

No Show Drops and Instructor Drops

By state regulation, all faculty are **obligated** to drop “no show” and inactive students before the census date. (*Title 5 Section 58004*) The census date is listed at the top of your on-line roster. It is the day after the default “Expiration date” on the Add Permit Code forms.

Submit **No Show** drops online through MySite>Work. These drops should be dated prior to the census date for your class. Instructors for online courses should determine which students are “no show” students either through their in-person orientation or an on-line communication.

You may drop students through MySite as they become inactive through the 65% mark of the class (last day to drop with a “W”). This date is noted at the top of your online roster or in the *Details* section of the class listing in the online schedule of classes. Use the online system in MySite>Work to complete the drops. Please double check your online roster after dropping students to ensure that the transaction was completed properly.

Remember!

- ▶ Drop No Show students prior to the census date.
- ▶ It is the student’s responsibility to drop courses if they stop attending.