INSTRUCTIONS FOR DROP ROSTER

The Drop Roster is intended for faculty to Drop students during the semester, except during census. When census is due, you may complete drops on your census roster.

STEP 1   Click on "Drop Roster" (located in the Faculty Information menu)

FACULTY - WebAdvisor for Faculty Menu   Welcome John!

Staff User Account

New Staff User
What's my User ID?
Reset my password
Update your email/telephone number/address

Personal Profile

Position Summary
Leave Plan Summary
My Stipends
Open Enrollment - 2008

Faculty Information

Attendance Roster
Census Roster
Class Roster
Drop Roster
Grade Rosters
Incomplete Grade Form Report
Instructor Record Change Form
Search for Classes
Waitlist / Add Code Roster

Faculty Resources

Attendance Accounting Manual
Attendance Accounting Schedule
Bookstore Text Book Link
Class Schedule
Register to Vote - California Voter Registration

Work Orders

Maintenance Work Requests

Online Learning

Blackboard

Roster Tutorials

Class Roster Tutorial
Attendance Roster Tutorial
Waitlist / Add Code Roster Tutorial
Drop Roster Tutorial
Census Roster Tutorial
Procedures for Faculty Grading

STEP 2   Select the term; click SUBMIT

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CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY   Welcome John!
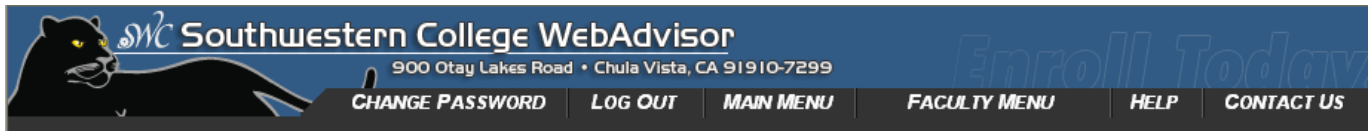
Drop Roster

* = Required

Select a term to restrict your class list

Term*

Summer 2008
Fall 2008

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

WebAdvisor 3.0

STEP 3   Click the box next to the Class; click SUBMIT to view your Drop roster.

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CHANGE PASSWORD   LOG OUT   MAIN MENU   FACULTY MENU   HELP   CONTACT US

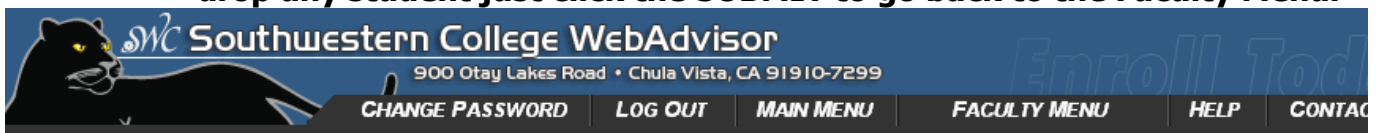FACULTY   Welcome John!

Faculty Drops Class Select

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
☐	ES/A-162ABCD-01 Basketball	06/23/08	07/24/08	1500	1500	10:00AM - 12:20PM	MTWTH	MC	08/SU
☐	ES/A-162ABCD-62 Basketball	06/16/08	07/31/08	1500	1500	06:00PM - 09:15PM	TTH	MC	08/SU
☐	ES/T-108-01 Thry/Appl Cond: Basketball I	06/23/08	07/17/08	1500	1500	01:00PM - 04:05PM	MTWTH	MC	08/SU

SUBMIT

STEP 4   The Drop roster should be displayed. Select the student you wish to drop by checking off the box and then click SUBMIT . If you do not need to drop any student just click the SUBMIT to go back to the Faculty Menu.

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CHANGE PASSWORD   LOG OUT   MAIN MENU   FACULTY MENU   HELP   CONTAC

FACULTY   Welcome J

Select Student to Drop

Class Name   ES/A-162ABCD-01
Title   Basketball
Location   Main Campus
Term   Summer 2008
Instructors

Student	ID	Drop Student	Status	Credits
Terry, John	0000000	☐	New	1.00

SUBMIT

STEP 5 **If you drop a student you must submit a drop reason from the drop down menu, excessive absence and student request drop require a last date of attendance. Click SUMIT to confirm the drop.**

Select Student to Drop

Class Name	ES/A-162ABCD-05
Title	Basketball
Location	Chula Vista
Term	Spring 2012

Instructor

John

Student	ID	Drop Student	Status	Credits
		☐	New	1.00
Doe, John	000-000	☐	Add	1.00
		☐	New	1.00

SUBMIT

STEP 6 **The next screen will confirm that student that has been drop. Click OK to return to the Faculty Menu.**

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CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CON

FACULTY   Welcome

View/Confirm Student Drop

TRANSACTION COMPLETE. Please print this transaction roster for your records.

Class Name	PD-101-13
Title	Orientation to College
Location	Main Campus
Term	Summer 2008

Instructors

Student	ID	Status	Drop Date	Drop Reason	Credits
Terry, John	0000000	Dropped	07/10/08	Student Requested Drop	1.00

OK