

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 “Last Day to Add” on the Add Permit Code forms.

Submit **No Show** drops online through MySite>Work prior to the census date for the 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.

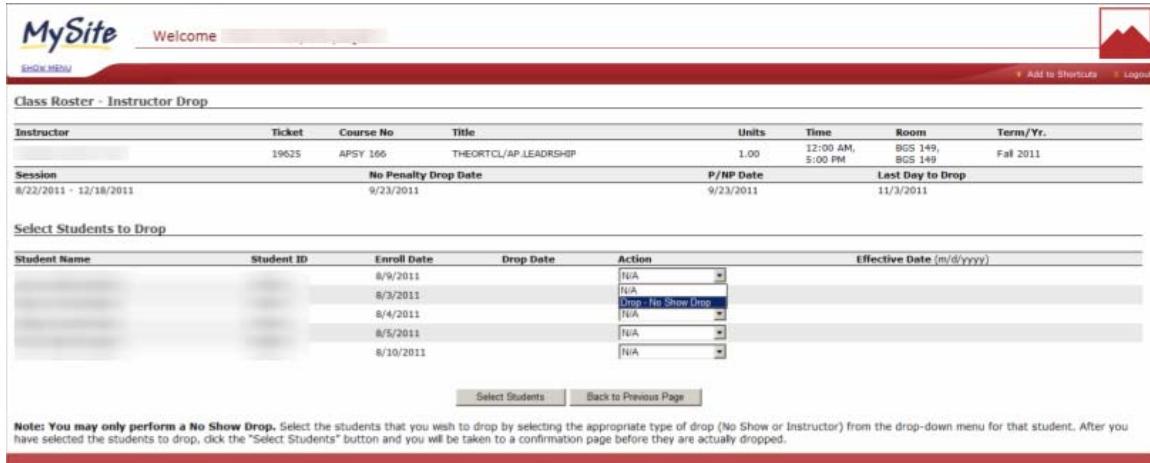
Steps to Drop Students

1. Click **My Work** → **Faculty Services** → **Current Schedules** links from the MySite homepage, left hand navigation area.
2. Click on “Drop” under the Roster menu bar item

The screenshot shows the MySite interface. The top navigation bar includes the MySite logo, a welcome message for Robert, and a navigation menu. The left sidebar contains a tree view with 'My Work' expanded to 'Faculty Services' and 'Current Schedule' selected. The main content area displays a 'Class Schedule' table for the Fall 2008 semester. The table has columns for Ticket, Course, Title, Date/Time, Room, Status, Enroll, Cap, Email, Roster, and Website. A red arrow points to the 'Drop' link in the Roster column for the first row.

Ticket	Course	Title	Date/Time	Room	Status	Enroll	Cap	Email	Roster	Website
12110	APSY 140	EDUCAT/OCATION PLAN	F 9:00 AM - 11:50 AM	BGS 149	Closed	29	30	✉	Download Drop	Manage

3. Choose the No Show Drop option in the drop down box for the students you wish to drop. After the census date the No Show option will disappear and you will be using the Instructor drop option until the 65% mark in the class.



Class Roster - Instructor Drop

Instructor	Ticket	Course No	Title	Units	Time	Room	Term/Yr.
	19625	APSY 166	THEORTCL/AP LEADRSHP	1.00	12:00 AM, 5:00 PM	BGS 149, BGS 149	Fall 2011

Session	No Penalty Drop Date	P/NP Date	Last Day to Drop
8/22/2011 - 12/18/2011	9/23/2011	9/23/2011	11/3/2011

Select Students to Drop

Student Name	Student ID	Enroll Date	Drop Date	Action	Effective Date (m/d/yyyy)
		8/9/2011		N/A	
		8/3/2011		N/A	
		8/4/2011		Drop - No Show Drop	
		8/5/2011		N/A	
		8/10/2011		N/A	

Select Students Back to Previous Page

Note: You may only perform a No Show Drop. Select the students that you wish to drop by selecting the appropriate type of drop (No Show or Instructor) from the drop-down menu for that student. After you have selected the students to drop, click the "Select Students" button and you will be taken to a confirmation page before they are actually dropped.

4. Click on the "Select Students" button and another window will appear listing the student(s) to be drop. Click on the Drop button. (Image not available at this time.)

Remember!

- ▶ Drop "No Show" students prior to the census date as listed on the roster
- ▶ It is the student's responsibility to drop courses if they stop attending.