Self-Service
Faculty Drops
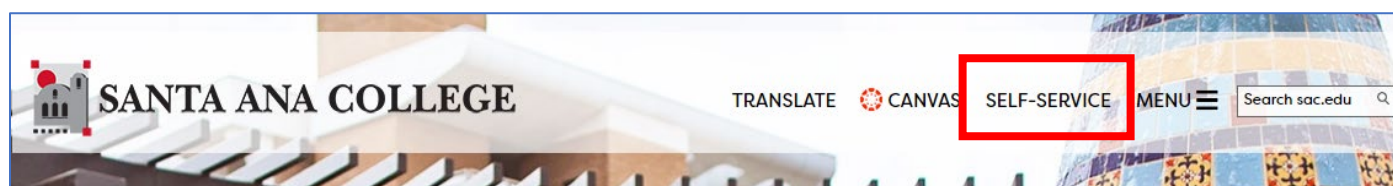
Rancho Santiago Community College District, Santa Ana College

1. SIGN IN
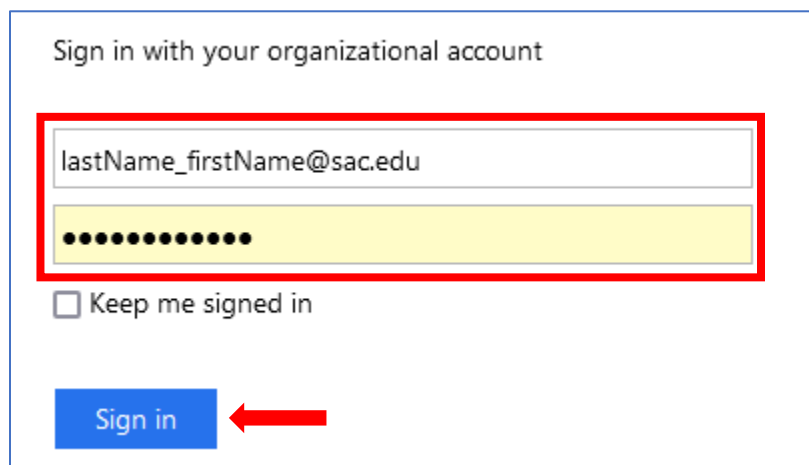
You can access Self-Service using this link http://sac.edu/selfservice.
- - OR - -
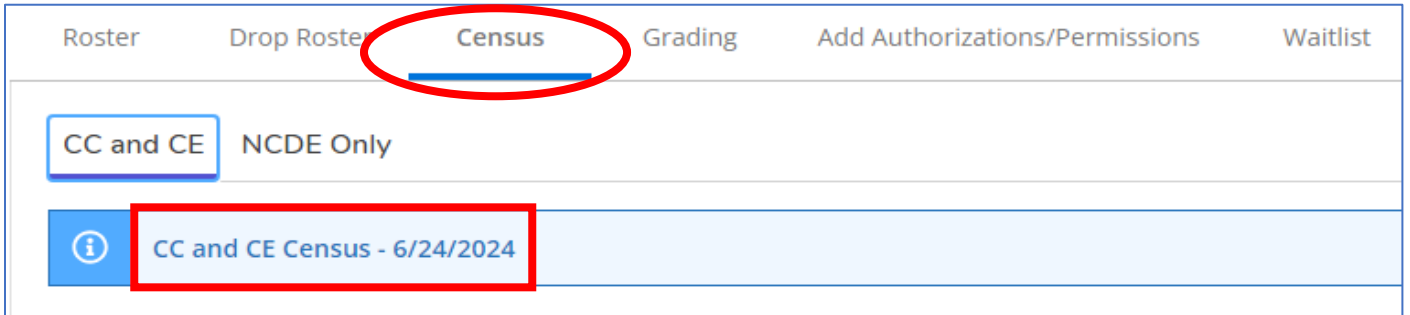Go to the Santa Ana College website and click **SELF-SERVICE** on the top menu.

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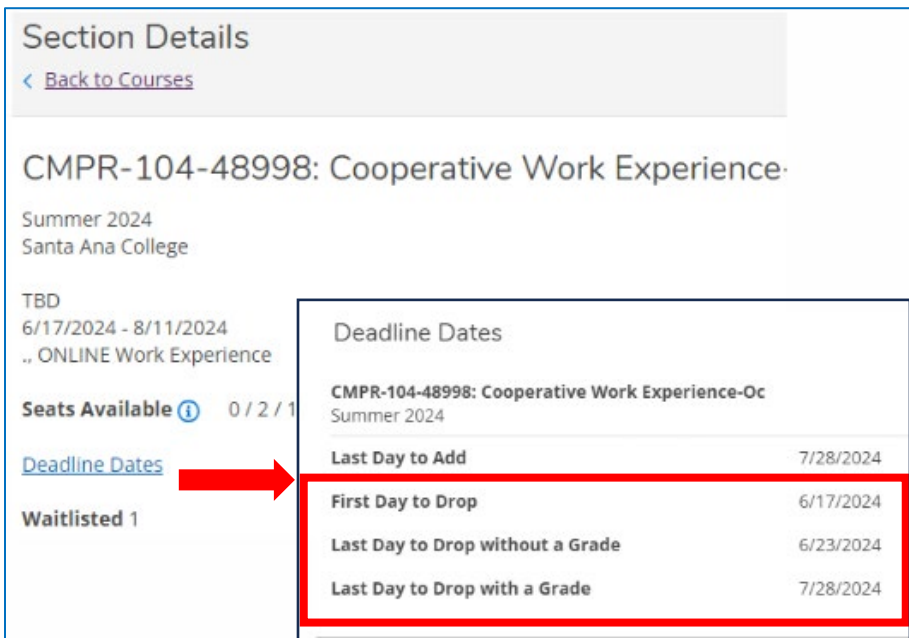**Enter your RSCCD credentials and click "Sign In".**

2. CENSUS AND DEADLINE DATES

Faculty should drop students before the Census Date – <u>Especially No Shows</u>.
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
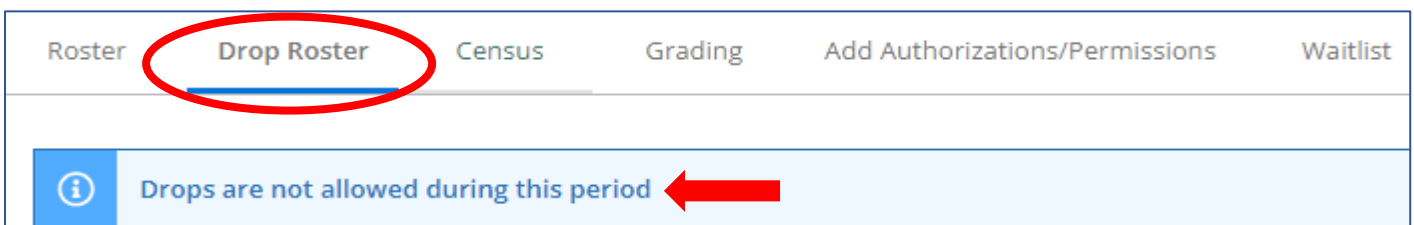the Last Day to Drop with a Grade.

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

3. DROPPING NO-SHOW STUDENTS
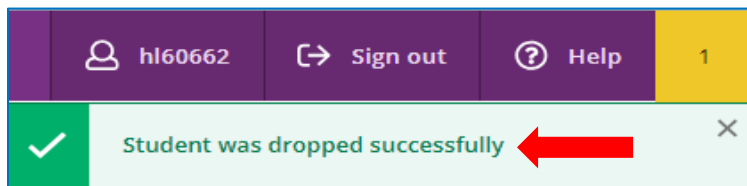
If a student never shows up to class, **mark the student as "Never Attended"** in the "Never Attended" column of your "Drop Roster", then click the "Drop" button.
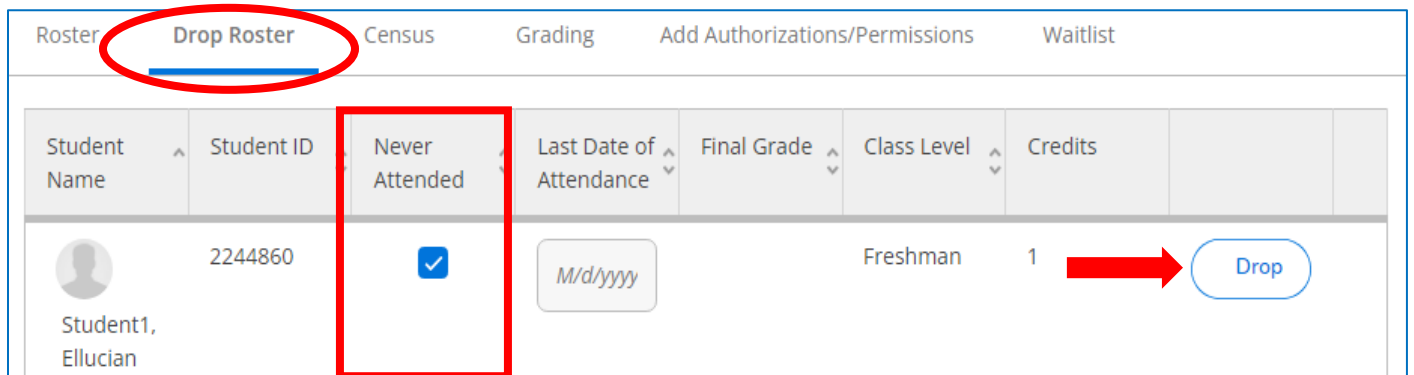
You will see a confirmation pop-up. **Click on "Drop" to confirm.**
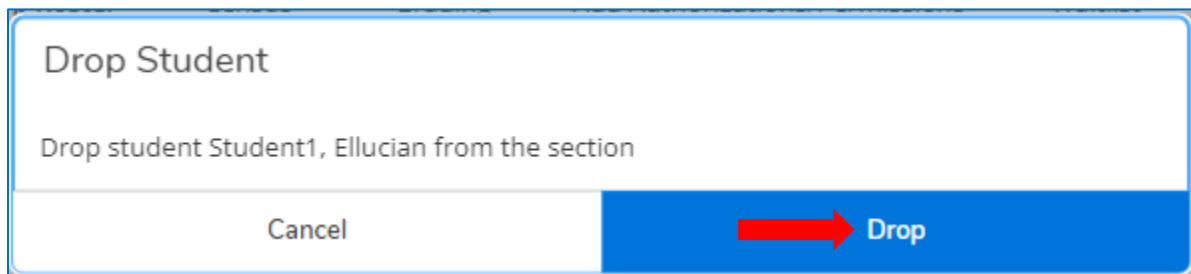
If drop succeeded, a notification message will appear at the top right of the page.

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**.

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

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

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.

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.**

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