

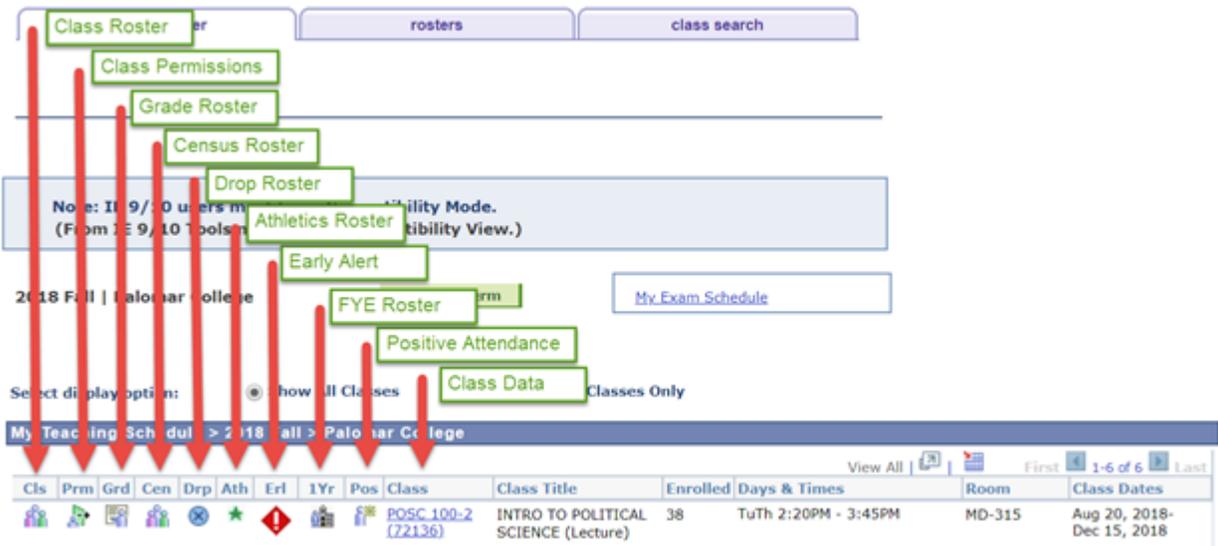
Drop Roster

1. Sign in to Faculty eServices

Important! If you do not see your classes for the current term, you must select it using 'Change Term'.



2. Click on 'Drop Roster'

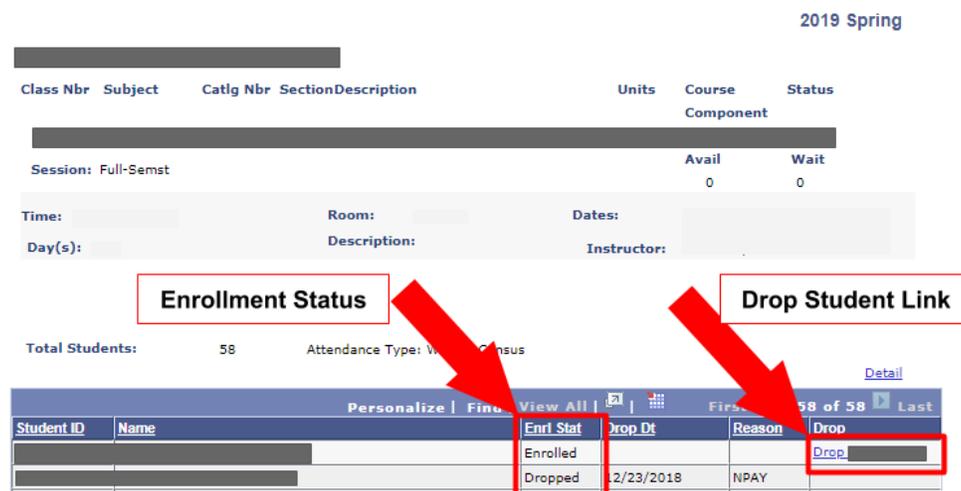


Notice: Drop student for excessive absence up until the W deadline

Notice: Drop students with an asterisk anytime in the term and enter the last date of attendance

3. To drop students, click on the 'Drop #####' link for the relevant entry

Drop Roster



- Specify a reason for dropping the student from the drop down menu and enter the last date the student attended class

Confirm Drop Selection

Please enter a Drop Reason for [REDACTED] - It is after the drop with penalty date of 03/20/2019, last meeting date is needed.

Drop Reason:

Drop Date: (FASG) Failure to do Assign Choose from these meeting dates: 03/20/2019, 03/25, 03/27, 04/01, 04/08, 04/10, 04/15, 04/17, 04/22, 04/24
(FEXM) Failure to take exams
(XAB) Excessive Absences

Final processing of the drop will occur when you press the 'OK' button. 'Cancel' will return without processing.

- Click the 'OK' button
- Note the 'Enrollment Status' column to confirm the student has been successfully dropped