WebAdvisor Faculty Drops

FACULTY DROP - NO SHOW – student who never attended a class session:

Please note: Only those students who were enrolled prior to the start of the class and were listed on the Opening Roster will be processed as "*No Show*" drops.

- Login to WebAdvisor and click on the "Faculty" menu option
- Click on **Faculty Drop - No Show Drop** under the Faculty Information header.
- Select the **appropriate term** from the "Term" box and press submit

Faculty Drop - Student No Show

Select a term or date range to restrict your class list

Term	Fall 2013 ▼
Start Date	End Date

SUBMIT

- Select **"No Show"** in the "Student No Show" drop down box then click on the "Choose One" box for the appropriate section you wish to drop students. Click **Submit**

Student No Show Drop

Student No Show [▼]

Choose One	No Show Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
⊙	BA-10-18535 INTRO TO BUSINES	08/12/13	12/13/13	BE	134	08:00AM - 09:15AM	TTH	FCC	2013FA

SUBMIT

- Place an **"X"**, available in the drop down box to the right, of the student's ID number, who did not show up on the first day of class. Once all entries are made, click **Submit.**

Class Name	BA-10-18535
Title	INTRO TO BUSINES
Location	Fresno City College
Term	Fall 2013****** LAST DATE TO DROP ******:09/02/13

Instructor

Frances G. Lippmann

Student	ID	Enter 'X' for No Show Drop
		[▼]
		[X ▼]
		[▼]
		[▼]
		[X]

WebAdvisor Faculty Drops

FACULTY DROP – STUDENT ATTENDED CLASS - at least one class session:

Please note: *Instructor Drop* entries made **on or after the Final Drop date of a section** (this date is available on the Class Roster) will <u>not</u> be processed. Instructors **must** contact the Admissions & Records department and request further assistance.

- Login to WebAdvisor and click on the "Faculty" menu option
- Click on *Faculty Drop – Student attended class* under the Faculty Information header
- Select the *appropriate term* from the "Term" box and press submit

Faculty Drop - Student Attended Class

Select a term or date range to restrict your class list

Term	Fall 2013
Start Date	End	Spring 2013 / Summer 2013 / Fall 2013

SUBMIT

- Select *"Instructor Drop"* from the drop down box, then click on the *"Choose One" box* for the appropriate section you wish to drop students. Click *Submit*

Faculty Drop Attendance

Instructor Drop	Choose One	Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
	⦿	BA-10-18535 INTRO TO BUSINES	06/12/13	12/13/13	BE	134	08:00AM - 09:15AM	TTH	FCC	2013FA

SUBMIT

- Type the student's last date he/she attended a class session *"MMDDYY"*, in box to the right of the student's ID, for each of the students you wish to drop then click *Submit.*

Class Name	BA-10-18535
Title	INTRO TO BUSINES
Location	Fresno City College***** DROPS WILL BE PROCESSED IF TODAY'S DATE IS ON OR BEFORE THE *****
Term	Fall 2013*********** FINAL DROP DATE AND STUDENT'S LAST DATE ATTENDED IS ENTERED *****

Instructor

Frances G. Lippmann

Student	ID	Last Date Attended Using MMDDYY
		081513
	0499107	
	5041007	082613

Faculty receives an ADD/DROP ACTIVITY email each morning, reporting the previous days enrollment activity (provided there is activity) for each of their assigned sections. Faculty can also confirm these students have been marked to drop by reviewing the class roster the following business day.

.

If you have any further questions please contact Laurie Nichols at ext. 8636.