



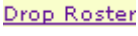
Using Drop Roster

Procedure






At LACCD colleges, students who are preregistered and miss the first class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may exclude (drop) them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may drop a student from the class. In addition, faculty is required to drop students who are “no shows” or who stopped attending class prior to the Census date.

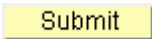




We will see the different types of Roster and how a faculty can drop a student using a drop roster in the following topic.



Step	Action
1.	Click the My Schedule link. 
2.	Click the scrollbar and drag the mouse to the right to navigate to the right side of the page. 
3.	Click the Drop Roster link for the class. 

Step	Action
4.	<p>Drop Rosters should become available on the first day of the class and remain accessible until the last day to drop.</p> <p>For example, the class start date is 08/28/2017 and the end date is 12/17/2017, the current date is between the Start date and End date, the drop roster page is available for the class.</p>
5.	<p>Rosters for the class should display in this order until the last day to drop:</p> <ul style="list-style-type: none"> • Mandatory Exclusion Roster (MER) • Supplemental Roster (SER) • Active Enrollment Roster (AER) <p>The Mandatory Exclusion Roster is always the first drop roster faculty will see. The Mandatory Exclusion Roster should be made available as of the Class Start Date. No drop rosters should be visible prior to the Class Start Date.</p> <p>Generally, the Drop Rosters will be displayed to faculty in the following chronological order:</p> <ol style="list-style-type: none"> 1. Mandatory Exclusion Roster – Class Start Date 2. Supplemental Roster – After MER submission 3. Active Enrollment Roster – One week before the second Pell disbursement for each term 4. Supplemental Roster – After AER submission 5. [No Drop Rosters visible] – After Last Date to Drop

Step	Action
6.	<p>The Mandatory Exclusion Roster must be displayed and submitted prior to any other Drop Rosters becoming available to the faculty member.</p> <p># 1 If the Mandatory Exclusion Roster has not been submitted during the period of time when the Active Enrollment Roster should be available, the Mandatory Exclusion Roster should continue to display as the current Drop Roster.</p> <p># 2 If the Mandatory Exclusion Roster is not submitted by the Last Date to Drop, then it would be the only Drop Roster available to the faculty member for the duration of the class (until the Last Date to Drop).</p> <p>If the Mandatory Exclusion Roster is submitted during the period of time when the Active Enrollment Roster is required, then the Supplemental Roster would not be displayed. The Supplemental Roster would be displayed after the Active Enrollment Roster is submitted as usual. The Drop Roster sequence visible to faculty in this scenario would be:</p> <ol style="list-style-type: none"> 1.Mandatory Exclusion Roster – Start of class 2.Active Enrollment Roster – One week before the second Pell disbursement 3.Supplemental Roster – After AER submission 4.[No Drop Rosters visible] – After Last Date to Drop <p>The Active Enrollment Roster should display until it is submitted, or until the Last Date to Drop, whichever occurs first. If the Active Enrollment Roster is not submitted by the Last Date to Drop, then the Drop Roster sequence visible to faculty in this scenario may be:</p> <ol style="list-style-type: none"> 1.Mandatory Exclusion Roster – Start of class 2.Supplemental Roster – After MER submission 3.Active Enrollment Roster – One week before the second Pell disbursement 4.[No Drop Rosters visible] – After Last Date to Drop
7.	<p>Click the scrollbar and drag the mouse down to navigate to the bottom of the page.</p> 
8.	<p>Click the Choose a date graphic for the Last Date of attendance field.</p> 
9.	<p>Click the Display Active Students Only: option.</p> 
10.	<p>Click the Choose a date graphic to choose the Last Date of attendance field.</p> 
11.	<p>Click the appropriate date link.</p> 
12.	<p>When No Show is selected, the day before the first day of class is defaulted into the last date of attendance field.</p>

Step	Action
13.	<p>For the Not Active as of Census, you may not future date a drop but you can backdate a drop as long as the date is not before the first day of class or after Census.</p> <p>The Not Active as of Census option is only enabled for classes with these Accounting Methods:</p> <ul style="list-style-type: none"> • Work Experience (WE) • Daily Student Contact Hours (DSCH) • Weekly Student Contact Hours (WSCH) • Independent Study.
14.	The No Students to Exclude checkbox is used only if there are not any students to report as dropped.
15.	<p>Click the No Show option.</p> <p><input type="checkbox"/></p>
16.	<p>Click the Declaration check box which states that the declaration from you the faculty is true to the best of your consciousness.</p> <p><input type="checkbox"/></p>
17.	<p>Click the Submit button.</p> <p></p>
18.	<p>The Drop roster is successfully submitted. Click the OK button.</p> <p></p>
19.	<p>Click the Scrollbar and drag the mouse down to navigate to the bottom of the page.</p> <p></p>
20.	<p>Click the notify all students link.</p> <p></p>
21.	Click in the Message Text field.
22.	<p>Enter the desired information into the Message Text: field. Enter</p> <p>"Hi Student,</p> <p>You have been dropped from the XXX class due to not attending.</p> <p>Thanks,</p> <p>Your instructor</p> <p>".</p>
23.	<p>Click the Send Notification link.</p> <p></p>

Step	Action
24.	We see that the notifications are sent successfully to the student. Click the Return to Mandatory Exclusion Roster link. Return to Mandatory Exclusion Roster
25.	All the fields are grayed out, once we press the submit option.
26.	You have successfully dropped the students using a Drop Roster End of Procedure.