



Dropping Students through Self-Service -College Credit Courses

Updated 10/28/2024

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Before you Begin: Important Notes regarding Self-Service Faculty Drops

Faculty should drop students prior to the Census Date

Faculty should drop students prior to the Census Date—especially no shows.
The Census Date can be viewed on your **Faculty Overview** page under the “Census Dates” column and is labeled as **CC and CE Census**:

Daily Work · Faculty · **Faculty Overview**

Dear Student,
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.
Fall courses held Online and through Remote/Online Instruction require a device and internet connection. [CLICK THE SECTION NAME](#) for important course details.

Parking Permits:
Parking Permits are not available at this time. Please check back periodically for more information.

Manage your courses by selecting a section below

Section	Times	Locations	Availability	Books	Census Dates
ART-009-25089: Art Lab	2/6/2023 - 6/4/2023	- ONLINE Laboratory	26 / 30 / 0		CC and CE Census - 2/21/2023 - NCDE Only Census - 4/20/2023 -

Spring 2023 Continuing Ed

College Credit (CC) census date (label is CC and CE Census):

Census Dates

CC and CE Census - 2/21/2023 -

NCDE Only Census - 4/20/2023 -

No Shows

No Shows: If a student does not attend class the first day of class mark the student as “**Never Attended**” in the Never Attended column of your Drop Roster by clicking inside the box:

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Drop Roster** Census Grading Books Add Authorizations/Permissions

Student Name	Student ID	Never Attended	Last Date of Attendance	Final
Student1, Ellucian	2244860	<input type="checkbox"/>	9/6/2022	P
Student2, Ellucian	2244861	<input checked="" type="checkbox"/>	M/d/yyyy	

Faculty teaching College Credit courses should NOT grade students while dropping them

Faculty teaching College Credit courses should NOT grade students while dropping them. The only exception to this is if it is **on or after the census date, also known as the drop grade required period.**

Drop Grade Required Period:

- **Begins** the day after the **Last Day to Drop without a Grade (the Census Date)**
- **Ends** on the **Last Day to Drop with a Grade.** During this period faculty will need to enter a “W” grade while dropping the student.

Faculty can view their section’s **Last Day to Drop without a Grade** and **Last Day to Drop with a Grade** dates by clicking on the “Deadline Dates” link in their Course Section Details page:

Section Details

[Back to Courses](#)

ART-100-20334: Introduction to Art Concepts

Summer 2022
Santa Ana College

7/11/2022 - 8/7/2022
.. ONLINE Online

Seats Available ⓘ 48 / 50 / 0

Deadline Dates

Waitlisted 0

Deadline Dates

ART-100-20334: Introduction to Art Concepts
Summer 2022

Last Day to Add	7/15/2022
First Day to Drop	7/11/2022
Last Day to Drop without a Grade	7/15/2022
Last Day to Drop with a Grade	7/31/2022

Close

Dropping during the Drop Grade Required Period

Dropping on or after the census date/during the Drop Grade Required Period:

If you drop a student within this time period you will be required to enter in a “W” grade. Select “W” from the grade drop-down and then click on the Drop button to drop a student.

Faculty can not drop students after the Last Day to Drop.

Faculty **cannot** drop students after the **Last Day to Drop with a Grade**. To view the Drop period Faculty can open their Deadline Dates pop-up by clicking on the Deadline Dates link on their Section Details screen:

Deadline Dates



ACCT-010-25090: Accounting Procedures

Fall 2022

Last Day to Add	9/5/2022
First Day to Drop	8/22/2022
Last Day to Drop without a Grade	9/5/2022
Last Day to Drop with a Grade	11/13/2022

Close

Instructions on Dropping Students

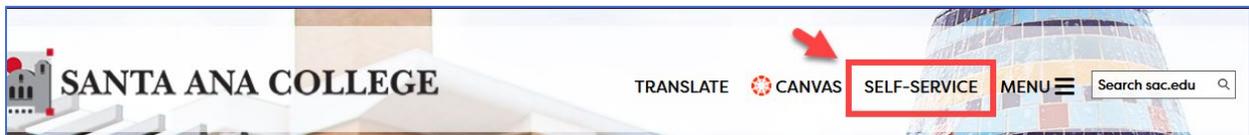
Step 1: Log into Self-Service

Log into Self-Service.

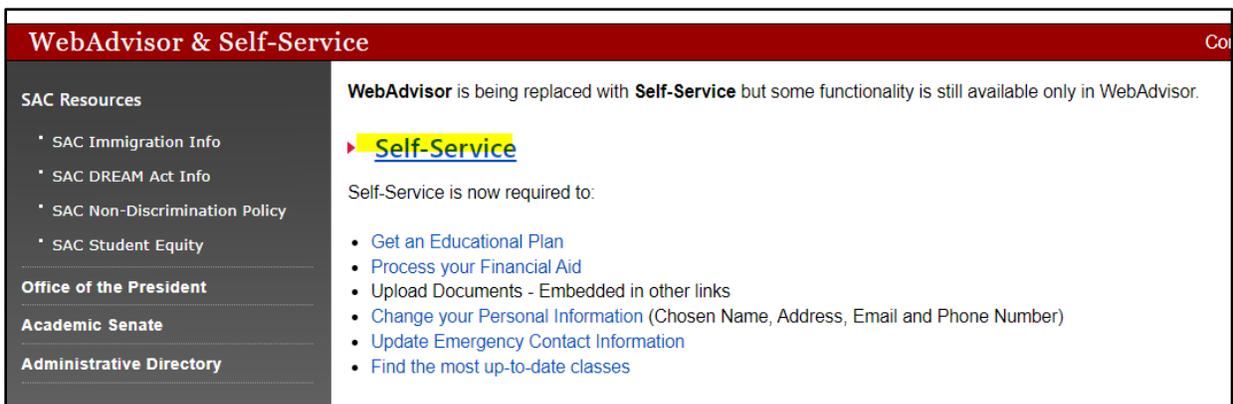
The direct link is <https://colss-prod.cloud.rscsd.edu/Student/> but links can also be accessed by going to the www.sac.edu or www.sccollege.edu websites and clicking on the following:

From SAC's website (www.sac.edu):

Click on **Self-Service** on the top navigation bar:



Click on **Self-Service**:



From SCC's website (www.sccollege.edu):

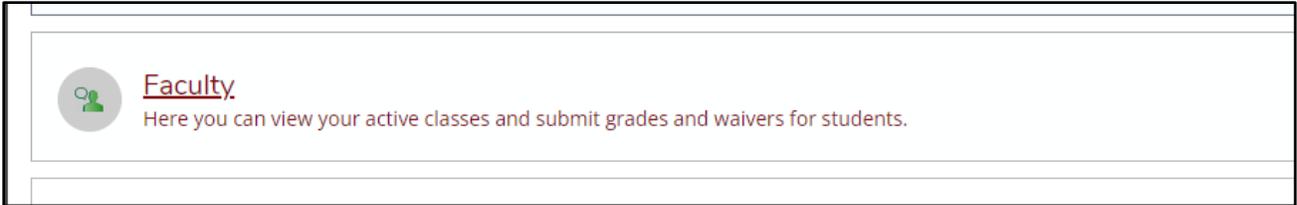
Click on Self-Service in the top navigation bar:



Log in with your district email address as your username and the password you use to log into our systems.

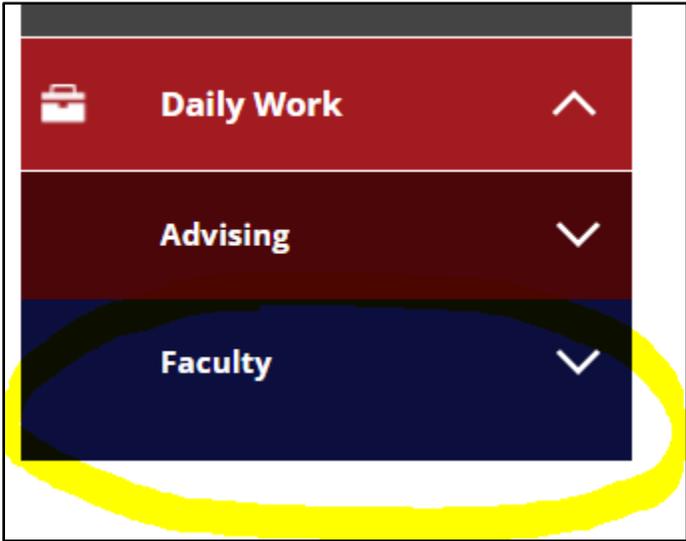
Step 2: From Self-service Home page, select the Faculty menu

From your Self-Service Home page, click on the **Faculty** tile:



--OR--

You can access the **Faculty** menu in the left navigation by expanding the **Daily Work** menu (briefcase icon):



Then click on **Faculty Overview**:



Step 3: From Self-service Home page, select the Faculty menu, then select Section name

Sections that you are teaching are organized by term. Scroll to find the section that you want to drop students and select the section by clicking on the section name:

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ
ART-100-20334: Introduction to Art Concepts	7/11/2022 - 8/7/2022	., ONLINE Online	48 / 50 / 0

Step 4: View Class Roster and Section Details page

By default, your roster will be displayed towards the bottom of the **Section Details** page:

Section Details

[< Back to Courses](#)

ART-100-20334: Introduction to Art Concepts

Summer 2022
Santa Ana College

7/11/2022 - 8/7/2022
., ONLINE Online

Seats Available ⓘ 48 / 50 / 0

[Deadline Dates](#)

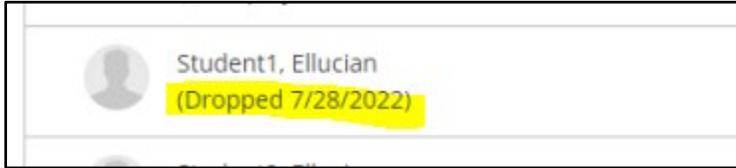
Waitlisted 0

[Roster](#) [Attendance](#) [Drop Roster](#) [Census](#) [Grading](#) [Books](#) [Add Authorization](#)

Student Name	Student ID
(Dropped 7/27/2022) ⓘ Employee - Restricted	
Student1, Ellucian (Dropped 7/28/2022)	
Student2, Ellucian	
Student3, Ellucian	

Step 5: View previously dropped students

Previously dropped students will appear on your roster with the date that they were dropped from your section:



Step 6: Select Drop Roster tab

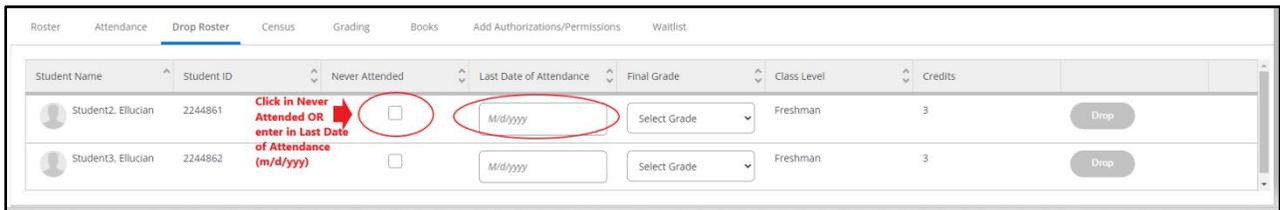
To Drop students, click on the **Drop Roster** tab to the right of the Roster tab:



Step 7: Select "Never Attended" box or enter in a Last Date of Attendance to enable Drop button

To Drop students, click on the **Drop Roster** tab to the right of

You are required to **either** click in the **Never Attended** box or **enter in a Last Date of Attendance** to enable the Drop button:



For No Shows: Click in the **Never Attended** checkbox.

For Students who Attended Class: Enter in a **Last Date of Attendance** (format is m/d/yyyy – four-digit year. It will not accept a two-digit year).

Step 8: After making selection, Drop button will become enabled

Once you have either clicked in Never Attended or entered in a Last Date of Attendance the Drop button will become enabled (will no longer be grayed out):

Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>		Freshman	3	<input type="button" value="Drop"/>

NOTE: If Never Attended is clicked the Final Grade option will be hidden:

Never Attended	Last Date of Attendance	Final Grade
<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value=""/>

This is NOT the case when a Last Date of Attendance is entered—the Final Grade option will not be hidden. Please take care here and PLEASE READ the NEXT STEP ([Step 9](#)) and NOTE INSTRUCTIONS

Step 9: Select Drop button but DO NOT ENTER A FINAL GRADE

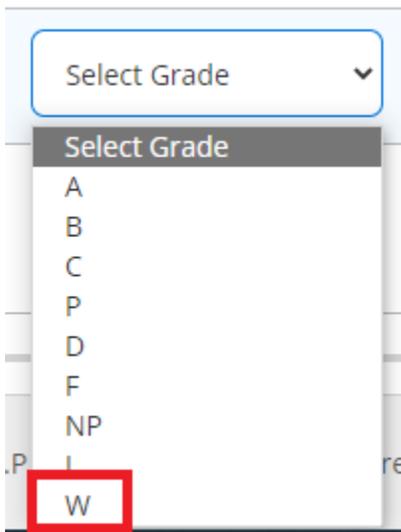
Once you have clicked in Never Attended or entered in a Last Date of Attendance, click on the **Drop** button, but **DO NOT ENTER A FINAL GRADE**. Final Grades are not allowed for dropped students:

Last Date of Attendance	Final Grade	Class Level	Credits	
7/15/2022	Select 	Freshman	3	Drop

Exception

If it is **on or after census** (within the drop grade required period--between the day after the Last Date to Drop without a Grade and the Last Date to Drop with a Grade) you must **enter a "W" grade**.

Select the "W" ("Withdrawal") grade from the drop-down:



Select Grade

- A
- B
- C
- P
- D
- F
- NP
- W

Example of this exception:

Example: If today is 11/01/22.

When **today is on or after the Census Date** a “W” grade will need to be entered in order to drop your students:

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ACCT-010-25090: Accounting Procedures	8/22/2022 - 12/11/2022	ONLINE Online	36 / 40 / 0		CC and CE Census - 9/6/2022 NCDE Only Census - 10/27/2022

Census Dates

CC and CE Census - 9/6/2022

NCDE Only Census - 10/27/2022

Deadline Dates also indicate when we are in the **Drop Grade Required** period. Since today is 11/1/22, the **Last Day to Drop without a Grade** is in the past but the **Last Date to Drop with a Grade** has not yet occurred:

✕

ACCT-010-25090: Accounting Procedures
Fall 2022

Last Day to Add	9/5/2022
First Day to Drop	8/22/2022
Last Day to Drop without a Grade	9/5/2022
Last Day to Drop with a Grade	11/13/2022

Today's Date:
11/1/22

Close

If you attempt to drop a student during the Drop Grade Required period without first entering in a Final Grade you will receive this error:

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Student2, Ellucian	2244861	<input type="checkbox"/>	7/15/2022	Select Grade	Freshman	3	<div style="display: inline-block; background-color: #007bff; color: white; padding: 2px 5px; border-radius: 4px;">Drop</div> !
A drop grade is required							

 Student2, Ellucian 2244861

A drop grade is required

Select the "W" grade from the drop-down:

Select Grade ▼

Select Grade

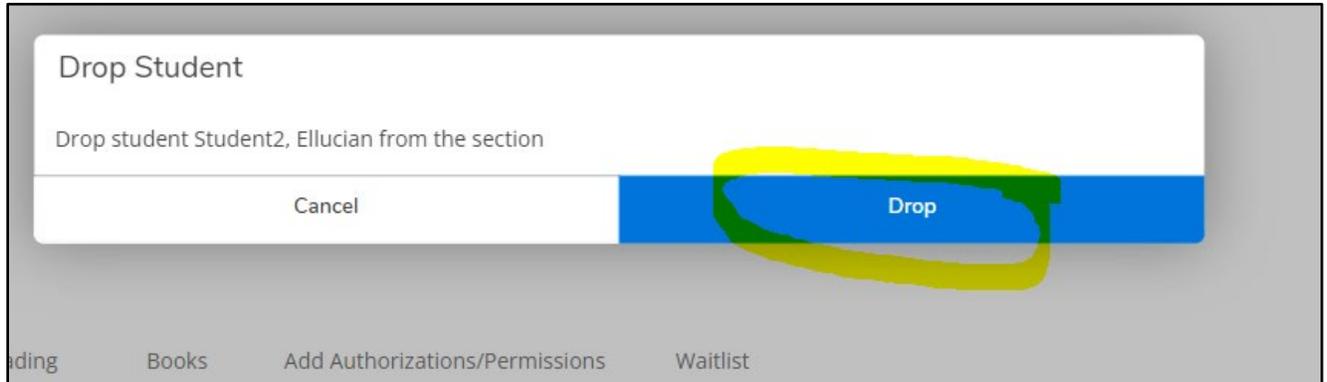
- A
- B
- C
- P
- D
- F
- NP
- W

And enter in a Last Date of Attendance. Then click the Drop button:

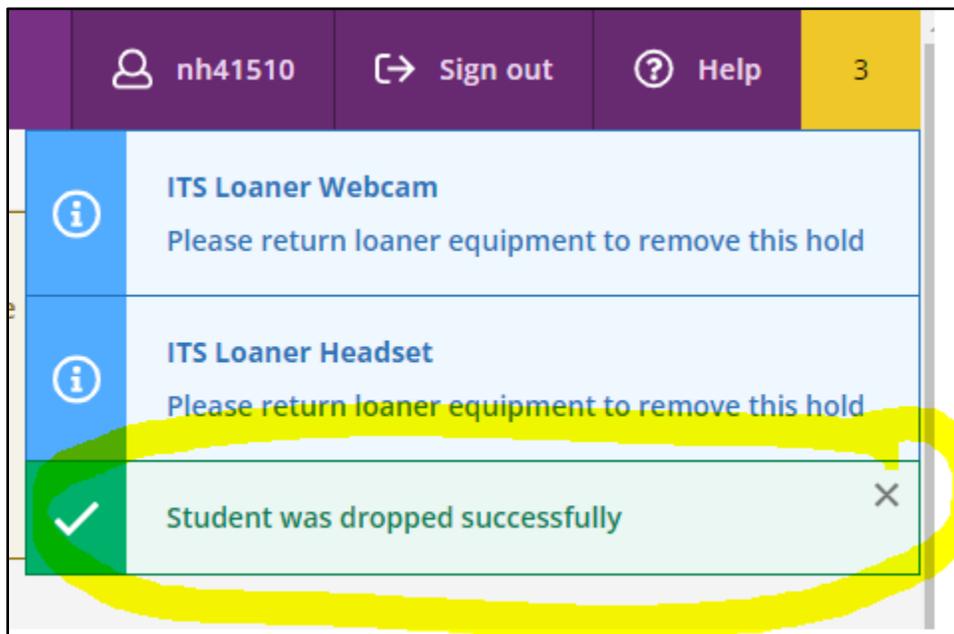
Last Date of Attendance	Final Grade	Class Level	Credits	
11/1/2022	W	Sophomore	8	Drop

Step 10: Select Drop from Drop Student confirmation pop-up

Once you have clicked on the Drop button you will be presented with a Drop Student confirmation pop-up. Click on **Drop** to drop the student:

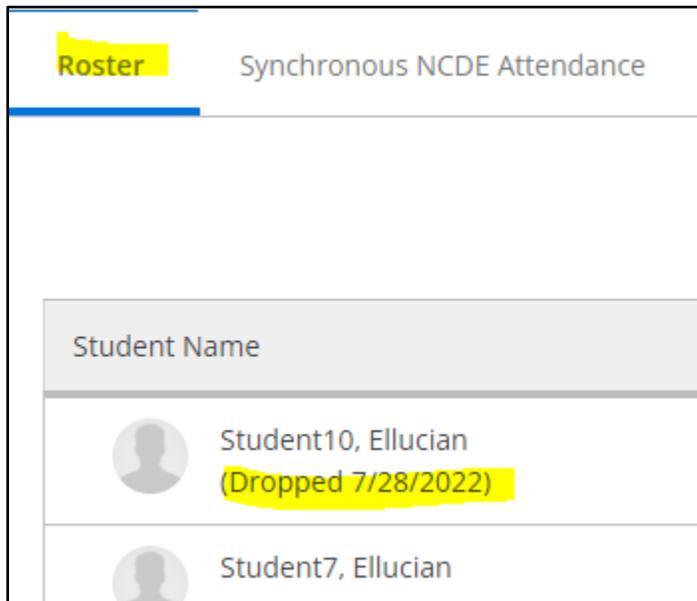


If the student has been successfully dropped you will see a green confirmation message at the top right-hand corner of our Section Details page:



Step 11: Roster now shows the student with status of Dropped with a date

Once the student has been dropped you will no longer see the student in your drop roster. However, you will now see the student in your Roster with a status of Dropped with the date that the student was dropped from the class (you may need to refresh your browser to see the dropped status on your roster):



The screenshot shows a web interface for 'Synchronous NCDE Attendance'. At the top, there are two tabs: 'Roster' (highlighted in yellow) and 'Synchronous NCDE Attendance'. Below the tabs is a table with a header 'Student Name'. The table contains two rows. The first row shows a student icon, the name 'Student10, Ellucian', and the status '(Dropped 7/28/2022)' (highlighted in yellow). The second row shows a student icon and the name 'Student7, Ellucian'.

Student Name	
	Student10, Ellucian (Dropped 7/28/2022)
	Student7, Ellucian

[*\(Select this link to return to the beginning of the document\)*](#)

Self-Service Faculty Drops Flowchart for College Credit Courses

