



Faculty Drop Rosters

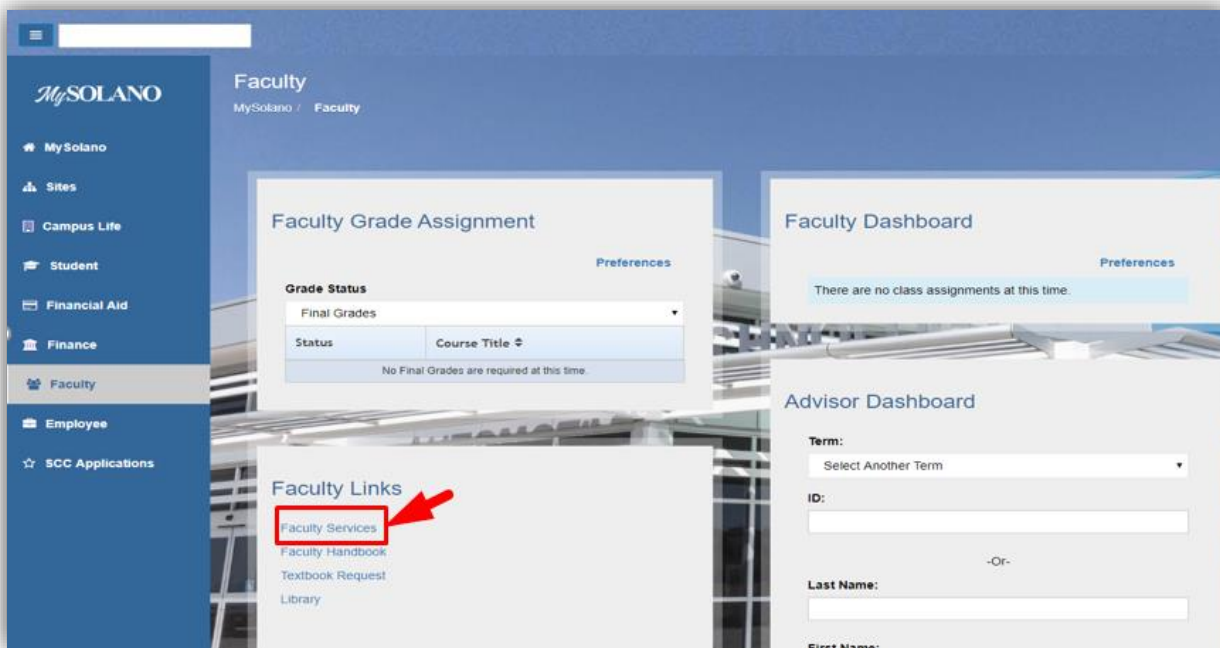
‘HOW-TO’ INSTRUCTIONS

LAST MODIFIED: DECEMBER 6, 2021

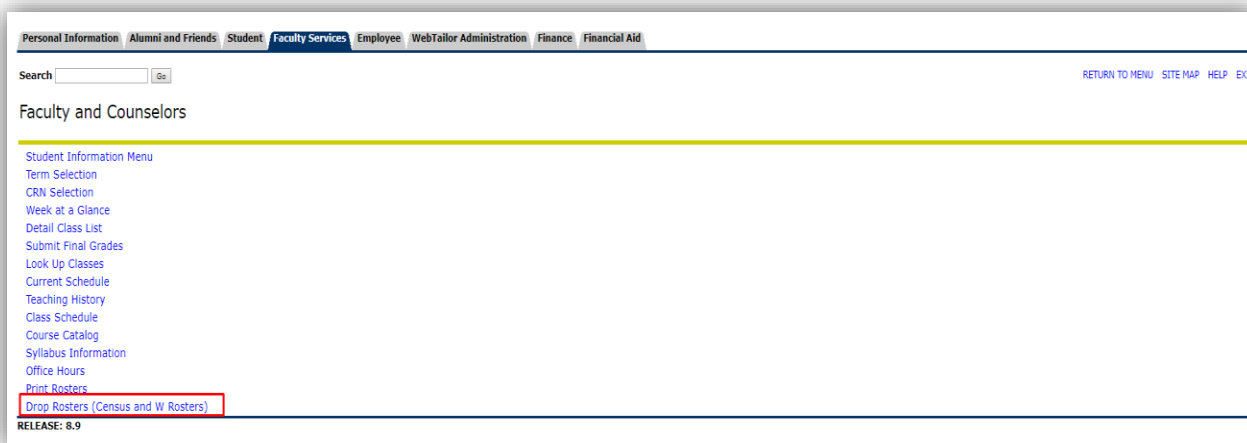
FACULTY DROP ROSTERS

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:



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



FACULTY DROP ROSTERS

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

Personal Information Faculty Services Employee Financial Aid

Search Go

Term Selection

Select a Term: Spring 2022

Submit

RELEASE: C3SC 8.4

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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:

Personal Information Faculty Services Employee Financial Aid

Search Go

Drop Roster Status

RETURN TO MENU SITE MAP HELP EXIT

Spring 2022 (202210)
Dec 06, 2021 11:39 am

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. To access the drop roster, click on the available CRN below.

Current Drop Roster Summary

CRN	Subj	Crse Sec Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded	Grades	Rolled
10209	ACCT	001 0 Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 39	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10215	ACCT	001 0 Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 40	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10216	ACCT	001 0 Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 17	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10249	ACCT	050 0 Computer Accounting	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 13	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10250	ACCT	002 0 Prin/Acctng-Manag	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 39	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10255	ACCT	002 0 Prin/Acctng-Manag	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 0	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			

Sections Disabled or Without Defined Drop Rosters

The sections below are either disabled from drop roster processing or are not setup with drop rosters.

CRN	Subj	Crse Sec Title	Section Condition	Recorded	Grades	Rolled
No sections to list.						

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.

Current Drop Roster Summary

CRN	Subj	Crse Sec Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded	Grades	Rolled
10209	ACCT	001 0 Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 39	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10215	ACCT	001 0 Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 40	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10216	ACCT	001 0 Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 17	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10249	ACCT	050 0 Computer Accounting	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 13	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10250	ACCT	002 0 Prin/Acctng-Manag	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 39	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			
10255	ACCT	002 0 Prin/Acctng-Manag	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 0	No	
			2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted			

Sections Disabled or Without Defined Drop Rosters

FACULTY DROP ROSTERS

CENSUS ROSTER INSTRUCTIONS:

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

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. To access the drop roster, click on the available CRN below.

Current Drop Roster Summary

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded Grades	Rolled
10209	ACCT	001	0	Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 39	No
					2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted		
10215	ACCT	001	0	Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 40	No
					2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted		
10216	ACCT	001	0	Prin/Acctng-Finan	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 17	No
					2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted		
10249	ACCT	050	0	Computer Accounting	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 13	No
					2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted		
10250	ACCT	002	0	Prin/Acctng-Manag	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 39	No
					2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted		
10255	ACCT	002	0	Prin/Acctng-Manag	1	Census Roster	1	Now	Oct 31, 2021-Feb 07, 2022	Not Submitted	Total:0 of 0	No
					2	W Roster	NA	Future	Feb 08, 2022-Apr 01, 2022	Not Submitted		

Sections Disabled or Without Defined Drop Rosters

The sections below are either disabled from drop roster processing or are not setup with drop rosters.

CRN	Subj	Crse	Sec	Title	Section	Condition	Recorded Grades	Rolled
No sections to list.								

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 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 None 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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

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 Number	Student ID	Student Name	Current Registration	Action	Student Email
1	102	[REDACTED]	Register/Registered	None	[REDACTED]@students.solano.edu

3. Next, select the student you wish to drop before Census. You will have 2 options:
 - a. **No Show** – 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. **Drop/Dropped** - please use this option when a student stops attending/participating in your class.

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

FACULTY DROP ROSTERS

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 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 None 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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information		Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
CRN	Title					
10216	Principles of Accounting - Financial - ACCT 001 0 1		Census Roster 1		Oct 31, 2021-Feb 07, 2022	Not Submitted

Record Number	Student ID	Student Name	Current Registration Action	Student Email
1	102	[REDACTED]	Register/Registered	[REDACTED]@students.solano.edu
2	106	[REDACTED]	Register/Registered	[REDACTED]@gmail.com
3	105	[REDACTED]	Register/Registered	[REDACTED]@students.solano.edu
4	102	[REDACTED]	Register/Registered	[REDACTED]@students.solano.edu

- 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 [REDACTED] Z [REDACTED] Register/Registered Drop/Dropped [REDACTED]@yahoo.com

Submit **Reset** ←

[Return to Previous](#)

RELEASE: C3SC 8.14.0.1

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Drop Roster Maintenance Confirmation Spring 2022
Dec 06, 2021 11:56 am

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.

Record Number	Student ID	Student Name	Pending Registration
1	106	[REDACTED]	Drop/Dropped

Submit Changes **Cancel**

RELEASE: C3SC 8.14.0.1

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- 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.

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

FACULTY DROP ROSTERS

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, 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 None 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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

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

✓ You successfully dropped 1 student(s), and it was recorded that you reviewed the CRN roster.

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	10216		Register/Registered	None	@students.solano.edu

- 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 Web/Tailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance

Fall 2019
Jul 24, 2019 11:30 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, 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 None 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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
81168	Principles of Accounting - Financial - ACCT 001 0 2		Census Roster 1		Jul 03, 2019-Jul 25, 2019	24-JUL-2019

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	106892773	Case 7, Test	**Registered**	None	test.case7@solano.edu
2	106892774	Case 8, Test	**Registered**	None	
3	106892775	Case 9, Test	**Registered**	None	

[Return to Previous](#)

FACULTY DROP ROSTERS

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance Confirmation

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
81168	Principles of Accounting - Financial - ACCT 001 0		Census Roster 1		Jul 03,2019-Jul 25,2019	24-JUL-2019

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 dropping any students.

Submit Changes Cancel

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTailor Administration Finance Financial Aid

Search Go

MAIN MENU SITE MAP HELP EXIT

Drop Roster Maintenance

Fall 2019
Jul 24, 2019 11:32 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, 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 None 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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
81168	Principles of Accounting - Financial - ACCT 001 0 2		Census Roster 1		Jul 03,2019-Jul 25,2019	24-JUL-2019

You did not drop any students. It was recorded that you reviewed the CRN roster.

Students Eligible to be Dropped





Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	106892773	Case 7, Test	**Registered**	None	 test.case7@solano.edu
2	106892774	Case 8, Test	**Registered**	None	
3	106892775	Case 9, Test	**Registered**	None	

Submit Reset

[Return to Previous](#)

****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 Send

Calibri (Body) 11 B I U  A    Heading 1 Heading 2 Undo Redo

From: Tina.Abbate@solano.edu

To: test.case7@solano.edu; Cc & Bcc

Subject

Dear Test Case,

We have dropped you from CRN 81168

Sincerely,
Your Professor
Sent from Mail for Windows 10

"W" 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:

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTailor Administration Finance Financial Aid

Search Go

Drop Roster Status

RETURN TO MENU SITE MAP HELP EXIT

Fall 2019 (201980)
Jul 24, 2019 11:52 am

This page lists the classes for which you are the primary instructor for the term. The Drop Rosters that are available for each class are listed with the dates of availability. To access the drop roster, click on the available CRN below.

Current Drop Roster Summary

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded Grades	Rolls
80257	ART	014	0	Intro to Drawing	2	Census Roster	1	Future	Jul 30, 2019-Aug 21, 2019	Not Submitted	Total:0 of 8	No
					3	W Roster	NA	Future	Aug 22, 2019-Sep 16, 2019	Not Submitted		
80305	ACCT	001	0	Prin/Acctng-Finan	2	Census Roster	1	Future	Aug 12, 2019-Sep 03, 2019	Not Submitted	Total:0 of 8	No
					3	W Roster	NA	Future	Sep 04, 2019-Oct 25, 2019	Not Submitted		
80312	ACCT	001	0	Prin/Acctng-Finan	2	Census Roster	1	Future	Aug 12, 2019-Sep 03, 2019	Not Submitted	Total:0 of 0	No
					3	W Roster	NA	Future	Sep 04, 2019-Oct 25, 2019	Not Submitted		
81166	ACCT	001	0	Prin/Acctng-Finan	2	Census Roster	1	Expired	Jun 08, 2019-Jun 30, 2019	Not Submitted	Total:0 of 4	No
					3	W Roster	NA	Now	Jul 01, 2019-Jul 25, 2019	Jul 22, 2019		
81168	ACCT	001	0	Prin/Acctng-Finan	2	Census Roster	1	Now	Jul 03, 2019-Jul 25, 2019	Jul 24, 2019	Total:0 of 3	No
					3	W Roster	NA	Future	Jul 26, 2019-Aug 01, 2019	Not Submitted		

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

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance

MAIN MENU SITE MAP HELP EXIT

Fall 2019
Jul 25, 2019 01:24 pm

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 None 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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
81166	Principles of Accounting - Financial - ACCT 001 0 3		W Roster	NA	Jul 01, 2019-Jul 25, 2019	22-JUL-2019

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	106892772	Case 6, Test	**Registered**	None	test.case6@solano.edu
2	106892773	Case 7, Test	**Registered**	None	test.case7@solano.edu
3	106892774	Case 8, Test	**Registered**	None	
4	106892775	Case 9, Test	**Registered**	None	

Submit Reset

Return to Previous

FACULTY DROP ROSTERS

- 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.

Personal Information Alumni and Friends Student Faculty Services Employee Web/Tailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance

MAIN MENU SITE MAP HELP EXIT

Fall 2019
Jul 25, 2019 01:24 pm

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 None 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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
81166	Principles of Accounting - Financial - ACCT 001 0 3		W Roster	NA	Jul 01,2019-Jul 25,2019	22-JUL-2019

Students Eligible to be Dropped

Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	106892772	Case 6, Test	**Registered**	None	test.case6@solano.edu
2	106892773	Case 7, Test	**Registered**	Instr Drop - W Grade	test.case7@solano.edu
3	106892774	Case 8, Test	**Registered**	None	
4	106892775	Case 9, Test	**Registered**	None	

Submit Reset

Return to Previous

Instr Drop - W Grade

- 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.

Personal Information Alumni and Friends Student Faculty Services Employee Web/Tailor Administration Finance Financial Aid

Search Go

Drop Roster Maintenance Confirmation

SITE MAP HELP EXIT

Fall 2019
Jul 25, 2019 01:32 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	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.

Students Selected to be Dropped

Record Number	Student ID	Student Name	Pending Registration
1	106892772	Case 6, Test	Instr Drop - W Grade

Submit Changes Cancel

FACULTY DROP ROSTERS

- 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.

The screenshot shows the 'Drop Roster Maintenance' page. At the top, there is a navigation bar with tabs: Personal Information, Alumni and Friends, Student, Faculty Services (selected), Employee, WebTailor Administration, Finance, and Financial Aid. Below the navigation bar is a search field and a 'Go' button. On the right, there are links for MAIN MENU, SITE MAP, HELP, and EXIT. The page title is 'Drop Roster Maintenance'. Below the title, there is a message: '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 None for all students.' Below this message, there is a red box containing the text: '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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.' Below the message, there is a table titled 'Course Information' with columns: CRN, Title, Rule ID, Roster Type, Census Type, Dates Available, and Roster Last Submitted. The table contains one row: 81166 Principles of Accounting - Financial - ACCT 001 0 3, W Roster, NA, Jul 01,2019-Jul 25,2019 25-JUL-2019. Below the table, there is a green box containing the text: 'You successfully dropped 1 student(s), and it was recorded that you reviewed the CRN roster.' Below the green box, there is a table titled 'Students Eligible to be Dropped' with columns: Record Number, Student ID, Student Name, Current Registration, Action, and Student Email. The table contains three rows: 1, 106892773, Case 7, Test, **Registered**, None, test.case7@solano.edu; 2, 106892774, Case 8, Test, **Registered**, None, test.case7@solano.edu; 3, 106892775, Case 9, Test, **Registered**, None, test.case7@solano.edu. Below the table, there are buttons for Submit and Reset. At the bottom, there is a link for Return to Previous.

- 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:

The screenshot shows the 'Drop Roster Maintenance' page. At the top, there is a navigation bar with tabs: Personal Information, Alumni and Friends, Student, Faculty Services (selected), Employee, WebTailor Administration, Finance, and Financial Aid. Below the navigation bar is a search field and a 'Go' button. On the right, there are links for MAIN MENU, SITE MAP, HELP, and EXIT. The page title is 'Drop Roster Maintenance'. Below the title, there is a message: '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 None for all students.' Below this message, there is a red box containing the text: '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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.' Below the message, there is a table titled 'Course Information' with columns: CRN, Title, Rule ID, Roster Type, Census Type, Dates Available, and Roster Last Submitted. The table contains one row: 81166 Principles of Accounting - Financial - ACCT 001 0 3, W Roster, NA, Jul 01,2019-Jul 25,2019 25-JUL-2019. Below the table, there is a table titled 'Students Eligible to be Dropped' with columns: Record Number, Student ID, Student Name, Current Registration, Action, and Student Email. The table contains three rows: 1, 106892773, Case 7, Test, **Registered**, None, test.case7@solano.edu; 2, 106892774, Case 8, Test, **Registered**, None, test.case7@solano.edu; 3, 106892775, Case 9, Test, **Registered**, None, test.case7@solano.edu. Below the table, there are buttons for Submit and Reset. The Submit button is highlighted with a red box. At the bottom, there is a link for Return to Previous.

FACULTY DROP ROSTERS

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTutor Administration Finance Financial Aid

Search Go SITE MAP HELP EXIT

Drop Roster Maintenance Confirmation

Fall 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	

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 dropping any students.

Submit Changes **Cancel**

Personal Information Alumni and Friends Student **Faculty Services** Employee WebTutor Administration Finance Financial Aid

Search Go MAIN MENU SITE MAP HELP EXIT

Drop Roster Maintenance

Fall 2019
Jul 25, 2019 03:52 pm

All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field 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 None 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 all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.

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	

✓ You did not drop any students. It was recorded that you reviewed the CRN roster.

Students Eligible to be Dropped









Record Number	Student ID	Student Name	Current Registration	Action	Student Email
1	106892773	Case 7, Test	**Registered**	None	 test.case7@solano.edu
2	106892774	Case 8, Test	**Registered**	None	
3	106892775	Case 9, Test	**Registered**	None	


Submit **Reset**


[Return to Previous](#)

****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 Options Discard Send

Calibri (Body) 11 **B** *I* U       **Heading 1** **Heading 2**  Undo  Redo

From: Tina.Abbate@solano.edu 

To: test.case7@solano.edu;  Cc & Bcc

Subject

Dear Test Case,

We have dropped you from CRN 81168

Sincerely,
Your Professor
Sent from [Mail](#) for Windows 10

FACULTY DROP ROSTERS

- 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.

Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration Finance Financial Aid

Search Go

Final Grades

Enter final grades for each student.

Course Information
Principles of Accounting - Financial - ACCT 001 0
 CRN: 81166
 Students Registered: 3

Please submit the grades often. There is a 1200 minute time limit starting at 04:01 pm on Jul 25, 2019 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
							MM/DD/YYYY	0-999999.999	
1	Case 1, Test	106892767	0.000	Instr Drop - W Grade	Not Gradable	N		None	5
2	Case 2, Test	106892768	0.000	Instr Drop - W Grade	Not Gradable	N		None	6
3	Case 3, Test	106892769	0.000	Instr Drop - W Grade	Not Gradable	N		None	7
4	Case 4, Test	106892770	0.000	Instr Drop - W Grade	Not Gradable	N		None	8
5	Case 6, Test	106892772	0.000	Instr Drop - W Grade	Not Gradable	N		None	10
6	Case 7, Test	106892773	4.000	**Registered**	None	N		None	11
7	Case 8, Test	106892774	4.000	**Registered**	None	N		None	12
8	Case 9, Test	106892775	4.000	**Registered**	None	N		None	13

Submit Reset

Please submit the grades often. There is a 1200 minute time limit starting at 04:01 pm on Jul 25, 2019 for this page.

- 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:

Sections Disabled or Without Defined Drop Rosters

The sections below are either disabled from drop roster processing or are not setup with drop rosters.

CRN	Subj Crse	Sec Title	Section Condition	Recorded Grades	Rolled
81167	064A 0	Practicum I	Drop rosters are not defined for this section. Total:0 of 6		No

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

Drop Roster Conflicts

⚠ The sections listed below have an availability date conflict in the roster 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 problem.

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type
81169	ACCT	001	0	Prin/Acctng- Finan	2	Census Roster	1
					3	W Roster	NA

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