Faculty Drop Rosters

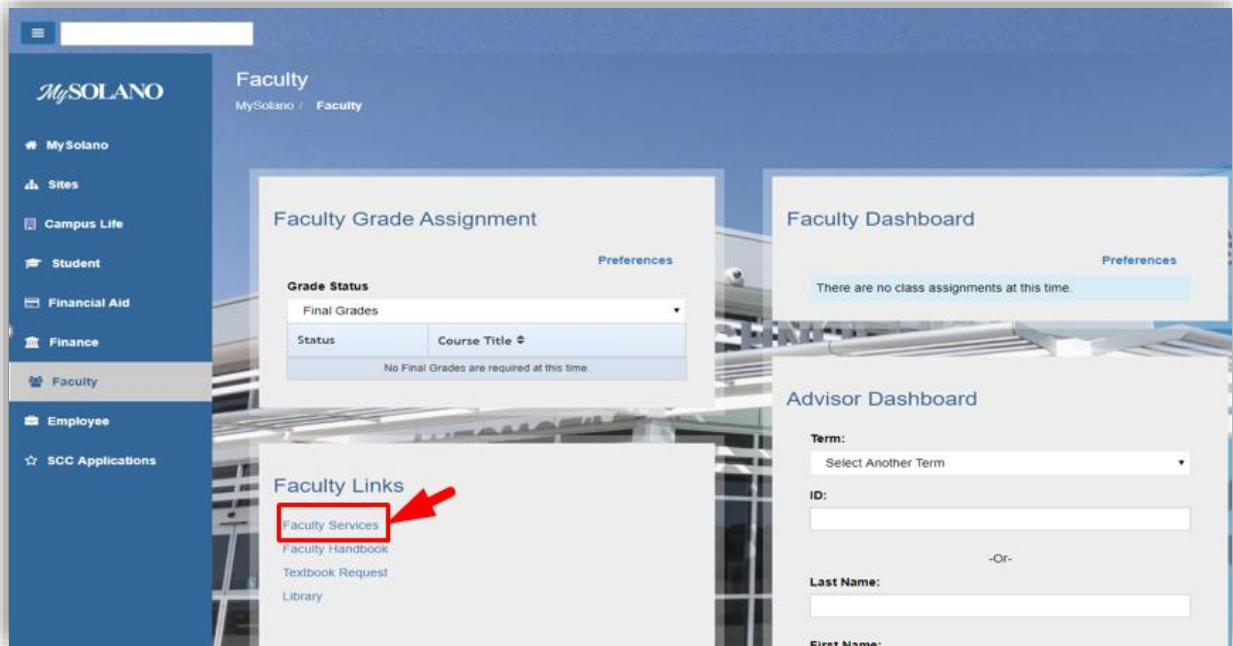'HOW-TO' INSTRUCTIONS
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The purpose of this manual is to teach current and new faculty how to access, navigate and use our new Banner 9 drop roster from My Solano.

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:
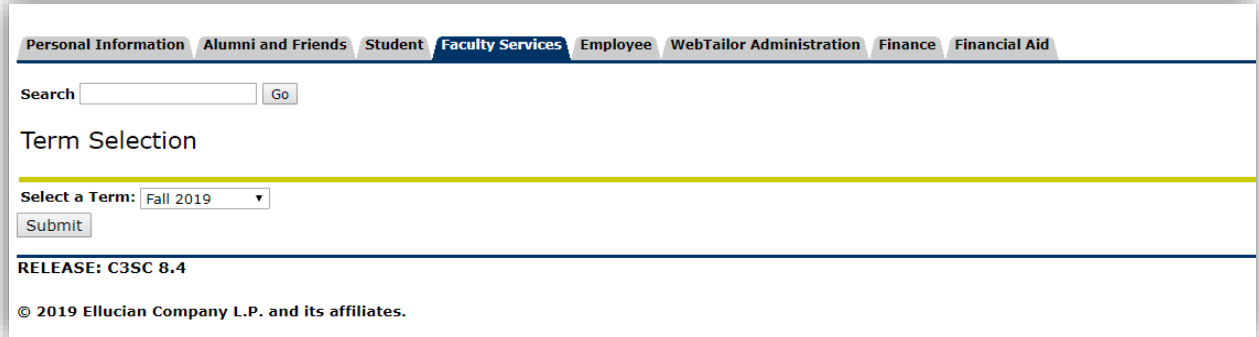

3. Next, from the Faculty Services Tab, click "Drop Rosters (Census and W)."

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4. If this is your first time logging into the drop roster, you will be promoted to select the term.
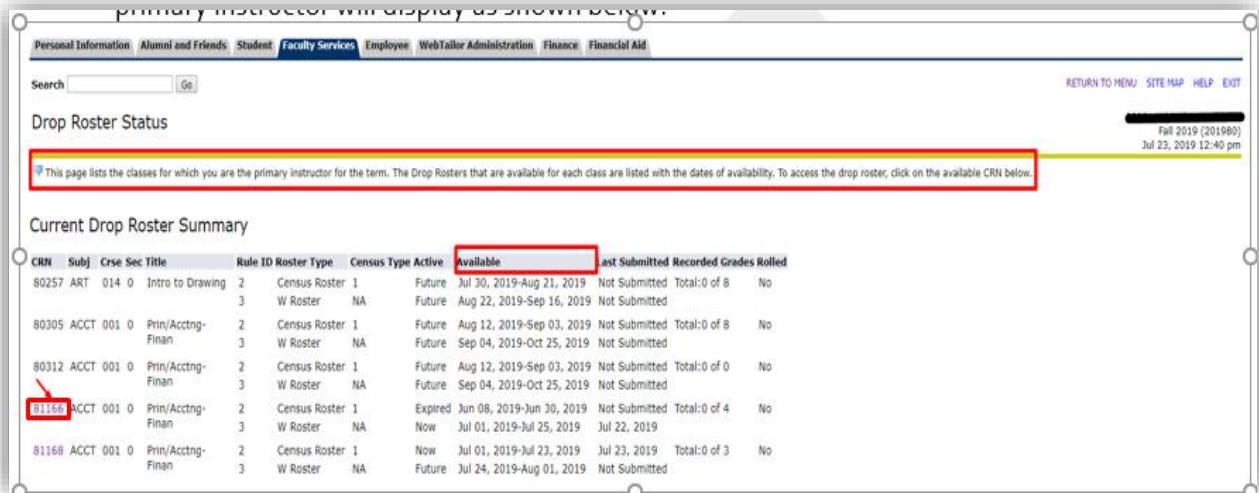
5. When you have selected the term and clicked submit, the Drop Rosters for which you are the primary instructor will display as shown below:
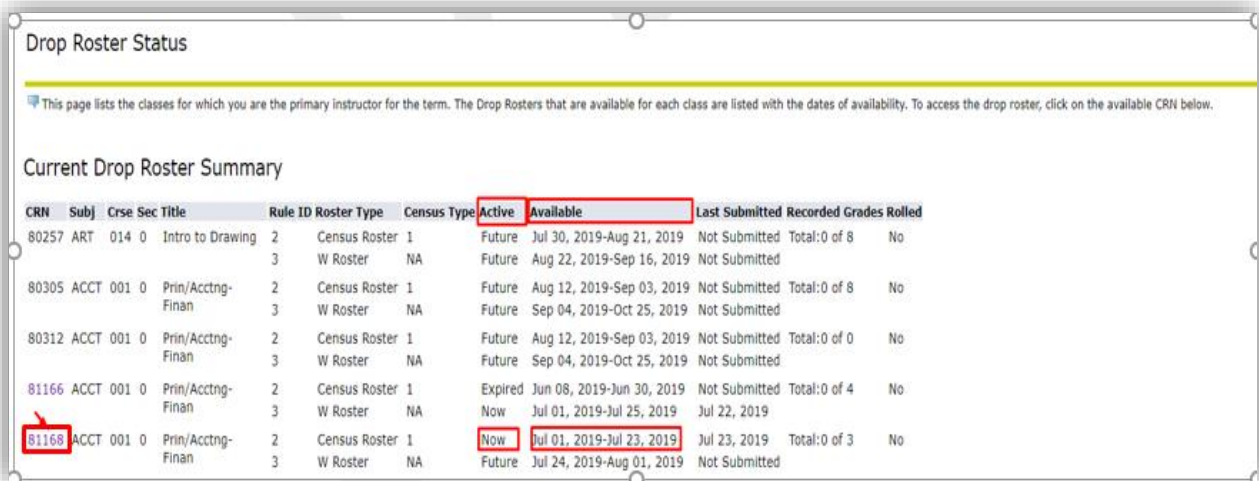

6. Drop rosters that are available will be highlighted and will have the word "**Now**" indicated in the Active column and the dates of access will be in the available column.

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

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

9. 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.

10. 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.

11. 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.

12. 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

****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.***

1. 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:

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

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3. 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.

4. 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.

5. 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.***

6. 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:

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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.*

7. 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.

8. 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:

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

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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 <u>08/01/2019</u> to <u>12/15/2019</u> part of term other OT. Since the term dates are <u>8/12/19</u> to <u>12/15/19,</u> the roster checking indicates that this course is outside the roster availability dates and therefore produces a conflict.

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