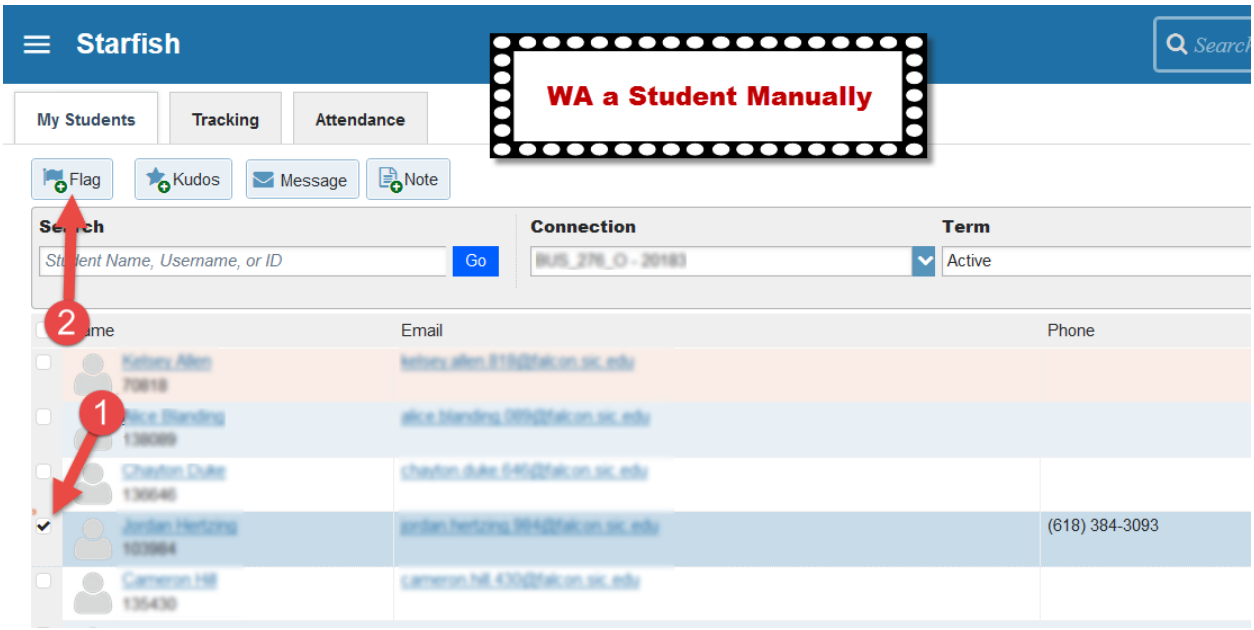
WA Drop a Student in Starfish

You can WA Drop a student in Starfish one of two ways.

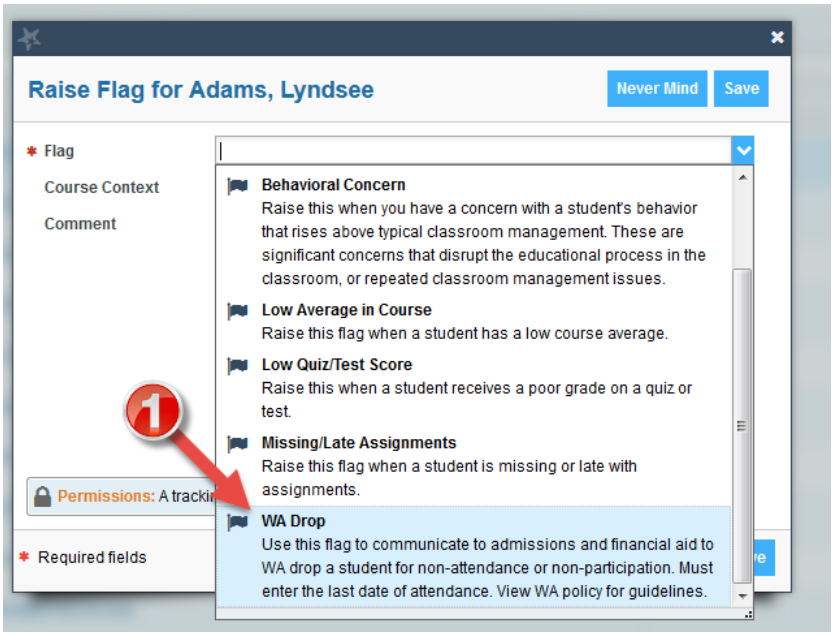
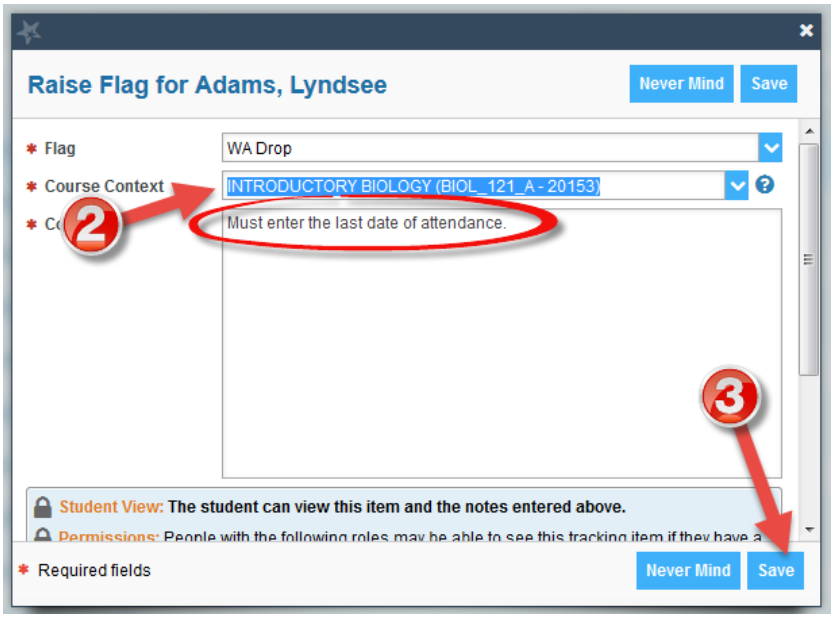
1. Drop them from through the survey that is launched periodically throughout the semester.
2. Drop them any time manually in Starfish.

How to WA Drop Students Manually in Starfish:

1. Log in Starfish: www.sic.edu/starfish
2. Click the **triple bar** in the top left
3. Choose **Students**
4. Search for a student by…
    a. Typing the student's name into the **Search** field
    b. Choosing your **Connection** to them or course
5. Choose the student by checking the box next to their name
6. Choose "Flag"



7. Select the WA Drop Flag



8. Choose the course you are dropping the student from
9. Enter a last date of attendance
10. Save