

# Self-Service Faculty Drops

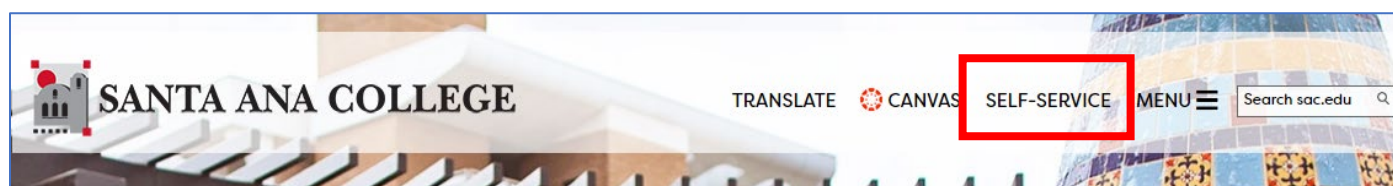
Rancho Santiago Community College District, Santa Ana College

## 1. SIGN IN

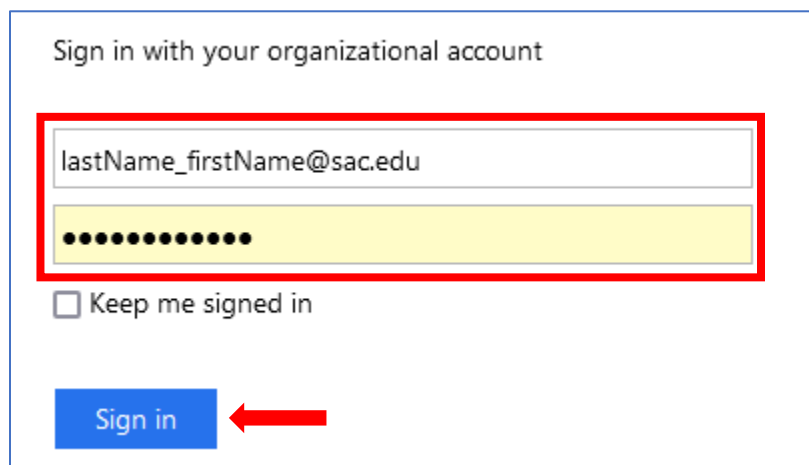
You can access Self-Service using this link <http://sac.edu/selfservice>.

-- OR --

Go to the [Santa Ana College website](#) and click **SELF-SERVICE** on the top menu.

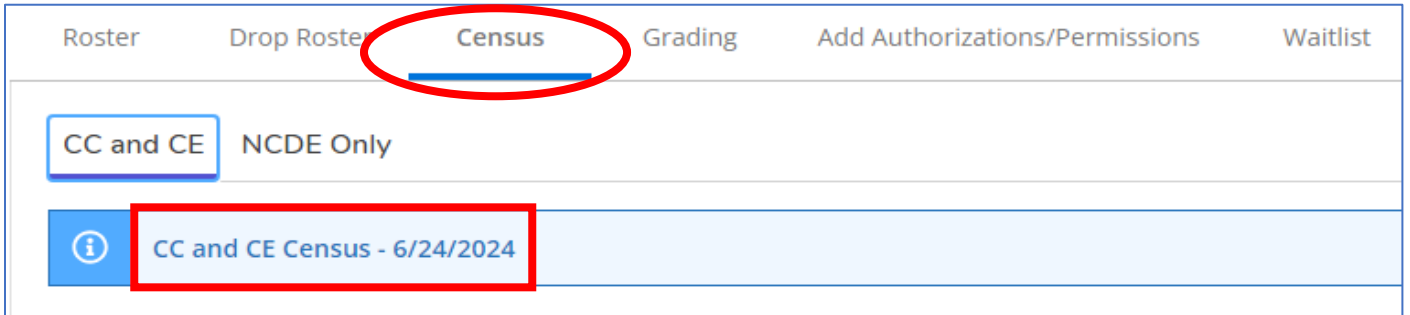


You will be redirected to the Sign In page for RSCCD Single-Sign On.  
**Enter your RSCCD credentials and click “Sign In”.**

A screenshot of the RSCCD Single-Sign On sign-in page. The page title is 'Sign in with your organizational account'. Below the title, there are two input fields: one for the email address, containing the placeholder text 'lastName\_firstName@sac.edu', and one for the password, which is masked with dots. Both input fields are enclosed in a red rectangular box. Below the password field, there is a checkbox labeled 'Keep me signed in'. At the bottom left, there is a blue 'Sign in' button with a red arrow pointing to it from the right.

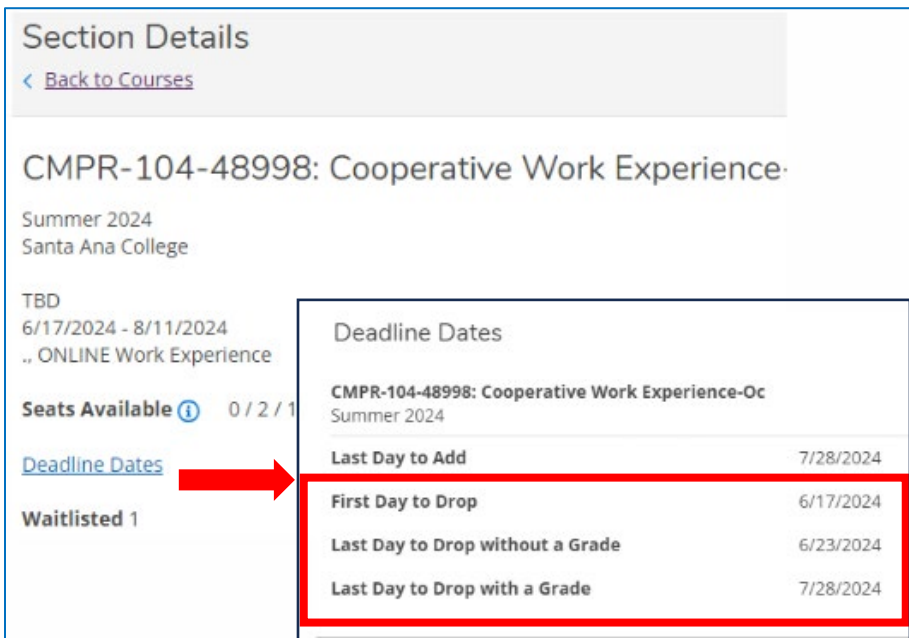
## 2. CENSUS AND DEADLINE DATES

**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”.



The screenshot shows a navigation bar with tabs: Roster, Drop Roster, **Census** (circled in red), Grading, Add Authorizations/Permissions, and Waitlist. Below the tabs, there are two buttons: "CC and CE" and "NCDE Only". A notification bar at the bottom contains an information icon and the text "CC and CE Census - 6/24/2024", which is highlighted with a red box.

**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.

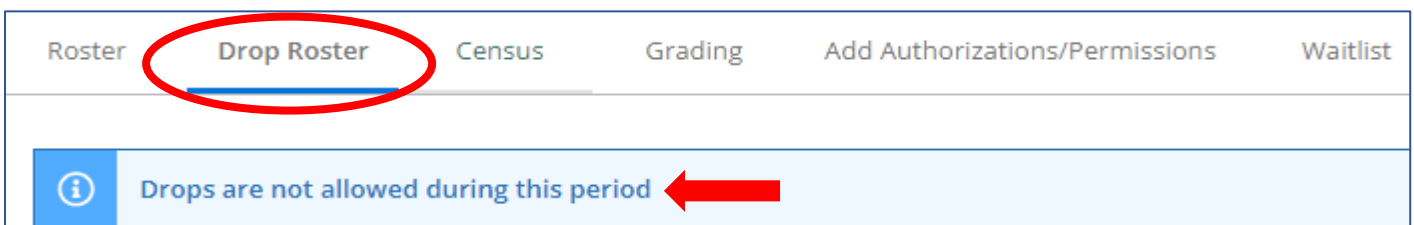


The screenshot shows the "Section Details" page for "CMPR-104-48998: Cooperative Work Experience" in Summer 2024 at Santa Ana College. A red arrow points to the "Deadline Dates" link. A table titled "Deadline Dates" is shown with the following data:

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

The row containing "First Day to Drop" and "6/17/2024" is highlighted with a red box.

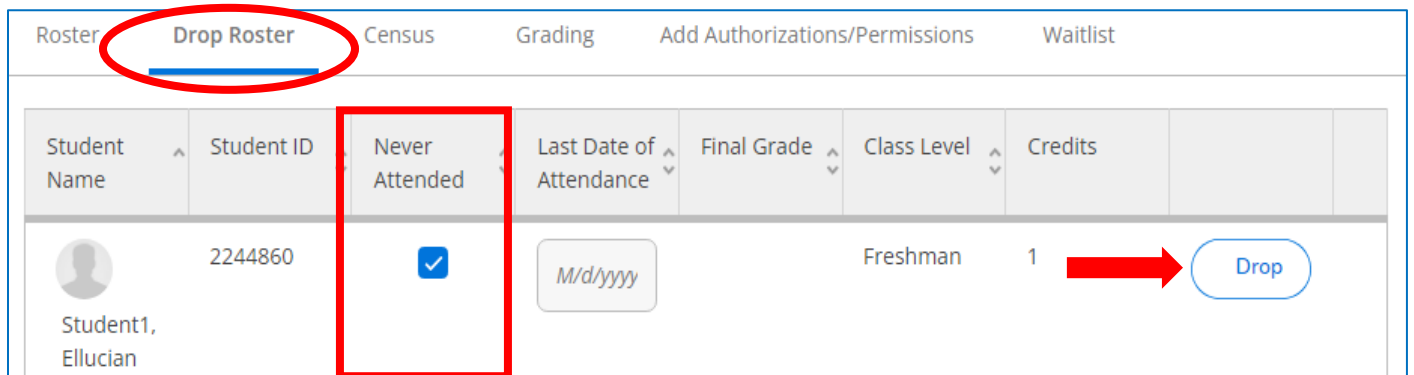
**Once the Last Day to Drop with a Grade has passed, dropping students is not permitted.**



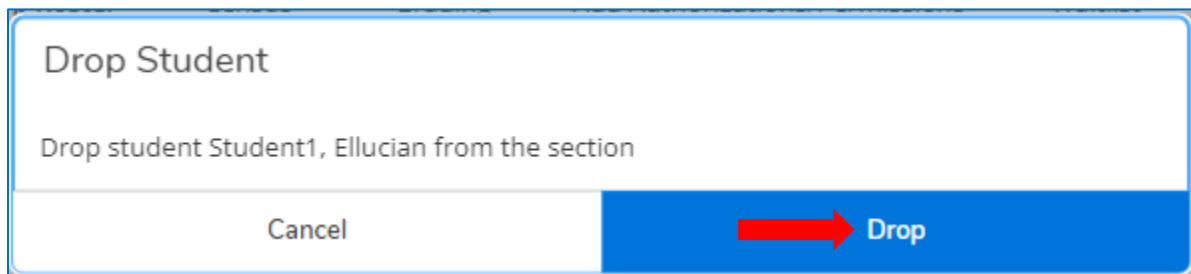
The screenshot shows the navigation bar with tabs: Roster, **Drop Roster** (circled in red), Census, Grading, Add Authorizations/Permissions, and Waitlist. A notification bar at the bottom contains an information icon and the text "Drops are not allowed during this period", which is highlighted with a red box and a red arrow pointing to it.

### 3. DROPPING NO-SHOW STUDENTS

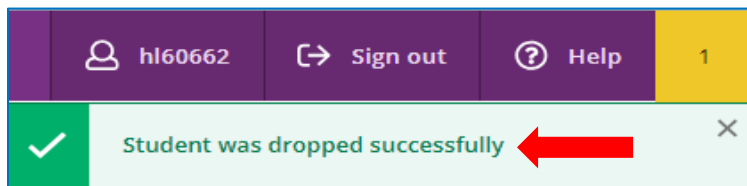
If a student never shows up to class, **mark the student as "Never Attended"** in the "Never Attended" column of your "Drop Roster", then click the "Drop" button.



You will see a confirmation pop-up. **Click on "Drop" to confirm.**



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



#### 4. DROPPING ATTENDED STUDENTS BEFORE THE DROP-GRADE-REQUIRED-PERIOD (before Census date)

If a drop is initiated before the drop-grade-required period (before the Census date), **NO GRADE SHOULD BE ASSIGNED** to the student, and the **last date of attendance must be recorded**.

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

Enter the student's Last Date of Attendance (m/d/yyyy) then click the "Drop" button.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Student1, Ellucian	2244860	<input type="checkbox"/>	<input type="text" value="7/1/2024"/>	<input type="text" value="S"/>	Freshman	1	<input type="button" value="Drop"/>

You will see a confirmation pop-up. Click on "Drop" to confirm.

Drop Student



Drop student Student1, Ellucian from the section

## 5. DROPPING ATTENDED STUDENTS DURING THE DROP-GRADE-REQUIRED-PERIOD (on or after Census date)


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

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

If a drop is initiated during the drop-grade-required period (on or after the Census date), a 'W' grade must be assigned. Choose "W" grade from the Final Grade drop-down, enter the Last Date of Attendance 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	 Drop

You will see a confirmation pop-up. Click on "Drop" to confirm.

Drop Student	
Drop student Student1, Ellucian from the section	
Cancel	 Drop