# Dropping a Learner from an Activity

## Step 1
Begin by navigating to the **Activity Roster** page.

Click the [Enterprise Learning](#) link.

## Step 2
Click the **Administer Activity Rosters** link.

## Step 3
Click in the **Activity Code** field.

## Step 4
Enter the desired information into the **Activity Code** field. Enter a valid value e.g. "IBS ACCT MGMT ILT 01".

## Step 5
Click the [Search](#) button.

## Step 6
Click the [Roster](#) button.

## Step 7
Use the **Activity Roster** page to update individual learner enrollment status, grades and attendance, and other learner details.

## Step 8
Use the **New Status** list to drop a learner from an activity.

Click the **New Status** list.

## Step 9
Click an entry in the list.

## Step 10
Use the **Drop Activity** page to confirm the activity and learner information before dropping a learner from an activity.

## Step 11
Notice the **Drop Charge** and **Drop Date** fields. Activities can have last drop dates. The system charges a drop fee, if one exists, only if a learner drops after the last drop date. You can set up last drop dates for activities as either a specific number of days before or after the activity start date, on a specific date, or on the activity start date. If you do not specify a last drop date, learners can drop the activity up until the activity start date. Administrators can always drop a learner's enrollment in an activity, regardless of an activity's last drop date or start date.

For example, say the drop cutoff date is January 12 and the activity starts on January 15. If a learner drops the activity on January 12, the system does not charge the learner the drop fee. If a learner drops the activity from January 13 to January 14, the system charges the learner the drop fee. Only an administrator can drop the learner on or after January 15.
For this activity, there is no **Drop Charge** to consider.

Click the **Drop** button.

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You have successfully dropped a learner from an activity.

**End of Procedure.**