

# Self-Service

## Faculty Drops FAQs

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Rancho Santiago Community College District, Santa Ana College

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### 1. As a faculty, can I initiate dropping a student from my class?

Yes, as a faculty, you can drop students who are not attending (no shows) or those who have excessive absences from the class.

### 3. Can faculty drop a student for missing a certain number of assignments?

Yes, faculty may drop students who have missed more than 10% of total course activities, including class attendance, discussions, and assessments, due to non-participation.

### 4. How can I reinstate a student I dropped from my class?

**During the Add Period:** Grant the student an add authorization so they can re-enroll in the class.

**After the Add Period:** Complete and submit a [Class Change form](https://sac.edu/instructorchange) (<https://sac.edu/instructorchange>) to the Admissions office to reinstate the student.

### 5. Where can I find the Census Date and Deadline Dates for dropping students?

To view the Census Date, open the section, go to the “**Census**” tab, which is labeled as “**CC and CE Census**”. To find section deadline dates, click on the ‘**Deadline Dates**’ link under **Section Details**. The Drop-Grade-Required Period starts after the Last Day to Drop Without a Grade and ends on the Last Day to Drop with a Grade.

### 6. What should I do if I receive an error message when attempting to drop a student from my class?

Please take the following steps to confirm whether the drop succeeded:

- When you are on the Drop roster for your section, reload the page in your web browser.
- Check if the student is still on the “Drop Roster”. If the drop succeeded, they will not be listed.
- Click on the “Roster” tab, which should now show that the student was dropped.
- If the student was not dropped as expected, please contact your Admissions and Records office.

### 7. Are students notified if I drop them using the Drop Roster?

Yes, enrolled student will receive an email notification if they are dropped from a class by their instructor. This email will advise them to check Self-Service to confirm the change and to contact their instructor with any questions.

## **8. What should I do if I encounter issues while dropping students?**

If you encounter any issues or need assistance, please contact the [Admissions & Records office](#) at 714-564-6017 or your division office for support.