit Hours After 3.00

Student Signature

☒ Draw using mouse/finger/pen 

4. Once you have saved the information, the confirmation screen will display. You can print the page for your records, and you can always access the form from the portal. The drop form has been sent to the instructor.



Colleague ID: 0000000000

First Name: [Redacted] Last Name: [Redacted]

Student Email: [Redacted]@roberson.edu


Term: 2019SP

Withdrawal Reason Educational or employment opportunity at the same time as class

Courses


Course Number	Section Number	CourseName	Course Credits	Instructor Name
NET-225	HYMD1	Routing & Switching I	3.00	Clifton C. Oxendine

Credit Hours Before: 6.00 Credit Hours After: 3.00


Student Signature: 

5. To view the status of your requests, click on the My Open Drop Requests link from the home page. To get to the home page, click the Robeson Community College log in the upper left corner.


Welcome to the Robeson Community College Student Portal



My Profile
Update your profile.



My Open Drop Requests
View your class withdrawal requests



Drop Class
Request to drop a class

6. You will see a list of your drop requests and the status. To open the confirmation screen, you can click on the view details icon.



My Workflow Packets

Id	Date Created	Status	Summary		
206	06/14/2019	Awaiting Instructor Approval	Student Drop Class - 0685852	