

Faculty Drop Rosters

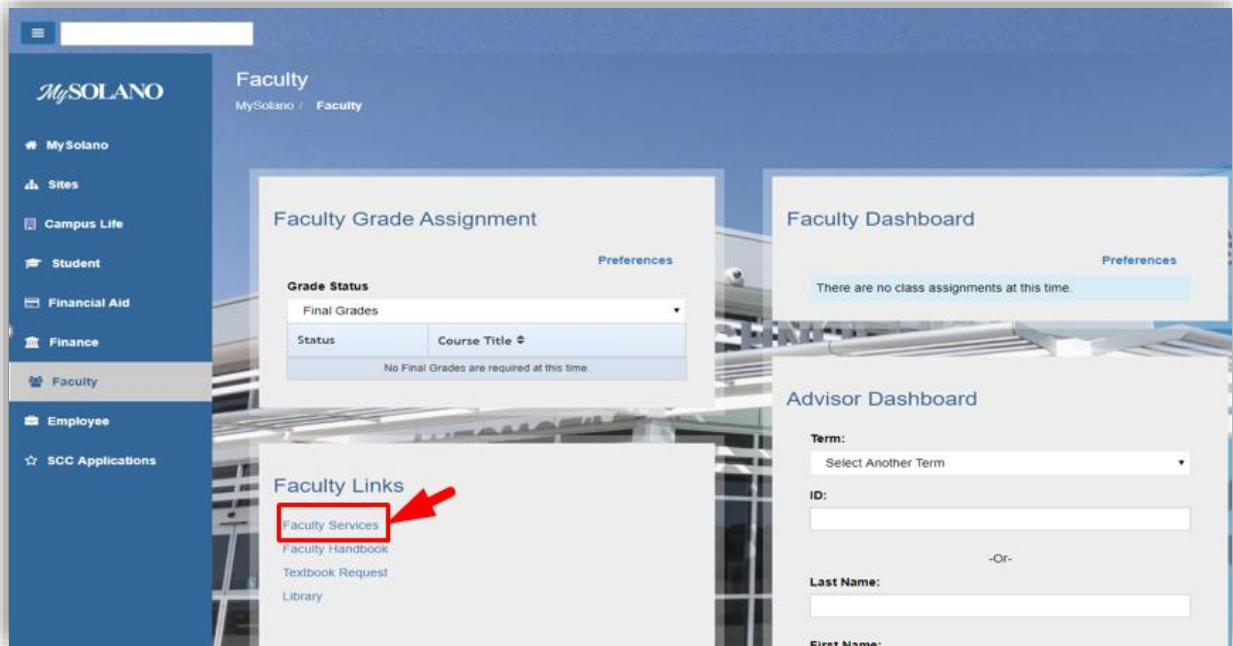
‘HOW-TO’ INSTRUCTIONS

LAST MODIFIED: AUGUST 5, 2019

FACULTY DROP ROSTERS

The purpose of this manual is to teach current and new faculty how to access, navigate and use our new Banner 9 drop roster from My Solano.

1. Log into your MY Solano account and select the "Faculty" tab.
2. Once on the faculty tab, click on the "Faculty Services" link in the box titled Faculty Links as shown below:

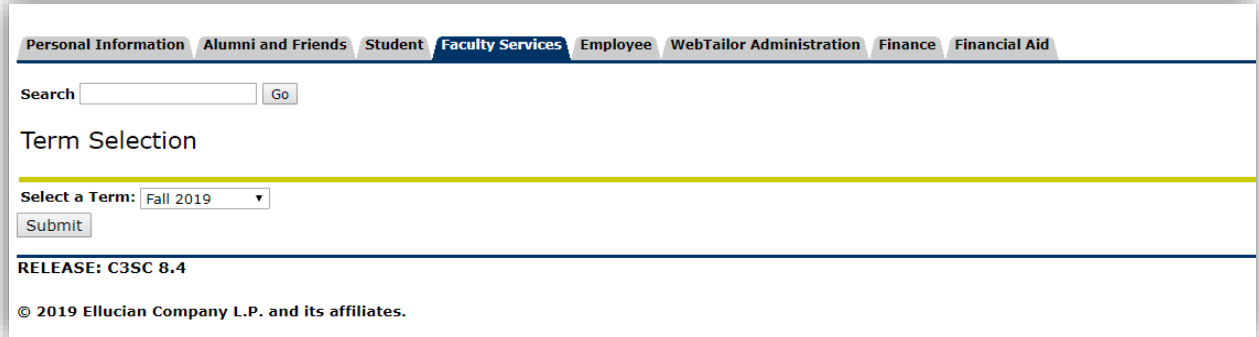


3. Next, from the Faculty Services Tab, click "Drop Rosters (Census and W)."



FACULTY DROP ROSTERS

- If this is your first time logging into the drop roster, you will be promoted to select the term.



Personal Information Alumni and Friends Student **Faculty Services** Employee WebTailor Administration Finance Financial Aid

Search Go

Term Selection

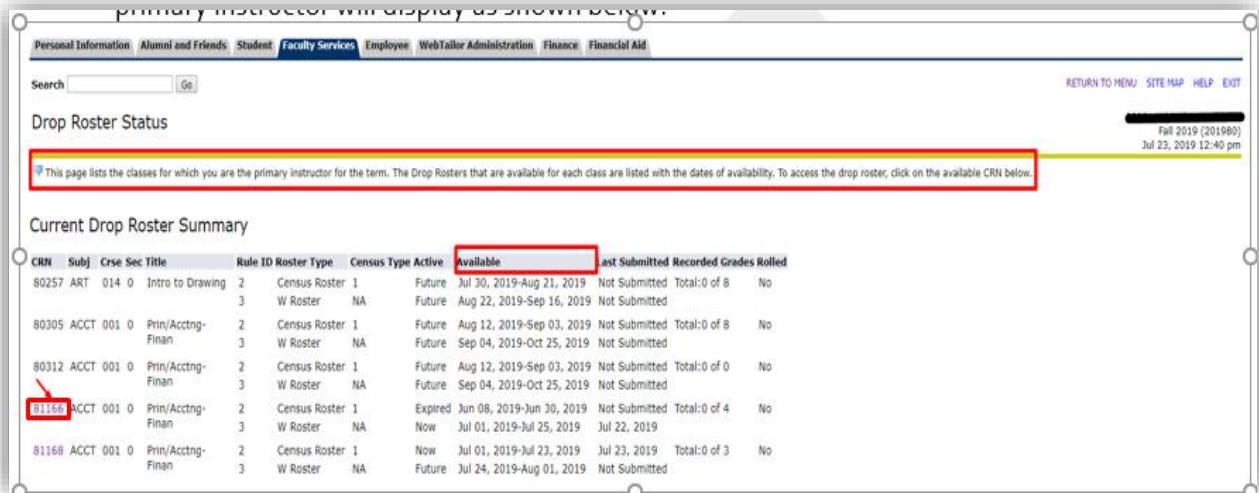
Select a Term: Fall 2019 ▼

Submit

RELEASE: C3SC 8.4

© 2019 Ellucian Company L.P. and its affiliates.

- When you have selected the term and clicked submit, the Drop Rosters for which you are the primary instructor will display as shown below:



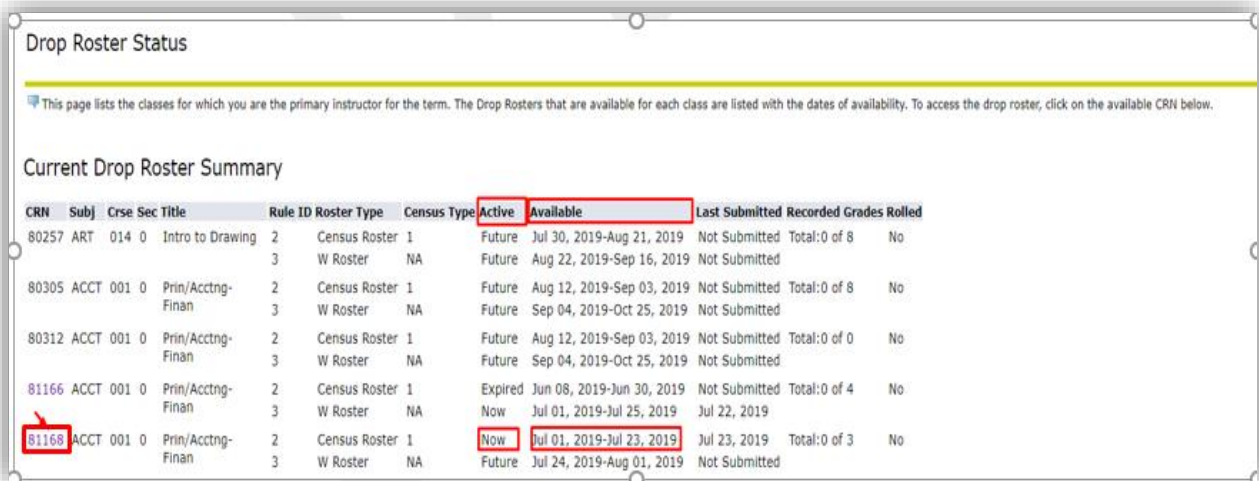
Drop Roster Status

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. To access the drop roster, click on the available CRN below.

Current Drop Roster Summary

| CRN | Subj | Crse Sec Title | Rule ID | Roster Type | Census Type | Active | Available | Last Submitted | Recorded Grades | Rolled |
|-------|------|-------------------------|---------|---------------|-------------|---------|---------------------------|----------------|-----------------|--------|
| 80257 | ART | 014 0 Intro to Drawing | 2 | Census Roster | 1 | Future | Jul 30, 2019-Aug 21, 2019 | Not Submitted | Total:0 of 8 | No |
| | | | 3 | W Roster | NA | Future | Aug 22, 2019-Sep 16, 2019 | Not Submitted | | |
| 80305 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Future | Aug 12, 2019-Sep 03, 2019 | Not Submitted | Total:0 of 8 | No |
| | | | 3 | W Roster | NA | Future | Sep 04, 2019-Oct 25, 2019 | Not Submitted | | |
| 80312 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Future | Aug 12, 2019-Sep 03, 2019 | Not Submitted | Total:0 of 0 | No |
| | | | 3 | W Roster | NA | Future | Sep 04, 2019-Oct 25, 2019 | Not Submitted | | |
| 81168 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Expired | Jun 08, 2019-Jun 30, 2019 | Not Submitted | Total:0 of 4 | No |
| | | | 3 | W Roster | NA | Now | Jul 01, 2019-Jul 25, 2019 | Jul 22, 2019 | | |
| 81168 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Now | Jul 01, 2019-Jul 23, 2019 | Jul 23, 2019 | Total:0 of 3 | No |
| | | | 3 | W Roster | NA | Future | Jul 24, 2019-Aug 01, 2019 | Not Submitted | | |

- Drop rosters that are available will be highlighted and will have the word "Now" indicated in the Active column and the dates of access will be in the available column.



Drop Roster Status

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. To access the drop roster, click on the available CRN below.

Current Drop Roster Summary

| CRN | Subj | Crse Sec Title | Rule ID | Roster Type | Census Type | Active | Available | Last Submitted | Recorded Grades | Rolled |
|-------|------|-------------------------|---------|---------------|-------------|---------|---------------------------|----------------|-----------------|--------|
| 80257 | ART | 014 0 Intro to Drawing | 2 | Census Roster | 1 | Future | Jul 30, 2019-Aug 21, 2019 | Not Submitted | Total:0 of 8 | No |
| | | | 3 | W Roster | NA | Future | Aug 22, 2019-Sep 16, 2019 | Not Submitted | | |
| 80305 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Future | Aug 12, 2019-Sep 03, 2019 | Not Submitted | Total:0 of 8 | No |
| | | | 3 | W Roster | NA | Future | Sep 04, 2019-Oct 25, 2019 | Not Submitted | | |
| 80312 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Future | Aug 12, 2019-Sep 03, 2019 | Not Submitted | Total:0 of 0 | No |
| | | | 3 | W Roster | NA | Future | Sep 04, 2019-Oct 25, 2019 | Not Submitted | | |
| 81166 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Expired | Jun 08, 2019-Jun 30, 2019 | Not Submitted | Total:0 of 4 | No |
| | | | 3 | W Roster | NA | Now | Jul 01, 2019-Jul 25, 2019 | Jul 22, 2019 | | |
| 81168 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Now | Jul 01, 2019-Jul 23, 2019 | Jul 23, 2019 | Total:0 of 3 | No |
| | | | 3 | W Roster | NA | Future | Jul 24, 2019-Aug 01, 2019 | Not Submitted | | |

FACULTY DROP ROSTERS

- To Access the "Census Roster," which will be available the first day of class, click on your highlighted CRN#.

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTailor Administration Finance Financial Aid

Search Go

Drop Roster Status

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. To access the drop roster, click on the available CRN below.

Current Drop Roster Summary

| CRN | Subj | Crse | Sec | Title | Rule ID | Roster Type | Census Type | Active | Available | Last Submitted | Recorded Grades | Rolls |
|-------|------|------|-----|-------------------|---------|---------------|-------------|---------|---------------------------|----------------|-----------------|-------|
| 80257 | ART | 014 | 0 | Intro to Drawing | 2 | Census Roster | 1 | Future | Jul 30, 2019-Aug 21, 2019 | Not Submitted | Total:0 of 8 | No |
| | | | | | 3 | W Roster | NA | Future | Aug 22, 2019-Sep 16, 2019 | Not Submitted | | |
| 80305 | ACCT | 001 | 0 | Prin/Acctng-Finan | 2 | Census Roster | 1 | Future | Aug 12, 2019-Sep 03, 2019 | Not Submitted | Total:0 of 8 | No |
| | | | | | 3 | W Roster | NA | Future | Sep 04, 2019-Oct 25, 2019 | Not Submitted | | |
| 80312 | ACCT | 001 | 0 | Prin/Acctng-Finan | 2 | Census Roster | 1 | Future | Aug 12, 2019-Sep 03, 2019 | Not Submitted | Total:0 of 0 | No |
| | | | | | 3 | W Roster | NA | Future | Sep 04, 2019-Oct 25, 2019 | Not Submitted | | |
| 81166 | ACCT | 001 | 0 | Prin/Acctng-Finan | 2 | Census Roster | 1 | Expired | Jun 08, 2019-Jun 30, 2019 | Not Submitted | Total:0 of 4 | No |
| | | | | | 3 | W Roster | NA | Now | Jul 01, 2019-Jul 25, 2019 | Jul 22, 2019 | | |
| 81168 | ACCT | 001 | 0 | Prin/Acctng-Finan | 2 | Census Roster | 1 | Now | Jul 01, 2019-Jul 23, 2019 | Jul 23, 2019 | Total:0 of 3 | No |
| | | | | | 3 | W Roster | NA | Future | Jul 24, 2019-Aug 01, 2019 | Not Submitted | | |

- After clicking the CRN#, you will be brought to the "Census Roster" screen as shown below:

Personal Information Alumni and Friends Student Faculty Services **Employee** WebTailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance

MAIN MENU SITE MAP HELP EXIT

Fall 2019
Jul 24, 2019 11:25 am

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-----------------|-------------|---------------------------|-----------------------|
| 81168 | Principles of Accounting - Financial - ACCT 001 0 2 | | Census Roster 1 | | Jul 03, 2019-Jul 25, 2019 | 24-JUL-2019 |

Students Eligible to be Dropped

| Record Number | Student ID | Student Name | Current Registration | Action | Student Email |
|---------------|------------|--------------|----------------------|--------|-----------------------|
| 1 | 106892772 | Case 6, Test | **Registered** | None | test.case6@solano.edu |
| 2 | 106892773 | Case 7, Test | **Registered** | None | test.case7@solano.edu |
| 3 | 106892774 | Case 8, Test | **Registered** | None | |
| 4 | 106892775 | Case 9, Test | **Registered** | None | |

Submit Reset

[Return to Previous](#)

FACULTY DROP ROSTERS

- Next, select the student you wish to drop before census by choosing the "Instr Drop Before Census" from the action dropdown menu. Once you have selected the action, click Submit.

Personal Information Alumni and Friends Student Faculty Services Employee WebTutor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance

Jul 24, 2019 11:25 am

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-----------------|-------------|-------------------------------------|-----------------------|
| 81168 | Principles of Accounting - Financial - ACCT 001 0 2 | | Census Roster 1 | | Jul 03,2019-Jul 25,2019 24-JUL-2019 | |

Students Eligible to be Dropped

| Record Number | Student ID | Student Name | Current Registration | Action | Student Email |
|---------------|------------|--------------|----------------------|--------------------------|-----------------------|
| 1 | 106892772 | Case 6, Test | **Registered** | None | test.case6@solano.edu |
| 2 | 106892773 | Case 7, Test | **Registered** | Instr Drop Before Census | test.case7@solano.edu |
| 3 | 106892774 | Case 8, Test | **Registered** | None | |
| 4 | 106892775 | Case 9, Test | **Registered** | None | |

Submit Reset

Return to Previous

Instructor Drop Before Census

- When you have clicked submit, the following screen will appear asking you to confirm the drop action. To confirm the drop action select "Submit Changes." If you make a mistake, click Cancel. If you drop a student by mistake, contact the office of Admissions and Records to have the mistake corrected.

Personal Information Alumni and Friends Student Faculty Services Employee WebTutor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance Confirmation

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-----------------|-------------|-------------------------------------|-----------------------|
| 81168 | Principles of Accounting - Financial - ACCT 001 0 | | Census Roster 1 | | Jul 03,2019-Jul 25,2019 24-JUL-2019 | |

The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort the action (drop no one) and return to the drop roster maintenance page.

Students Selected to be Dropped

| Record Number | Student ID | Student Name | Pending Registration |
|---------------|------------|--------------|--------------------------|
| 1 | 106892772 | Case 6, Test | Instr Drop Before Census |

Submit Changes Cancel

FACULTY DROP ROSTERS

- Once submit changes has been clicked, the following screen will appear letting you know you have successfully dropped your student and that your roster has been reviewed. The student will no longer show on the drop roster.

Please note: you can submit drops multiple times during the roster availability period.

Personal Information Alumni and Friends Student Faculty Services Employee WebTutor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance

Fall 2019
Jul 24, 2019 11:29 am

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-----------------|-------------|-------------------------------------|-----------------------|
| 81168 | Principles of Accounting - Financial - ACCT 001 0 2 | | Census Roster 1 | | Jul 03,2019-Jul 25,2019 24-JUL-2019 | |

✓ You successfully dropped 1 student(s), and it was recorded that you reviewed the CRN roster.

Students Eligible to be Dropped

| Record Number | Student ID | Student Name | Current Registration | Action | Student Email |
|---------------|------------|--------------|----------------------|--------|-----------------------|
| 1 | 106892773 | Case 7, Test | **Registered** | None | test.case7@solano.edu |
| 2 | 106892774 | Case 8, Test | **Registered** | None | |
| 3 | 106892775 | Case 9, Test | **Registered** | None | |

Submit Reset

[Return to Previous](#)

- If you have no students to drop before census, you can still submit the roster by clicking "Submit" and "Submit Changes." This will provide an electronic submission of your census roster. Please see the following 3-screen shots below for more details:

******Faculty are required to submit the census roster during the census week even if you have previously submitted drops. This confirms the final submission of the census roster******

Personal Information Alumni and Friends Student Faculty Services Employee WebTutor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance

Fall 2019
Jul 24, 2019 11:30 am

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-----------------|-------------|-------------------------------------|-----------------------|
| 81168 | Principles of Accounting - Financial - ACCT 001 0 2 | | Census Roster 1 | | Jul 03,2019-Jul 25,2019 24-JUL-2019 | |

Students Eligible to be Dropped

| Record Number | Student ID | Student Name | Current Registration | Action | Student Email |
|---------------|------------|--------------|----------------------|--------|-----------------------|
| 1 | 106892773 | Case 7, Test | **Registered** | None | test.case7@solano.edu |
| 2 | 106892774 | Case 8, Test | **Registered** | None | |
| 3 | 106892775 | Case 9, Test | **Registered** | None | |

Submit Reset

[Return to Previous](#)

FACULTY DROP ROSTERS

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance Confirmation

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-----------------|-------------|-------------------------|-----------------------|
| 81168 | Principles of Accounting - Financial - ACCT 001 0 | | Census Roster 1 | | Jul 03,2019-Jul 25,2019 | 24-JUL-2019 |

On the Drop Roster Maintenance page, you selected no students to drop. If you select the Submit button, the Roster will be recorded and considered as submitted without dropping any students.

Submit Changes Cancel

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTailor Administration Finance Financial Aid

Search Go

MAIN MENU SITE MAP HELP EXIT

Drop Roster Maintenance

Fall 2019
Jul 24, 2019 11:32 am

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.


If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-----------------|-------------|-------------------------|-----------------------|
| 81168 | Principles of Accounting - Financial - ACCT 001 0 2 | | Census Roster 1 | | Jul 03,2019-Jul 25,2019 | 24-JUL-2019 |

You did not drop any students. It was recorded that you reviewed the CRN roster.

Students Eligible to be Dropped


| Record Number | Student ID | Student Name | Current Registration | Action | Student Email |
|---------------|------------|--------------|----------------------|--------|---|
| 1 | 106892773 | Case 7, Test | **Registered** | None |  test.case7@solano.edu |
| 2 | 106892774 | Case 8, Test | **Registered** | None | |
| 3 | 106892775 | Case 9, Test | **Registered** | None | |

Submit Reset

[Return to Previous](#)

****Note:** Faculty have the option of sending the student an email and letting them know they dropped them if they choose to do so. Simply click on the email icon next to the students name and then an email will appear in order to send to the student. **

Format Insert Draw Options Discard Send

Calibri (Body) 11 B I U  Heading 1 Heading 2 Undo Redo

From: Tina.Abbate@solano.edu

To: test.case7@solano.edu; Cc & Bcc

Subject

Dear Test Case,

We have dropped you from CRN 81168

Sincerely,
Your Professor
Sent from Mail for Windows 10

FACULTY DROP ROSTERS

- The "W Roster" is available at the close of census. To access the **"W Roster,"** repeat steps 1 through 4 from above. If you have not already selected the term, please do so at this time in order to view your W Roster. The available date's column displays availability for which the CRN's are available with a status of "Now." Click on your **highlighted** CRN# to display as shown below:

Drop Roster Status

Personal Information | Alumni and Friends | Student | **Faculty Services** | Employee | WebTailor Administration | Finance | Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Drop Roster Status

Jul 24, 2019 11:52 am

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. To access the drop roster, click on the available CRN below.

Current Drop Roster Summary

| CRN | Subj | Crse Sec Title | Rule ID | Roster Type | Census Type | Active | Available | Last Submitted | Recorded Grades | Rolled |
|-------|------|-------------------------|---------|---------------|-------------|---------|---------------------------|----------------|-----------------|--------|
| 80257 | ART | 014 0 Intro to Drawing | 2 | Census Roster | 1 | Future | Jul 30, 2019-Aug 21, 2019 | Not Submitted | Total:0 of 8 | No |
| 80305 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Future | Aug 12, 2019-Sep 03, 2019 | Not Submitted | Total:0 of 8 | No |
| 80312 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Future | Aug 12, 2019-Sep 03, 2019 | Not Submitted | Total:0 of 0 | No |
| 81166 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Expired | Jun 08, 2019-Jun 30, 2019 | Not Submitted | Total:0 of 4 | No |
| 81166 | ACCT | 001 0 Prin/Acctng-Finan | 3 | W Roster | NA | Now | Jul 01, 2019-Jul 25, 2019 | Jul 22, 2019 | | |
| 81166 | ACCT | 001 0 Prin/Acctng-Finan | 2 | Census Roster | 1 | Now | Jul 03, 2019-Jul 25, 2019 | Jul 24, 2019 | Total:0 of 3 | No |
| | | | 3 | W Roster | NA | Future | Jul 26, 2019-Aug 01, 2019 | Not Submitted | | |

- After clicking the CRN#, you will be brought to your "W Roster" screen.

Drop Roster Maintenance

Personal Information | Alumni and Friends | Student | **Faculty Services** | Employee | WebTailor Administration | Finance | Financial Aid

Search Go

MAIN MENU SITE MAP HELP EXIT

Drop Roster Maintenance

Jul 25, 2019 01:24 pm

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-------------|-------------|---------------------------|-----------------------|
| 81166 | Principles of Accounting - Financial - ACCT 001 0 3 | | W Roster | NA | Jul 01, 2019-Jul 25, 2019 | 22-JUL-2019 |

Students Eligible to be Dropped

| Record Number | Student ID | Student Name | Current Registration | Action | Student Email |
|---------------|------------|--------------|----------------------|--------|-----------------------|
| 1 | 106892772 | Case 6, Test | **Registered** | None | test.case6@solano.edu |
| 2 | 106892773 | Case 7, Test | **Registered** | None | test.case7@solano.edu |
| 3 | 106892774 | Case 8, Test | **Registered** | None | |
| 4 | 106892775 | Case 9, Test | **Registered** | None | |

Submit Reset

Return to Previous

FACULTY DROP ROSTERS

- Next, select the student you wish to drop with a "W" by choosing the "Instr Drop-W Grade" from the action dropdown menu. Once you have selected the action, click Submit.

Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance

MAIN MENU SITE MAP HELP EXIT

Fall 2019
Jul 25, 2019 01:24 pm

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-------------|-------------|-------------------------------------|-----------------------|
| 81166 | Principles of Accounting - Financial - ACCT 001 0 3 | | W Roster | NA | Jul 01,2019-Jul 25,2019 22-JUL-2019 | |

Students Eligible to be Dropped

| Record Number | Student ID | Student Name | Current Registration | Action | Student Email |
|---------------|------------|--------------|----------------------|----------------------|-----------------------|
| 1 | 106892772 | Case 6, Test | **Registered** | None | test.case6@solano.edu |
| 2 | 106892773 | Case 7, Test | **Registered** | Instr Drop - W Grade | test.case7@solano.edu |
| 3 | 106892774 | Case 8, Test | **Registered** | None | |
| 4 | 106892775 | Case 9, Test | **Registered** | None | |

Submit Reset

Return to Previous

Instr Drop - W Grade

- When you have clicked Submit, the following screen will appear asking to confirm the drop action. To confirm the drop action, select "Submit Changes." If you make a mistake, click Cancel. If you drop a student by mistake, contact the office of Admissions and Records to have the mistake corrected.

Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance Confirmation

SITE MAP HELP EXIT

Fall 2019
Jul 25, 2019 01:32 pm

The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort the action (drop no one) and return to the drop roster maintenance page.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-------------|-------------|-------------------------------------|-----------------------|
| 81166 | Principles of Accounting - Financial - ACCT 001 0 | | W Roster | NA | Jul 01,2019-Jul 25,2019 22-JUL-2019 | |

Students Selected to be Dropped

| Record Number | Student ID | Student Name | Pending Registration |
|---------------|------------|--------------|----------------------|
| 1 | 106892772 | Case 6, Test | Instr Drop - W Grade |

Submit Changes Cancel

FACULTY DROP ROSTERS

- After your submit changes has been clicked, the following screen will appear letting you know you have successfully dropped your student and that your roster has been reviewed. The student will no longer show on the drop roster.

Please note: you can submit drops multiple times during the roster availability period.

The screenshot shows the 'Drop Roster Maintenance' page. At the top, there is a navigation bar with tabs: Personal Information, Alumni and Friends, Student, Faculty Services (selected), Employee, WebTailor Administration, Finance, and Financial Aid. Below the navigation bar is a search field and a 'Go' button. The page title is 'Drop Roster Maintenance'. On the right, there is a date and time stamp: 'Fall 2019 Jul 25, 2019 01:35 pm'. A message box states: 'All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.' Below this, a red box highlights a message: 'You successfully dropped 1 student(s), and it was recorded that you reviewed the CRN roster.' The 'Course Information' section shows: CRN 81166, Title Principles of Accounting - Financial - ACCT 001 0 3, Rule ID W, Roster Type NA, Census Type Jul 01,2019-Jul 25,2019, Dates Available 25-JUL-2019, and Roster Last Submitted. The 'Students Eligible to be Dropped' table has columns: Record Number, Student ID, Student Name, Current Registration, Action, and Student Email. It lists three students, all with 'None' in the Action field. At the bottom, there are 'Submit' and 'Reset' buttons, and a 'Return to Previous' link.

- If you have no student(s) to drop by the "W" deadline, you can still submit the roster by clicking "Submit" and "Submit Changes." This will provide an electronic submission of your "W" roster. For more details, see the next 3-screen shots below:

This screenshot is similar to the previous one, showing the 'Drop Roster Maintenance' page. The 'Students Eligible to be Dropped' table is the same. However, the 'Submit' button at the bottom is highlighted with a red box and a red arrow, indicating the next step in the process. The rest of the page content, including the navigation bar, search field, and course information, remains the same.

FACULTY DROP ROSTERS

Personal Information Alumni and Friends Student Faculty Services Employee WebTutor Administration Finance Financial Aid

Search Go

SITE MAP HELP EXIT

Drop Roster Maintenance Confirmation

Fall 2019
Jul 25, 2019 03:50 pm

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-------------|-------------|---------------------------------------|-----------------------|
| 81166 | Principles of Accounting - Financial - ACCT 001 0 | | W Roster | NA | Jul 01, 2019-Jul 25, 2019 25-JUL-2019 | |

On the Drop Roster Maintenance page, you selected no students to drop. If you select the Submit button, the Roster will be recorded and considered as submitted without dropping any students.

Submit Changes Cancel

Personal Information Alumni and Friends Student Faculty Services Employee WebTutor Administration Finance Financial Aid

Search Go

MAIN MENU SITE MAP HELP EXIT

Drop Roster Maintenance

Fall 2019
Jul 25, 2019 03:52 pm

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.

If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

| CRN | Title | Rule ID | Roster Type | Census Type | Dates Available | Roster Last Submitted |
|-------|---|---------|-------------|-------------|---------------------------------------|-----------------------|
| 81166 | Principles of Accounting - Financial - ACCT 001 0 | | W Roster | NA | Jul 01, 2019-Jul 25, 2019 25-JUL-2019 | |

You did not drop any students. It was recorded that you reviewed the CRN roster.

Students Eligible to be Dropped

| Record Number | Student ID | Student Name | Current Registration | Action | Student Email |
|---------------|------------|--------------|----------------------|--------|-----------------------|
| 1 | 106892773 | Case 7, Test | **Registered** | None | test.case7@solano.edu |
| 2 | 106892774 | Case 8, Test | **Registered** | None | |
| 3 | 106892775 | Case 9, Test | **Registered** | None | |

Submit Reset

Return to Previous

****Note:** Faculty have the option of sending the student an email and letting them know they dropped them if they choose to do so. Simply click on the email icon next to the students name and the email will appear to send to the student. **

Format Insert Draw Options Discard Send

Calibri (Body) 11 B I U A

Heading 1 Heading 2

Undo Redo

From: Tina.Abbate@solano.edu

To: test.case7@solano.edu; Cc & Bcc

Subject

Dear Test Case,

We have dropped you from CRN 81168

Sincerely,
Your Professor
Sent from Mail for Windows 10

FACULTY DROP ROSTERS

- Students dropped with a "W" will appear on your final grade roster as shown below. There grade will record as "W" and no further action is required for grading.

Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration Finance Financial Aid

Search Go

Final Grades

Enter final grades for each student.

Course Information
Principles of Accounting - Financial - ACCT 001 0
CRN: 81166
Students Registered: 3

Please submit the grades often. There is a 1200 minute time limit starting at 04:01 pm on Jul 25, 2019 for this page.

| Record Number | Student Name | ID | Credits | Registration Status | Grade | Rolled | Last Attend Date | Attend Hours | Registration Number |
|---------------|--------------|-----------|---------|----------------------|--------------|--------|------------------|--------------|---------------------|
| | | | | | | | MM/DD/YYYY | 0-999999.999 | |
| 1 | Case 1, Test | 106892767 | 0.000 | Instr Drop - W Grade | Not Gradable | N | | None | 5 |
| 2 | Case 2, Test | 106892768 | 0.000 | Instr Drop - W Grade | Not Gradable | N | | None | 6 |
| 3 | Case 3, Test | 106892769 | 0.000 | Instr Drop - W Grade | Not Gradable | N | | None | 7 |
| 4 | Case 4, Test | 106892770 | 0.000 | Instr Drop - W Grade | Not Gradable | N | | None | 8 |
| 5 | Case 6, Test | 106892772 | 0.000 | Instr Drop - W Grade | Not Gradable | N | | None | 10 |
| 6 | Case 7, Test | 106892773 | 4.000 | **Registered** | None | N | | None | 11 |
| 7 | Case 8, Test | 106892774 | 4.000 | **Registered** | None | N | | None | 12 |
| 8 | Case 9, Test | 106892775 | 4.000 | **Registered** | None | N | | None | 13 |

Submit Reset

Please submit the grades often. There is a 1200 minute time limit starting at 04:01 pm on Jul 25, 2019 for this page.

- You may experience a drop roster conflict. If you experience a drop roster conflict, please contact your division administrative assistant. Below we have provided examples of Drop Roster Conflicts:

Sections Disabled or Without Defined Drop Rosters

The sections below are either disabled from drop roster processing or are not setup with drop rosters.

| CRN | Subj Crse | Sec Title | Section Condition | Recorded Grades | Rolled |
|-------|-----------|-------------|---|-----------------|--------|
| 81167 | 064A 0 | Practicum I | Drop rosters are not defined for this section. Total:0 of 6 | | No |

- In the example above, a roster rule has not been defined for this course. As a result, the following message above is produced.

Drop Roster Conflicts

⚠ The sections listed below have an availability date conflict in the roster rules. A section's dates may not be defined properly, or the roster rules cause a conflict in the dates. Contact your system administrator to resolve this problem.

| CRN | Subj | Crse | Sec | Title | Rule ID | Roster Type | Census Type |
|-------|------|------|-----|-----------------------|---------|---------------|-------------|
| 81169 | ACCT | 001 | 0 | Prin/Acctng- Finan | 2 | Census Roster | 1 |
| | | | | | 3 | W Roster | NA |

10. The section above was scheduled as of 08/01/2019 to 12/15/2019 part of term other OT. Since the term dates are 8/12/19 to 12/15/19, the roster checking indicates that this course is outside the roster availability dates and therefore produces a conflict.