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'

6	Cla	ss R	oste	r I	er			rosters			class sea	arch			
1	<u> </u>	Class Permissions			1						-				
		Grade Roster													
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													View All 📳	Eirst	1-6 of 6 🕨 Last
Cl	s Pri	m Gr	d Ce	n D	rp At	th Er	rl 1Yr	Pos Class	Class Title	1	Enrolled	Days & Times		Room	Class Dates
ล์	1		1	8 (8,	• •) (B)	POSC 100-: (72136)	2 INTRO TO E SCIENCE (I	POLITICAL Lecture)	38	TuTh 2:20PM -	3:45PM	MD-315	Aug 20, 2018- Dec 15, 2018

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

				2019 Spring	
Class Nbr Subject	Catlg Nbr SectionDescription	Units	Course	Status	
			Compone	nt	
Session: Full-Semst			Avail	Wait	
			0	0	
Time:	Room:	Dates:			
Day(s):	Description:	Instructor:			
Er	nrollment Status			orop Student Link	(
Total Students:	58 Attendance Type: W	rsus		Detail	
	Personalize	Fino View All 🔤 🛗	Firs	58 of 58 🖸 Last	
Student ID Name		Enrl Stat Drop Dt	Rea	ason Drop	
		Enrolled		Drop	
		Dropped .2/23/201	.8 NPA	AY	

4. 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 fo drop with penalty date of 03/20	r /2019, last meeting date is needed.
Drop Reason: Drop Date: (FASG) Failure to do Assign (FEXM) Failure to take exan (XAB) Excessive Absences	 oose from these meeting dates: 03/20/2019, 03/25, 03/27, 04/01, 08, 04/10, 04/15, 04/17, 04/22, 04/24
Final processing of the drop wil return without processing.	l occur when you press the 'OK' button. 'Cancel' will
OK Cancel	

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