Eagle CONNECT Progress Reports are a concise way to manage the administrative drop process. Surveys provide a user friendly class grid to report student attendance, manage communication to students and key campus members, and offer the ability to clear or rescind administrative drop requests.

**Step-by-Step**

1. An administrative drop survey will deploy via email. Within this email, you receive a survey link that will ask you to log in to Eagle CONNECT using your NET ID username and password. Access Eagle CONNECT directly at TAMUT.edu/EagleCONNECT.

2. To reach the survey grid, follow the provided link or find your class surveys under “Progress Surveys” within the “Students” tab.

3. Under each of your class sections, check the box in the second column corresponding to the particular student’s name for whom you would like to mark for an “administrative drop.”

4. Submit your class rosters. It is important to click “submit” even if you do not want to drop anyone, so the Registrar’s Office knows you've verified your rosters.
Communication

Students you've identified for "Administrative Drop" will be emailed the administrative drop policy and the deadline for action. If you wish to rescind this administrative drop, please clear the flag in Eagle CONNECT or email the Registrar's Office at registrar@tamut.edu within one week of your class roster submission.

The Registrar's Office will be notified of the pending administrative drops and will communicate with students and faculty during this process.

Academic Advising will be notified of the pending administrative drops and work to contact students about their attendance.

For questions regarding the administrative drop process contact: Registrar@TAMUT.edu

For questions regarding Eagle CONNECT please contact: EagleCONNECT@TAMUT.edu