**Enrolment Late Addition:**

To do the late addition of students to the subject, navigate to Students → Student Enrolment and provide the below fields and click on the Search button.



The enrolled students list will be listed as like below. Type the Student's name or Student's registration no in the Search box and click on the Search button



Once the Search button is clicked, the schedule for the selected subject for the sections will be listed like below:

Choose the desired section and click on the Enrol button to enrol the student to the selected subject.

**Enrolment Late Drop:**

To withdraw the student from the subject, navigate to Students → Student Enrolment and provide the below fields and click on the Search button.



The enrolled students list will be listed as like below. Type the Student's name or Student's registration no in the Search box and under the **Enrolment Details** (highlighted area below)

| | Roll No. | Regn. No. | Student Name | Enrolled Department | Enrolled Course | Year Of Admission | Enrollment Type |
|---|---|---|---|---|---|---|---|
| ☐ | 81462021 | 81462021 | Elorm Alaba Dartey | BA | BSc-BA | 2017-2018 | Full Registration |
| ☐ | 81462021 | 81462021 | Elorm Alaba Dartey | BA | BSc-BA | 2017-2018 | Full Registration |

The repeated/duplicated student information will be listed as above. Select any of the student details by clicking on the check box option and click on the Withdraw button to withdraw the student from the Subject.