

Faculty Drop Rosters

'HOW-TO' INSTRUCTIONS LAST MODIFIED: DECEMBER 6, 2021

The purpose of this manual is to teach current and new faculty how to access, navigate and use our new Banner 9 drop roster from My Solano.

- 1. Log into your MY Solano account and select the "Faculty" tab.
- 2. Once on the faculty tab, click on the "Faculty Services" link in the box titled Faculty Links as shown below:

MySOLANO	Faculty MySolano / Faculty			
# MySolano				
d. Sites				
🗐 Campus Life	Faculty Grade A	ssignment	Faculty Dashboard	
🖻 Student		Preferences		Preferences
Financial Aid	Grade Status Final Grades		There are no class assignments at this time.	
🏦 Finance		Course Title \$	THINK	
셯 Faculty	No Final G	Brades are required at this time		
			Advisor Dashboard	
Employee		massaul	Term:	
රා SCC Applications	-	2	Select Another Term	•
	Faculty Links		ID:	
	Faculty Services			
	Faculty Handbook		-Or-	
	Textbook Request			

3. Next, from the Faculty Services tab, click "Drop Rosters (Census and W)."



4. If this is your first time logging into the drop roster, you will be prompted to select the term.

Personal Information		s Employee	Financial Aid		
search Term Selection	Go				
	-				
Select a Term: Spring Submit	2022 🗸				
RELEASE: C3SC 8.4					
🔉 2021 Ellucian Com	pany L.P. and it	s affiliates.			

5. When you have selected the term and clicked submit, the Drop Rosters for which you are the primary instructor will display as shown below:

This page CRN belo		s the cla	sses for which you are t	he prima	ry instructor for the	e term. The Dro	op Roste	rs that a	re available for e	each cla	ss are listed with	the dates of availa	ability. To access the drop roste	Dec 06, 2021 11:39 an r, click on the available
		rop R	oster Summar	У										
RN Sul	bi (Crse Sec	Title	Rule I	D Roster Type	Census Type	Active	Availab	le	_	Last Submitted	Recorded Grade	s Rolled	
			Prin/Acctng-Finan	1 2	Census Roster W Roster	1	Now	Oct 31,	2021-Feb 07,	10.000	Not Submitted Not Submitted	Total:0 of 39	No	
0215 AC	ст	001 0	Prin/Acctng-Finan	1 2	Census Roster W Roster						Not Submitted Not Submitted	Total:0 of 40	No	
0216 AC	ст	001 0	Prin/Acctng-Finan	1 2	Census Roster W Roster						Not Submitted Not Submitted	Total:0 of 17	No	
0249 AC	CT	050 0	Computer Accounting	1 2	Census Roster W Roster						Not Submitted Not Submitted	Total:0 of 13	No	
0250 AC	ст	002 0	Prin/Acctng-Manag	1 2	Census Roster W Roster	123	1.			10 C 1	Not Submitted Not Submitted	Total:0 of 39	No	
0255 AC	ст	002 0	Prin/Acctng-Manag	1 2	Census Roster W Roster						Not Submitted Not Submitted	Total:0 of 0	No	

6. Available drop rosters will be highlighted and have the word "**Now**" indicated in the Active column, and the dates of access will be in the available column.

RN	Subj	Crse Sec	Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded Grades	Rolled
0209	ACCT	001 0	Prin/Acctng-Finan	1 2	Census Roster W Roster	-		Oct 31, 2021-Feb 07, 2022 Feb 08, 2022-Apr 01, 2022			No
10215	ACCT	001 0	Prin/Acctng-Finan	1 2	Census Roster W Roster	1	Now	Oct 31, 2021-Feb 07, 2022 Feb 08, 2022-Apr 01, 2022	Not Submitted	Total:0 of 40	No
10216	ACCT	001 0	Prin/Acctng-Finan	1 2	Census Roster W Roster			Oct 31, 2021-Feb 07, 2022 Feb 08, 2022-Apr 01, 2022			No
10249	ACCT	050 0	Computer Accounting	1 2	Census Roster W Roster	1 NA	_	Oct 31, 2021-Feb 07, 2022 Feb 08, 2022-Apr 01, 2022			No
10250	ACCT	002 0	Prin/Acctng-Manag	1 2	Census Roster W Roster			Oct 31, 2021-Feb 07, 2022 Feb 08, 2022-Apr 01, 2022			No
10255	ACCT	002 0	Prin/Acctng-Manag	1 2	Census Roster W Roster	1 NA		Oct 31, 2021-Feb 07, 2022 Feb 08, 2022-Apr 01, 2022			No

CENSUS ROSTER INSTRUCTIONS:

1. To access the "Census Roster," which will be available the first day of class, click on your highlighted CRN#.

RN Subj Crse S	ec Title	Rule II	D Roster Type	Census Type	Active	Availab	e		Last Submitted	Recorded Grades	Rolled		
10209 ACCT 001 0	Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31,	2021-Feb 0	7, 2022	Not Submitted	Total:0 of 39	No		
		2	W Roster	NA	Future	Feb 08,	2022-Apr 0	1, 2022	Not Submitted				
10215 ACCT 001 0	Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31,	2021-Feb 0	7, 2022	Not Submitted	Total:0 of 40	No		
	72. U Ri-	2	W Roster	NA	Future	Feb 08,	2022-Apr 0	1, 2022	Not Submitted				
10216 ACCT 001 0	Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31,	2021-Feb 0	7, 2022	Not Submitted	Total:0 of 17	No		
		2	W Roster	NA	Future	Feb 08,	2022-Apr 0	1, 2022	Not Submitted				
10249 ACCT 050 0	Computer	1	Census Roster	1	Now	Oct 31,	2021-Feb 0	7, 2022	Not Submitted	Total:0 of 13	No		
	Accounting	2	W Roster	NA	Future	Feb 08,	2022-Apr 0	1, 2022	Not Submitted				
10250 ACCT 002 0	Prin/Acctng-Manag	1	Census Roster	1	Now	Oct 31,	2021-Feb 0	7, 2022	Not Submitted	Total:0 of 39	No		
		2	W Roster	NA	Future	Feb 08,	2022-Apr 0	1, 2022	Not Submitted				
10255 ACCT 002 0	Prin/Acctng-Manag	1	Census Roster	1	Now	Oct 31,	2021-Feb 0	7, 2022	Not Submitted	Total:0 of 0	No		
		2	W Roster	NA	Future	Feb 08,	2022-Apr 0	1, 2022	Not Submitted				

2. After clicking the CRN#, you will be brought to the "Census Roster" screen as shown below:

Drop Roster Maintenance	Spring 2022 Dec 06, 2021 11:45 am
All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updat button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to re for all students.	
If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Lea for the Action field, select Submit, and a confirmation page will display to verify this choice.	ve all students with None
Course Information	
CRN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted	
10216 Principles of Accounting - Financial - ACCT 001 0 1 Census Roster 1 Oct 31,2021-Feb 07,2022 Not Submitted	
Students Eligible to be Dropped	
Record Student ID Student Name Current Registration Action Student Email	
1 102	

- 3. Next, select the student you wish to drop before Census. You will have 2 options:
 - a. <u>No Show</u> please use this option for students that have never attended/participated in your class. For Online classes, if a student logs in but does not participate before Census, please drop the student as a No Show.
 - b. <u>**Drop/Dropped**</u>- please use this option when a student stops attending/participating in your class.

Once you have selected the action, click Submit. (See next page)

Drop	Roster Maintenance				Spring 2022
					Dec 06, 2021 11:45 am
button	ents eligible to be dropped from the CRN are and a confirmation page will display listing on tudents.	listed below. Update the registra ly the students you selected to d	ition status in the Irop. If you want	e Action field list for each student you wan to clear your selections to start over with	t to drop. After the appropriate students are updated, select the Submit ut dropping anyone, select the Reset button to reset the Action field to None
	nave no students to drop from the CRN, you s Action field, select Submit, and a confirmation			tudent Action fields to record that you hav	e reviewed this CRN and approve of its roster. Leave all students with None
Course i	information				
CRN T	tle	Rule ID Roster Type	Census Type	Dates Available Roster Las	t Submitted
10216 Pr	inciples of Accounting - Financial - ACCT	001 0 1 Census Roster	1	Oct 31,2021-Feb 07,2022 Not Submit	ed
Student	s Eligible to be Dropped				
Record Number	Student ID Student Name	Current Registration	Action	Student Email	
1	102	Register/Registered	None	students.solano.edu	
2	106	Register/Registered	None	@dentilization@gmail.com	
3	105	Register/Registered	Drop/Dropped	@students.solano.edu	
4	102	Register/Registered	No Show	@ @students.solano.edu	

4. When you have clicked submit, the following screen will appear asking you to confirm the drop action. To confirm the drop action select "Submit Changes." If you make a mistake, click Cancel. If you drop a student by mistake, contact the office of Admissions and Records to have the mistake corrected.

17 106 Z	Register/Registered	Drop/Dropped V
		None
Submit Reset		Drop/Dropped
		No Show
Return to Previous		
RELEASE: C3SC 8.14.0.1		
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Personal Information Faculty Services Employee Financial Aid	
Search Go	SITE MAP HELP EXIT
Drop Roster Maintenance Confirmation	Spring 2022 Dec 06, 2021 11:56 am
Course Information	
CRN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted	
10216 Principles of Accounting - Financial - ACCT 001 0 Census Roster 1 Oct 31,2021-Feb 07,2022 Not Submitted	
The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort the action (drop no one) and return to the maintenance page.	e drop roster
Students Selected to be Dropped	
Record Student ID Student Name Pending Registration Number	
1 106 Drop Drop/Dropped	
Submit Changes Cancel	
RELEASE: C3SC 8.14.0.1	
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5. Once submit changes has been clicked, the following screen will appear letting you know you have successfully dropped your student and that your roster has been reviewed. The student will no longer show on the drop roster.

<u>Please note: you can submit drops multiple times during the roster availability period.</u>

Drop Roster Maintenance	Spring 2022 Dec 06, 2021 11:57 am
All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset for all students.	
If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave for the Action field, select Submit, and a confirmation page will display to verify this choice.	all students with None
Course Information CRN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted	
10216 Principles of Accounting - Financial - ACCT 001 0 1 Census Roster 1 Oct 31,2021-Feb 07,2022 06-DEC-2021	
Vou successfully dropped 1 student(s), and it was recorded that you reviewed the CRN roster.	
Students Eligible to be Dropped	
Record Student ID Student Name Current Registration Action Student Email	
1 102 Register/Registered None @@getudents.solano.edu	

6. If you have no students to drop before census, you can still submit the roster by clicking "Submit" and "Submit Changes." This will provide an electronic submission of your census roster. Please see the following 3-screen shots below for more details:

Faculty are required to submit the census roster during the census week even if you have previously submitted drops. This confirms the final submission of the census roster

Personal Information Alumni and Friends Student Faculty Services Employee WebT	ailor Administration Finance	Financial Aid
Search Go		MAIN MENUI SITE MAPI HELP. EXT
Drop Roster Maintenance		Fail 201 Jul 24, 2019 11:30 ar
All students eligible to be dropped from the CRN are listed below. Update the registration stat students you selected to drop. If you want to clear your selections to start over without dropp	us in the Action field list for each ying anyone, select the Reset but	h student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the tton to reset the Action field to Hone for all students.
If you have no students to drop from the CRN, you still must submit the page without updatir will display to verify this choice.	ng any student Action fields to re	ecord that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page
Course Information CRN Title Rule ID Roster Type Censu 81168 Principles of Accounting - Financial - ACCT 001 0 2 Census Roster 1	is Type Dates Available Jul 03,2019-Jul 25,20	Roster Last Submitted 019 24-JUL-2019
Students Eligible to be Dropped Record Student ID Student Name Current Registration Action Number	Student Email	
	• @test.case7@solano.edu • •	i de la construcción de la constru
Submit Reset		
Return to Previous		

Persona	al Information	Alumni an	d Friends	Student	Faculty :	Services	Empl	loyee	WebTailo	or Adm	inistrati	on Fi	nance	Fina	incial Ai	d						
Search		(50																			
Drop	Roster Ma	aintena	ince Co	onfirma	ation																	
ourse	Information																					
CRN 1	Title				Rule	e ID Ro	ster T	ype C	ensus 1	Гуре І	Dates A	vailat	ble		Roster	Last Si	bmitte	d				
31168	Principles of Ac	counting -	Financial	- ACCT 0	01 0	Cer	nsus Re	oster 1]	Jul 03,20	019-Ju	1 25,20	019	4-JUL-	2019						
1	t Changes Ca	aintenance ancel	page, you s	selected no) students	to drop.	. If you	select ti	he Submi	it butto	on, the R	oster w	vill be re	ecord	ed and (onsidere	d as sub	mitted	withou	t droppi	ng any st	udents.
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Search		Go								MAIN ME	NU SITE MA	и неця в	XIT
Drop	Roster Maintena	ance									Jul 24, 2	Fall 2 2019 11:32	
			w. Update the registration status ons to start over without droppin					, select the Submit butt	n and a confirmati	on page will di	splay listing	only the	
	have no students to drop splay to verify this choice.		bmit the page without updating	any student Action fields to re	cord that you h	have reviewed this CRN an	d approve of its roster. Leave	all students with None f	or the Action field,	select Submit,	and a confin	mation pag	e
CRN T		Rul - Financial - ACCT 001 0 2	e ID Roster Type Census Census Roster 1	Type Dates Available Jul 03,2019-Jul 25,20		ast Submitted							
		ts. It was recorded that you	reviewed the CRN roster.										
		Name Current Registratio	on Action	Student Email									
1	106892773 Case 7, T	fest **Registered**	None •	lest.case7@solano.edu	1								
2	106892774 Case 8, T	fest **Registered**	None •										
3	106892775 Case 9, 7	fest **Registered**	None •										
Submit	Reset												
Return	to Previous				~								
-					_						_		2

****Note:** Faculty have the option of sending the student an email and letting them know they dropped them if they choose to do so. Simply click on the email icon next to the students name and then an email will appear in order to send to the student.**

Format Insert Draw Options	🔟 Discard	⊳ s
Calibri (Body) II B I U \measuredangle \blacksquare <	ightarrow Redo	
From: Tina.Abbate@solano.edu		
To: test.case7@solano.edu;	R	Cc 8
Subject		
Dear Test Case,		
We have dropped you from CRN 81168		
Sincerely, Your Professor Sent from Mail for Windows 10		

WW ROSTER INSTRUCTIONS:

1. The "W Roster" is available at the close of census. To access the "W Roster," repeat steps 1 through 4 from above. If you have not already selected the term, please do so at this time in order to view your W Roster. The available dates column displays availability for which the CRN's are available with a status of "Now." Click on your highlighted CRN# to display as shown below:

Search		Go							RETURN TO MENU SETE MAP HELP
Drop	Roste	Status							Fall 2019 (201 Jul 24, 2019 11:52
This p	age lists t	he classes for which yo	are the prim	ary instructor for t	the term. The Drop Ros	ters that are available for each cl	iass are listed with the dates of av	allability. To access the drop roster, click on the available CRN below.	
urre	nt Dro	p Roster Sum	mary						
RN	Subj Cr	e Sec Title	,	Roster Type	Census Type Active	Available	Last Submitted Recorded Gra	des Rolled	
		e Sec Title 4 0 Intro to Draw	Rule ID	Census Roster	1 Future	Available Jul 30, 2019-Aug 21, 2019 Aug 22, 2019-Sep 16, 2019	Not Submitted Total:0 of 8	des Rolled No	
0257	ART 01		Rule ID ng 2 3 2	Census Roster W Roster Census Roster	1 Future NA Future 1 Future	Jul 30, 2019-Aug 21, 2019	Not Submitted Total:0 of 8 Not Submitted Not Submitted Total:0 of 8		
0257	ART 01	4 0 Intro to Draw 1 0 Prin/Acctng- Finan	Rule ID ng 2 3 2 3 2 3 2	Census Roster W Roster Census Roster W Roster Census Roster	Future NA Future Future Future NA Future NA Future Future Future	Jul 30, 2019-Aug 21, 2019 Aug 22, 2019-Sep 16, 2019 Aug 12, 2019-Sep 03, 2019	Not Submitted Total:0 of 8 Not Submitted Not Submitted Total:0 of 8 Not Submitted Not Submitted Total:0 of 0	No	
80257 80305 80312	ART 0:	4 0 Intro to Draw 1 0 Prin/Acctng- Finan 1 0 Prin/Acctng- Finan	Rule ID ng 2 3 2 3 2 3 2 3 2 3 2 3 2 3	Census Roster W Roster Census Roster W Roster Census Roster W Roster Census Roster	1 Future NA Future 1 Future NA Future 1 Future NA Future 1 Expired	Jul 30, 2019-Aug 21, 2019 Aug 22, 2019-Sep 16, 2019 Aug 12, 2019-Sep 03, 2019 Sep 04, 2019-Oct 25, 2019 Aug 12, 2019-Sep 03, 2019	Not Submitted Total:0 of 8 Not Submitted Not Submitted Total:0 of 8 Not Submitted Not Submitted Total:0 of 0 Not Submitted Not Submitted Total:0 of 4	No	

2. After clicking the CRN#, you will be brought to your "W Roster" screen.

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Personal Information Alumni and Friends Student Faculty S	vices Employee WebTailor Administration Finance Financial Aid
Search Go	MAIN MENU STEEMAP HELP EN
Drop Roster Maintenance	Fail 200 Jul 25, 2019 01:24 pt
All students eligible to be dropped from the CRN are listed below. students you selected to drop. If you want to clear your selection	Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.
If you have no students to drop from the CRN, you still must sub will display to verify this choice.	nit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page
Course Information	X
CRN Title Rule 81166 Principles of Accounting - Financial - ACCT 001 0 3	ID Roster Type Census Type Dates Available Roster Last Submitted W Roster NA Jul 01,2019-Jul 25,2019 22-JUL-2019
Students Eligible to be Dropped Record Student ID Student Name Current Registration	Action Student Email
Number	
1 106892772 Case 6, Test **Registered**	None • @ test.case6@solano.edu
2 106892773 Case 7, Test **Registered**	None
3 106892774 Case 8, Test **Registered**	None
4 106892775 Case 9, Test **Registered**	None •
Submit Reset	
Return to Previous	
\	^

3. Next, select the student you wish to drop with a "W" by choosing the "Instr Drop-W Grade" from the action dropdown menu. Once you have selected the action, click Submit.

0	0
Personal Information Alumni and Friends Student Feculity	errikes Employee WebTailor Administration Finance Financial Aid
Search Go	MAIN MENU SITE MAP HELP EXIT
Drop Roster Maintenance	Feit 2019
	541 2019 341 25, 2019 01:24 pm
	. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the is to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.
If you have no students to drop from the CRN, you still must sub will display to verify this choice.	smit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page
Course Information	
CRN Title Rule 81166 Principles of Accounting - Financial - ACCT 001 0 3	2 ID Roster Type Census Type Dates Available Roster Last Submitted W Roster NA Jul 01.2019-Jul 25.2019 22-JUL-2019
Students Eligible to be Dropped	
Record Student ID Student Name Current Registration Number	n Action Student Email
1 106892772 Case 6, Test **Registered**	None
2 106892773 Case 7, Test **Registered**	Enger Drop - W Grade
3 106892774 Case 8, Test **Registered**	None
4 106892775 Case 9, Test **Registered**	🗤 Nore 🔹 🥆 Instr Drop - W Grade
Submit Reset	
1	
Return to Previous	<u></u>

4. When you have clicked Submit, the following screen will appear asking to confirm the drop action. To confirm the drop action, select "Submit Changes." If you make a mistake, click Cancel. If you drop a student by mistake, contact the office of Admissions and Records to have the mistake corrected.

	SITE MAP HELP EXT
Prop Roster Maintenance Confirmation	Fall 201 Jul 25, 2019 01:32 pr
purse Information RN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted I166 Principles of Accounting - Financial - ACCT 001 0 W Roster NA Jul 01,2019-Jul 25,2019 22-JUL-2019	
The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort the action (drop no one) and return to the drop roster maintenance page.	
udents Selected to be Dropped ecord Student ID Student Name Pending Registration umber	

5. After your submit changes has been clicked, the following screen will appear letting you know you have successfully dropped your student and that your roster has been reviewed. The student will no longer show on the drop roster.

Please note: you can submit drops multiple times during the roster availability period.

rsonal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration Finance Financial Aid
Inch Go
rop Roster Maintenance
Ill students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the tudents you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.
f you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation pag will display to verify this choice.
rse Information
N Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted
66 Principles of Accounting - Financial - ACCT 001 0 3 W Roster NA Jul 01,2019-Jul 25,2019 25-JUL-2019
viou successfully dropped 1 student(s), and it was recorded that you reviewed the CRN roster.
о воссояний инфрист закаселасти, ная техноса или тра начина иле они након
dents Eligible to be Dropped
cord Student ID Student Name Current Registration Action Student Email mber
106892773 Case 7, Test **Registered** None • 🛞 test.case?@solano.edu
106892774 Case 8, Test **Registered** None •
106892775 Case 9, Test **Registered** None •
bmit Reset
um to Previous

6. If you have no student(s) to drop by the "W" deadline, you can still submit the roster by clicking "Submit" and "Submit Changes." This will provide an electronic submission of your "W" roster. For more details, see the next 3-screen shots below:

ſ	Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration Finance Financial Ald	Ç
	earch Go	σ
L	Prop Roster Maintenance	
L	² All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to lisone for all students.	
	If you have no students to drop from the CRH, you still must submit the page without updating any student Action fields to record that you have reviewed this CRH and approve of its roster. Leave all students with None for the Action field, select. Submit, and a confirmation page will display to verify this choice.	
c	ourse Information RN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted 1166 Principles of Accounting - Financial - ACCT 001 0 3 W Roster NA Jul 01,2019-Jul 25,2019 25-JUL-2019	C
	tudents Eligible to be Dropped	
	tecord Student ID Student Name Current Registration Action Student Email	
	106892773 Case 7, Test **Registered** None • ∰test.case7@solano.edu 106892774 Case 8, Test **Registered** None • 106892775 Case 9, Test **Registered** None •	
	Submit Reset	
	eturn to Previous	

Personal Information Alumni and Friends Student Faculty Services Employee WebTallor Administration Finance Financial Aid	
Search Ge	STTE MAP HELP EXIT
Drop Roster Maintenance Confirmation	Fail 2019 Jul 25, 2019 03:50 pm
Course Information CRN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted 81166 Principles of Accounting - Financial - ACCT 001 0 W Roster NA Jul 01,2019-Jul 25,2019 25-JUL-2019	c
On the Drop Roster Maintenance page, you selected no students to drop. If you select the Submit button, the Roster will be recorded and considered as submitted without dr	opping any students.
Submit Changes Cancel	

Ge	HADN MENU STTE HAP. HELP EX
Drop Roster Maintenance	Fall 2 Jul 25, 2019 03:52
⁸ All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field sist for each student you want to drop. After th students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to Now.	appropriate students are updated, select the Submit button and a confirmation page will display listing only the for all students.
If you have no students to drop from the CRH, you still must submit the page without updating any student Action fields to record that you have reviewed this Cl will display to verify this choice.	N and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page
ourse Information RN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted	
RN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted	
RN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted 166 Principles of Accounting - Financial - ACCT 001 0 3 W Roster NA Jul 01,2019-Jul 25,2019 25-30L-2019	
RN Title Rule ID Roster Type Census Type Dates Available Roster Last Submitted 1166 Ymogles of Accounting - Financial - ACCT 001 0 3 W Roster NA Jul 01,2019-Jul 25,2019 25-30L-2019	
RN Itile Roster Type Census Type Dates Available Roster Last Submitted 1166 Principles of Accounting - Financial - ACCT 001 0 3 W Roster NA Jul 01,2019-Jul 25,2019 25-JUL-2019 Vou did not drop any students. It was recorded that you reviewed the CRN roster. tudents Eligible to be Dropped	
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****Note:** Faculty have the option of sending the student an email and letting them know they dropped them if they choose to do so. Simply click on the email icon next to the students name and the email will appear to send to the student.******

Format	Insert	Draw		tions											🕅 Discard	Þ Se
Calibri (Body) 11	В	Ι	<u>U</u>	2	A	~	2	Ē	~	Heading 1	Heading 2	~	∽ Undo		
From: Tina.Al	obate@sola	no.edu														
To: test.case7	@solano.ec	lu;													Я	Cc &
Subject																
Dear Test Case																
We have dropp	ed you from	CRN 81168														
Sincerely,																

7. Students dropped with a "W" will appear on your final grade roster as shown below. There grade will record as "W" and no further action is required for grading.

Course Informa									
	tion								
Principles of Ac		ancial - ACCT 001 ()						
CRN: Students Regis	tered	81166 3							
students regis	cereur	5							
🏝 Please submit	the grades ofte	n. There is a 1200 mi	nute time limit starting	at 04:01 pm	on Jul 2	5, 2019 for this pag	e.		
<i>Final Grades</i> Record Number	Student Nam	e ID Credit	s Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number	
			-				0-999999.999		
1	Case 1, Test	106892767 0.000	Instr Drop - W Grade Jul 15, 2019	Not Gradable	N		None	5	
2	Case 2, Test	106892768 0.000	Instr Drop - W Grade	Not Gradable	N		None	6	
			Instr Drop - W Grade Jul 18, 2019						0
3	Case 3, Test	106892769 0.000	Instr Drop - W Grade Jul 18, 2019 Instr Drop - W Grade Jul 22, 2019	Not Gradable	N		None	7	0
			Instr Drop - W Grade Jul 18, 2019 Instr Drop - W Grade	Not Gradable	N				ø
3	Case 3, Test	106892769 0.000 106892770 0.000	Instr Drop - W Grade Jul 18, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade	Not Gradable Not Gradable	N N		None	7	@ @
3	Case 3, Test Case 4, Test	106892769 0.000 106892770 0.000	Instr Drop - W Grade Jul 18, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 25, 2019	Not Gradable Not Gradable	N N		None	7 8	ø
3 4 5 6	Case 3, Test Case 4, Test Case 6, Test Case 7, Test	106892769 0.000 106892770 0.000 106892772 0.000 106892773 4.000	Instr Drop - W Grade Jul 18, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 25, 2019 **Registered#* Jul 16, 2019	Not Gradable Not Gradable Not Gradable None T	N N N		None None None	7 8 10 11	
3 4 5	Case 3, Test Case 4, Test Case 6, Test	106892769 0.000 106892770 0.000 106892772 0.000	Instr Drop - W Grade Jul 18, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 25, 2019 **Registered#* Jul 16, 2019	Not Gradable Not Gradable Not Gradable	N N N		None None None	7 8 10	ø
3 4 5 6	Case 3, Test Case 4, Test Case 6, Test Case 7, Test	106892769 0.000 106892770 0.000 106892772 0.000 106892773 4.000	Instr Drop - W Grade Jul 18, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 22, 2019 Instr Drop - W Grade Jul 25, 2019 **Registered** Jul 16, 2019 **Registered**	Not Gradable Not Gradable Not Gradable None T	N N N		None None None	7 8 10 11	ø

8. You may experience a drop roster conflict. If you experience a drop roster conflict, please contact your division administrative assistant. Below we have provided examples of Drop Roster Conflicts:

Secti	ons Disal	oled or W	ithout Defined Drop Rosters		
🛡 The s	sections below	are either disa	bled from drop roster processing or are not setup	with drop rosters.	
CRN	Subj Crse Se	c Title	Section Condition	Recorded Grades	Rolled
81167	064A 0	Practicum I	Drop rosters are not defined for this section	. Total:0 of 6	No

9. In the example above, a roster rule has not been defined for this course. As a result, the following message above is produced.

Drop Roste	er Cor	flicts			
⚠ The sections liv	isted belo	w have an availabilit	y date cor	nflict in the roster	r rules. A section's dates may not be defined properly, or the roster rules cause a conflict in the dates. Contact your system administrator to resolve this proble
		-1.1			
CRN Subj C	irse Sec	Title	Rule ID	Roster Type	Census Type

10. The section above was scheduled as of <u>08/01/2019</u> to <u>12/15/2019</u> part of term other OT. Since the term dates are <u>8/12/19</u> to <u>12/15/19</u>, the roster checking indicates that this course is outside the roster availability dates and therefore produces a conflict.