

Dropping Students

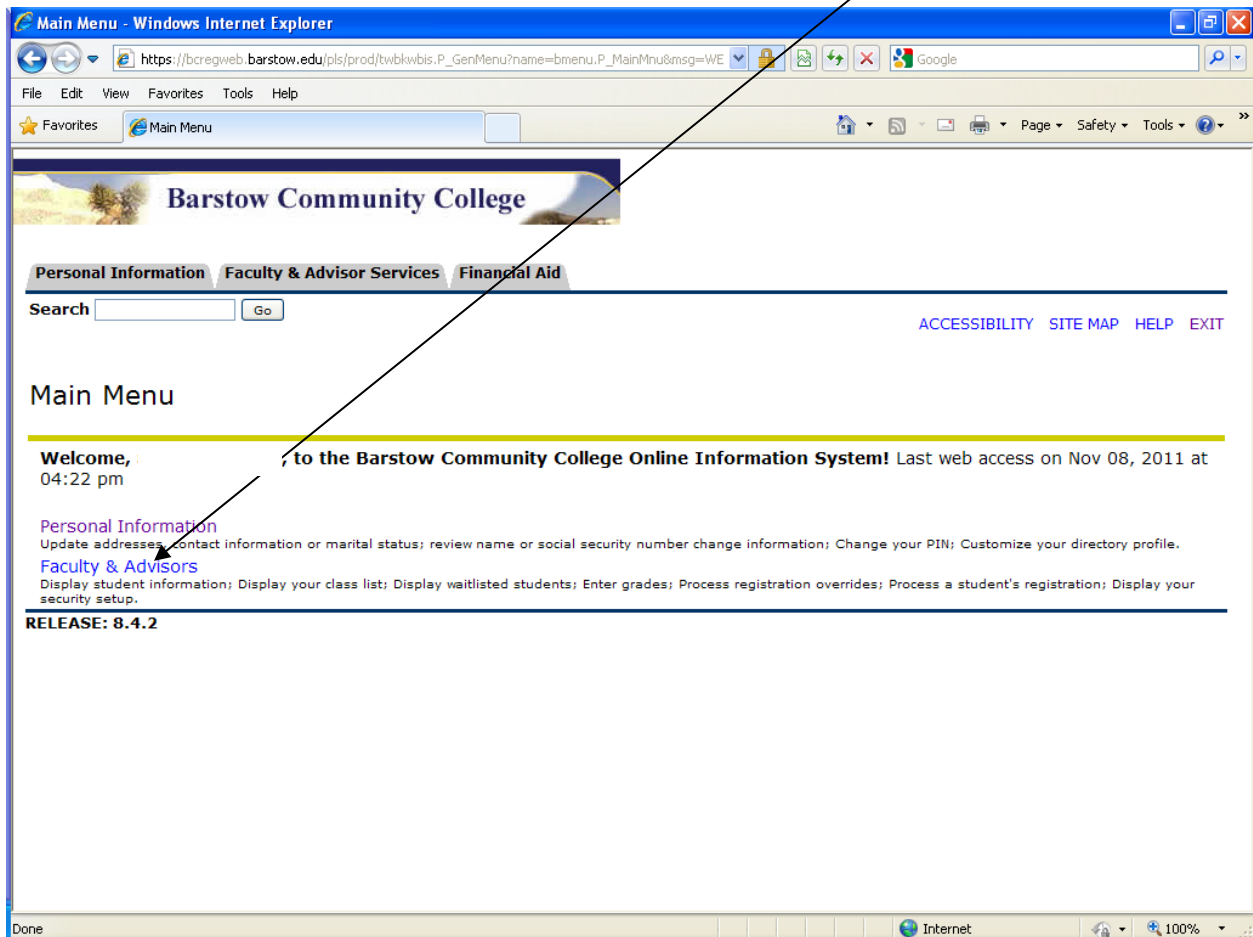
Instructors have three opportunities to drop students. Instructors may access the rosters and drop students as many times as they would like during the availability date range.

Opening Day Rosters are available from the first day of class through the third class meeting. This is optional.

Census Certification is available from the day after the No Show Roster through 5 days after the official census date (20% of the course). This is required. Census Certification must be submitted for all classes, even if no students are dropped.

W Rosters are available from the day after the Census Certification through the last official day for students to drop (75% of the course). This is optional.

After logging in (see the Logging In Tutorial for assistance) click on **Faculty & Advisors**.



The screenshot shows a web browser window titled "Main Menu - Windows Internet Explorer". The address bar displays the URL: https://bcregweb.barstow.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WE. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Barstow Community College logo and navigation tabs for "Personal Information", "Faculty & Advisor Services", and "Financial Aid". A search bar is located below the tabs, and links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Main Menu" and includes a welcome message: "Welcome, [user] to the Barstow Community College Online Information System! Last web access on Nov 08, 2011 at 04:22 pm". Two menu items are listed: "Personal Information" (with sub-links for updating addresses, contact info, marital status, name, SSN, PIN, and profile) and "Faculty & Advisors" (with sub-links for displaying student info, class lists, waitlisted students, grades, registration overrides, and security setup). A "RELEASE: 8.4.2" notice is at the bottom. A black arrow points from the text above to the "Faculty & Advisors" link in the menu.

Click on Census Drop Rosters.

The screenshot shows a web browser window titled "Faculty and Advisors - Windows Internet Explorer". The address bar contains the URL "https://bcregweb.barstow.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu". The page header includes the Barstow Community College logo and navigation tabs for "Personal Information", "Faculty & Advisor Services", and "Financial Aid". A search bar is present with a "Go" button. On the right side, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Faculty and Advisors" and contains a list of menu items: "Advisor Menu", "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Week at a Glance", "Detail Class List", "Summary Class List", "Detail Wait List", "Summary Wait List", "Final Grade", "Student Information Menu", "Active Assignments", "Assignment History", "Class Schedule", "Course Catalog", "Syllabus Information", "Office Hours", and "Census Drop Rosters". A black arrow points from the text "Click on Census Drop Rosters." to the "Census Drop Rosters" link. At the bottom left, the text "RELEASE: 8.5.1" is visible. The browser status bar at the bottom shows "Internet" and "100%" zoom.

Select the term for which you are dropping students.

The screenshot shows a Windows Internet Explorer browser window with the following elements:

- Browser Title:** Term Selection - Windows Internet Explorer
- Address Bar:** https://bcregweb.barstow.edu/pls/prod/bwksipgr.showpage?page=SC_FAC_SELTERM
- Navigation:** File, Edit, View, Favorites, Tools, Help
- Page Header:** Barstow Community College
- Navigation Tabs:** Personal Information, Faculty & Advisor Services, Financial Aid
- Search:** Search Go
- Links:** RETURN TO MENU, SITE MAP, HELP, EXIT
- Section Header:** Term Selection
- User Info:** B00170488 Sona Vartanian, Nov 17, 2011 12:34 pm
- Form:** Select a Term: Spring 2012
- Content:** [Term Selection]
- Text:** RELEASE: C3SC 8.4
- Status Bar:** Done, Internet, 100%

You will be able to view all of the classes you are teaching for the term and the dates that the various drop rosters are available. If the CRN is highlighted blue you can select that CRN for processing. You will only be able to access the roster that is currently available.

Drop Roster Status Spring 2012 (201203)
Nov 17, 2011 01:14 pm

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. Additionally, the current grades for each class are summarized including a notation if at least one student's grade has been rolled.

The grade-roll status of each class is noted in the Rolled column.

Current Drop Roster Summary

CRN	Subj	Crse	Sec	Title	Rule ID	Roster Type	Census Type	Active	Available	Last Submitted	Recorded Grades	Rolled
40278	SPAN	1B	0	Elementary Spanish	1	Opening Day Roster	Not Applicable	Now	Nov 14, 2011-Jan 12, 2012	Not Submitted	Total:0 of 8	No
					2	Census Roster	Census 1	Future	Jan 13, 2012-Feb 06, 2012	Not Submitted		
					3	W Roster	Not Applicable	Future	Feb 07, 2012-Apr 18, 2012	Not Submitted		
40279	ESL	190	0	Developing Literacy	1	Opening Day Roster	Not Applicable	Now	Nov 15, 2011-Jan 13, 2012	Not Submitted	Total:0 of 0	No
					2	Census Roster	Census 1	Future	Jan 14, 2012-Feb 06, 2012	Not Submitted		
					3	W Roster	Not Applicable	Future	Feb 07, 2012-Apr 18, 2012	Not Submitted		
40280	ESL	192	0	Expanding Foundations in ESL	1	Opening Day Roster	Not Applicable	Now	Nov 15, 2011-Jan 13, 2012	Not Submitted	Total:0 of 0	No
					2	Census Roster	Census 1	Future	Jan 14, 2012-Feb 06, 2012	Not Submitted		
					3	W Roster	Not Applicable	Future	Feb 07, 2012-Apr 18, 2012	Not Submitted		

TO DROP STUDENTS

Click on the Action button and select the drop. When done click Submit.

Drop Roster Maintenance Confirmation - Windows Internet Explorer

https://bcregweb.barstow.edu/03/test/bwvkdop.P_ProcMaintenance Certificate Error Google

File Edit View Favorites Tools Help

Oracle Fusion Middleware Fo... Drop Roster Maintenance...

SUNGARD HIGHER EDUCATION

Personal Information Faculty & Advisor Services Financial Aid

Search Go SITE MAP HELP EXIT

Drop Roster Maintenance Confirmation B00019434 S Staff
Spring 2012
Jan 05, 2012 02:10 pm

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
40382	Int Writing Essentials - ACSK 151 0		Opening Day Roster	Not Applicable	Dec 21,2011-Jan 13,2012	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 drop roster maintenance page.

Students Selected to be Dropped

Record Number	Student ID	Student Name	Pending Registration
1	B00157446	Student, Bogus I. Confidential	No Show, Instructor Drop

Submit Changes Cancel

RELEASE: C3SC 8.3.1

Done Internet 100%

After you submit the following page will appear indicating for confirmation the students you will be dropping. You must then click Submit Changes.

Drop Roster Maintenance Confirmation B00019434 S Staff
Spring 2012
Jan 05, 2012 02:10 pm

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
40382	Int Writing Essentials - ACSK 151 0		Opening Day Roster	Not Applicable	Dec 21,2011-Jan 13,2012	Not Submitted

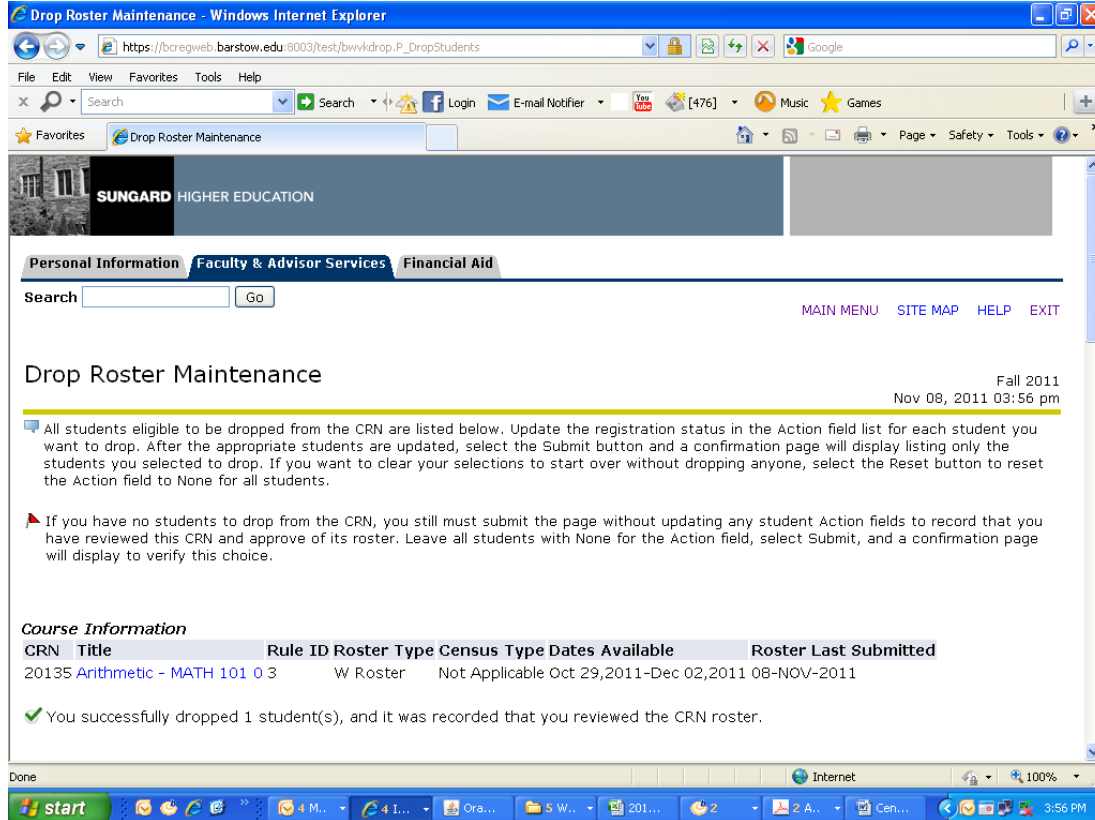
⚠ The following students were selected to drop from this class. Please select the Submit Changes button to confirm the drop, or select the Cancel button to abort the action (drop no one) and return to the drop roster maintenance page.

Students Selected to be Dropped

Record Number	Student ID	Student Name	Pending Registration
1	B00157446	Student, Bogus I. Confidential	No Show, Instructor Drop

RELEASE: C3SC 8.3.1

After you Submit Changes a confirmation page will appear. You will not be able to add students back to your class after you have dropped them without contacting Admissions and Records for assistance.



NOT DROPPING STUDENTS – For Census Certification only

At the bottom of the page click the Submit Button.

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL: https://bcregweb.barstow.edu:8003/test/bwvkdrops_ProcMaintenance. The browser title is "Drop Roster Maintenance Confirmation - Windows Internet Explorer".

The page content includes a header for "SUNGARD HIGHER EDUCATION" and navigation tabs for "Personal Information", "Faculty & Advisor Services", and "Financial Aid". A search bar is present with a "Go" button. On the right side, there are links for "SITE MAP", "HELP", and "EXIT".

The main heading is "Drop Roster Maintenance Confirmation". In the top right corner, the user information is displayed: "800019434 S Staff", "Spring 2012", and "Jan 05, 2012 02:14 pm".

A section titled "Course Information" contains a table with the following data:

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
40382	Int Writing Essentials - ACSK 151 0		Opening Day Roster	Not Applicable	Dec 21,2011-Jan 13,2012	Not Submitted

Below the table, a warning message states: "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." At the bottom of this section are two buttons: "Submit Changes" and "Cancel".

At the very bottom of the page, the text "RELEASE: C3SC 8.3.1" is displayed.

A confirmation will appear that you are not dropping any students. Click Submit Changes.

Drop Roster Maintenance Confirmation - Windows Internet Explorer

https://bcregweb.barstow.edu:8003/test/bwvkdrops_P_ProcMaintenance

SUNGARD HIGHER EDUCATION

Personal Information Faculty & Advisor Services Financial Aid

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Drop Roster Maintenance Confirmation

Fall 2011
Nov 08, 2011 03:57 pm

Course Information

CRN	Title	Rule ID	Roster Type	Census Type	Dates Available	Roster Last Submitted
20135	Arithmetic - MATH 101 0		W Roster	Not Applicable	Oct 29,2011-Dec 02,2011	Not Submitted

⚠ 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.

RELEASE: C3SC 8.3.1

A confirmation will appear that your census roster has been submitted.

The screenshot shows a Windows Internet Explorer browser window displaying a web page titled "Drop Roster Maintenance". The address bar shows the URL: https://bcregweb.barstow.edu:8003/test/bwvkdrops_P_DropStudents. The page header includes the SUNGARD HIGHER EDUCATION logo and navigation tabs for "Personal Information", "Faculty & Advisor Services", and "Financial Aid". A search bar is present with a "Go" button. The main content area is titled "Drop Roster Maintenance" and includes a timestamp: "Fall 2011 Nov 08, 2011 03:57 pm".

Instructions on the page:

- 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
20135	Arithmetic - MATH 101 0 3		W Roster	Not Applicable	Oct 29,2011-Dec 02,2011	08-NOV-2011

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