

# Self-Service Faculty Drops

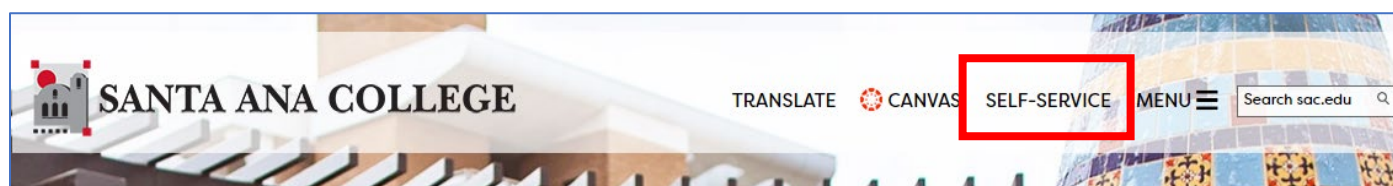
Rancho Santiago Community College District, Santa Ana College

## 1. SIGN IN

You can access Self-Service using this link [www.sac.edu/selfservice](http://www.sac.edu/selfservice).

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Go to the [Santa Ana College website](http://www.sac.edu) and click **SELF-SERVICE** on the top menu.



You will be redirected to the Sign In page for RSCCD Single-Sign On.  
**Enter your RSCCD credentials and click “Sign In”.**

Sign in with your organizational account

Keep me signed in

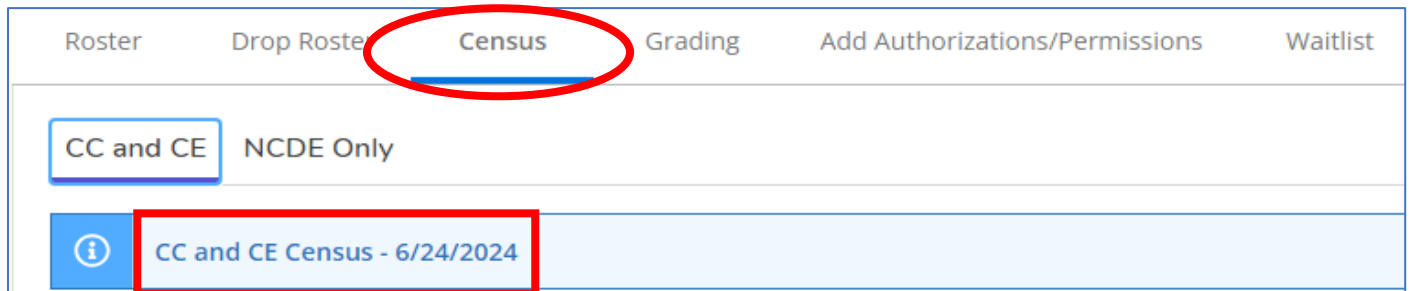
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**Your Username** is your college-issued email address.

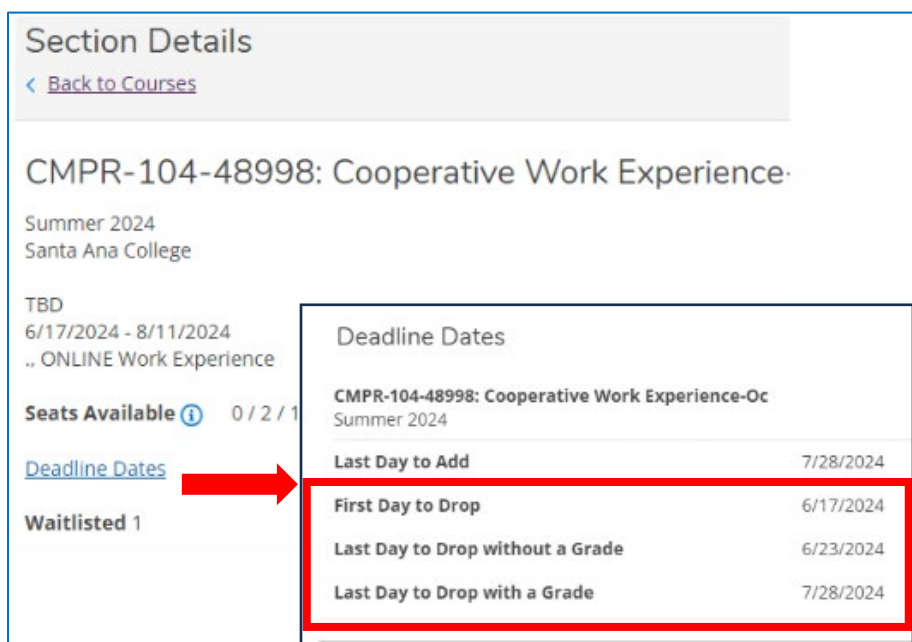
**Your Password** is the one associated with your school account.

## 2. CENSUS AND DEADLINE DATES

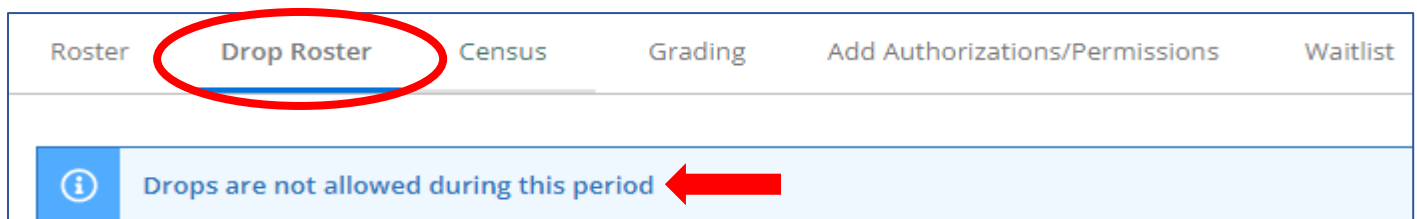
Faculty should drop students before the Census Date – Especially No Shows.  
The Census Date can be viewed under “Census” tab, labeled as “CC and CE Census”.



To view the course 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.

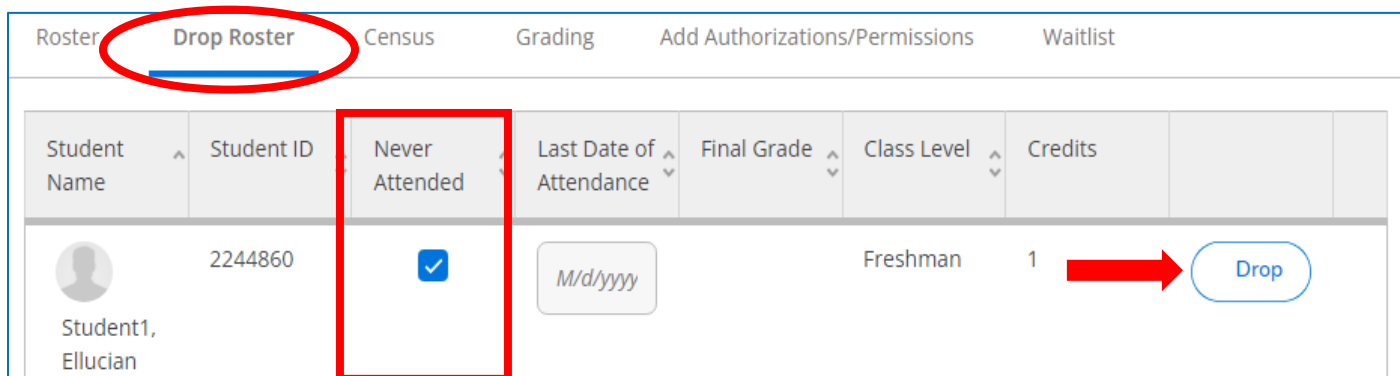


Once the Last-Day-to-Drop-with-a-Grade has passed, dropping students is not permitted.

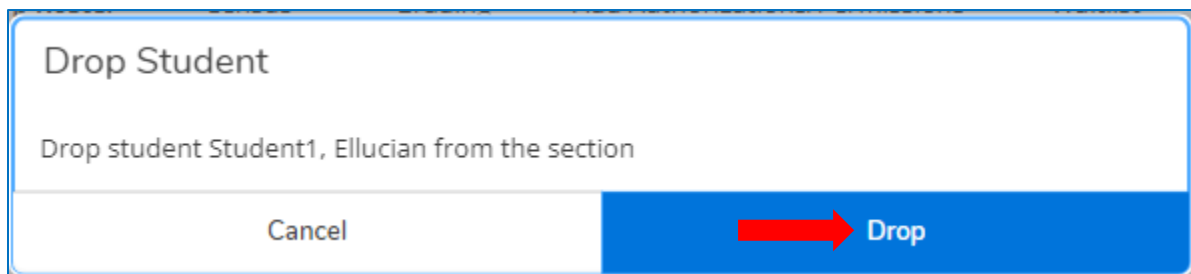


### 3. DROPPING NO-SHOWS

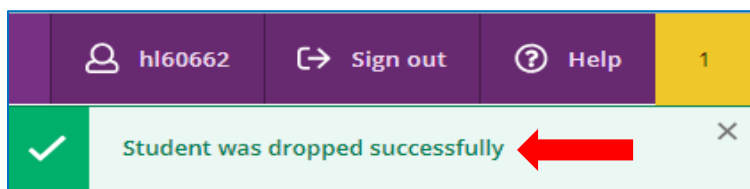
If a student never shows up to class, **mark the student as "Never Attended"** in the "Never Attended" column of your "Drop Roster", then click the "Drop" button.



A confirmation pop-up will appear. Click on "Drop" to confirm.



If drop succeeded, a notification message will appear at the top right of the page.



# 4. DROPPING STUDENTS THAT STOP ATTENDING

## 4a. Dropping during the First-Day-to-Drop and Last-Day-to-Drop-without-a-Grade period (before the Drop-Grade-Required-Period):

<u>Deadline Dates</u>	
CMPR-104-48998: Cooperative Work Experience-Oc Summer 2024	
Last Day to Add	7/28/2024
<b>First Day to Drop</b>	6/17/2024
<b>Last Day to Drop without a Grade</b>	6/23/2024
Last Day to Drop with a Grade	7/28/2024

before the Drop-Grade-Required-Period.

Enter the Last Date of Attendance, then click the “Drop” button.  
**DO NOT ASSIGN A FINAL GRADE** for drops during this period.

The screenshot shows the 'Drop Roster' tab selected. A table lists student records. The first record is for 'Student1, Ellucian' with ID 2244860. The 'Last Date of Attendance' field is set to 7/1/2024. The 'Final Grade' field is empty, marked with a red X. The 'Class Level' is 'Freshman' and 'Credits' is '1'. A red arrow points to the 'Drop' button.

A confirmation pop-up will appear. Click on "Drop" to confirm.

The confirmation dialog is titled 'Drop Student' and contains the text 'Drop student Student1, Ellucian from the section'. At the bottom, there are two buttons: 'Cancel' and 'Drop'. A red arrow points to the 'Drop' button.

**4b. Dropping AFTER the Drop-Grade-Required-Period (on or after Census date):**

Dropping students AFTER the Last-Day-to-Drop-without-a-Grade period.

Deadline Dates	
CMPR-104-48998: Cooperative Work Experience-Oc Summer 2024	
Last Day to Add	7/28/2024
First Day to Drop	6/17/2024
Last Day to Drop without a Grade	6/23/2024
Last Day to Drop with a Grade	7/28/2024

Drop-Grade-Required-Period starts after the Last-Date-to-Drop-without-a-Grade.

Enter the “Last Date of Attendance”, choose “W” grade from the Final Grade drop-down, and click the “Drop” button.

Roster **Drop Roster** Census Grading Add Authorizations/Permissions Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Student2, Ellucian	2244861	<input type="checkbox"/>	7/1/2024	W	Freshman	1	<b>Drop</b>

Enter the Last-Date-of-Attendance and assign a “W” grade for students that are dropped during the Drop-Grade-Required-Period.

A confirmation pop-up will appear. Click on "Drop" to confirm.



Drop Student

Drop student Student1, Ellucian from the section

Cancel **Drop**

Once the students have been dropped, they will no longer appear on your “Drop Roster”. **The Drop Roster only displays students with an ACTIVE status** who can still be dropped.

**To view the students who have been dropped, click the “Roster” tab,** where you will see the drop status and drop date.

Student Name	Student ID	Class Level
 Student1, Ellucian <u>(Dropped 7/19/2024)</u>	2244860	Freshman
 Student2, Ellucian	2244861	Freshman

**Dropping students AFTER the Last-Day-to-Drop-with-a-Grade is NOT ALLOWED.**