

Self-Service Faculty Drops

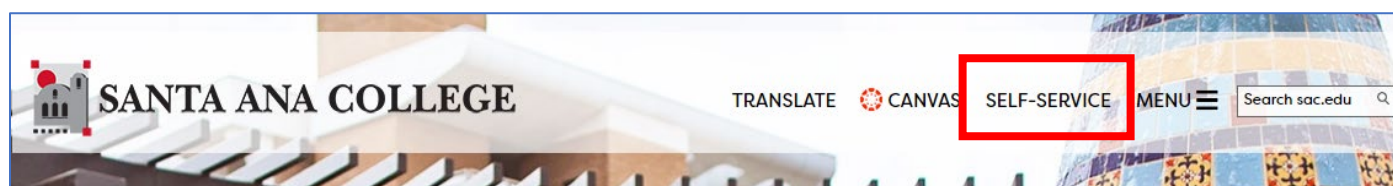
Rancho Santiago Community College District, Santa Ana College

1. SIGN IN

You can access Self-Service using this link www.sac.edu/selfservice.

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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

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”.

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" (highlighted with a blue box) and "NCDE Only". At the bottom, a blue notification bar contains an information icon and the text "CC and CE Census - 6/24/2024" (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. The page includes a "Back to Courses" link, course details (TBD, 6/17/2024 - 8/11/2024, ONLINE Work Experience), "Seats Available" (0 / 2 / 1), "Waitlisted 1", and a "Deadline Dates" link (highlighted with a red arrow). A red box highlights the following table:

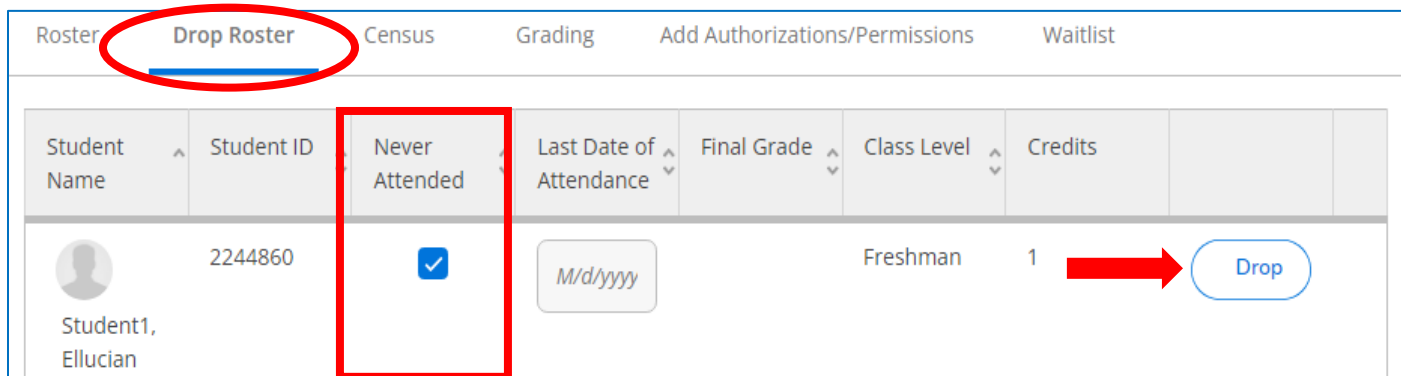
Deadline Dates	
CMPR-104-48998: Cooperative Work Experience-Oc Summer 2024	
Last Day to Add	7/28/2024
First Day to Drop	6/17/2024
Last Day to Drop without a Grade	6/23/2024
Last Day to Drop with a Grade	7/28/2024

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. Below the tabs, a blue notification bar contains an information icon and the text "Drops are not allowed during this period" (highlighted with a red arrow).

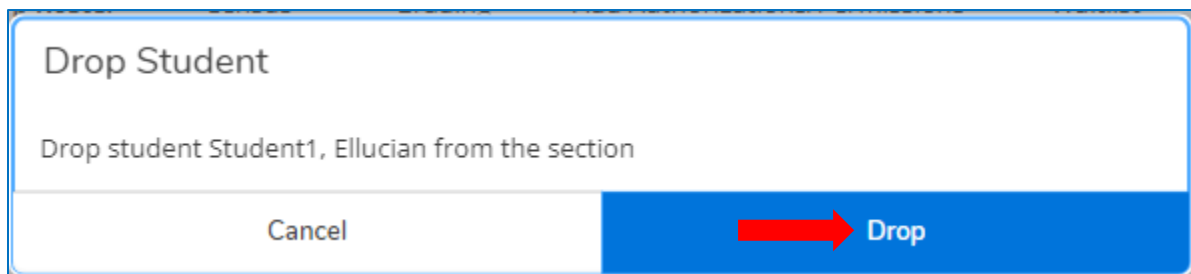
3. DROPPING NO-SHOWS

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.



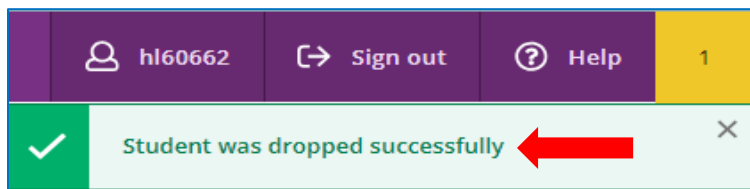
The screenshot shows a web interface with a navigation bar at the top containing 'Roster', 'Drop Roster' (circled in red), 'Census', 'Grading', 'Add Authorizations/Permissions', and 'Waitlist'. Below the navigation bar is a table with columns: 'Student Name', 'Student ID', 'Never Attended', 'Last Date of Attendance', 'Final Grade', 'Class Level', and 'Credits'. The first row of data shows a student named 'Student1, Ellucian' with ID '2244860'. The 'Never Attended' column for this student has a checked checkbox (highlighted with a red box). The 'Last Date of Attendance' column has a date input field with the placeholder 'M/d/yyyy'. The 'Class Level' column shows 'Freshman' and the 'Credits' column shows '1'. A red arrow points from the '1' in the 'Credits' column to a blue 'Drop' button.

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



The screenshot shows a confirmation dialog box titled 'Drop Student'. The text inside reads 'Drop student Student1, Ellucian from the section'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Drop'. A red arrow points to the 'Drop' button.

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



The screenshot shows a notification message at the top of the page. The message is a green bar with a white checkmark on the left and the text 'Student was dropped successfully' in the center. A red arrow points to the text. To the right of the text is a small 'x' icon to close the notification. Above the notification, the user interface shows a purple header bar with 'h160662', 'Sign out', and 'Help' buttons, and a yellow bar with the number '1'.

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
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

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 'Drop' button is highlighted with a red arrow.

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

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'. It has 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	Drop

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.