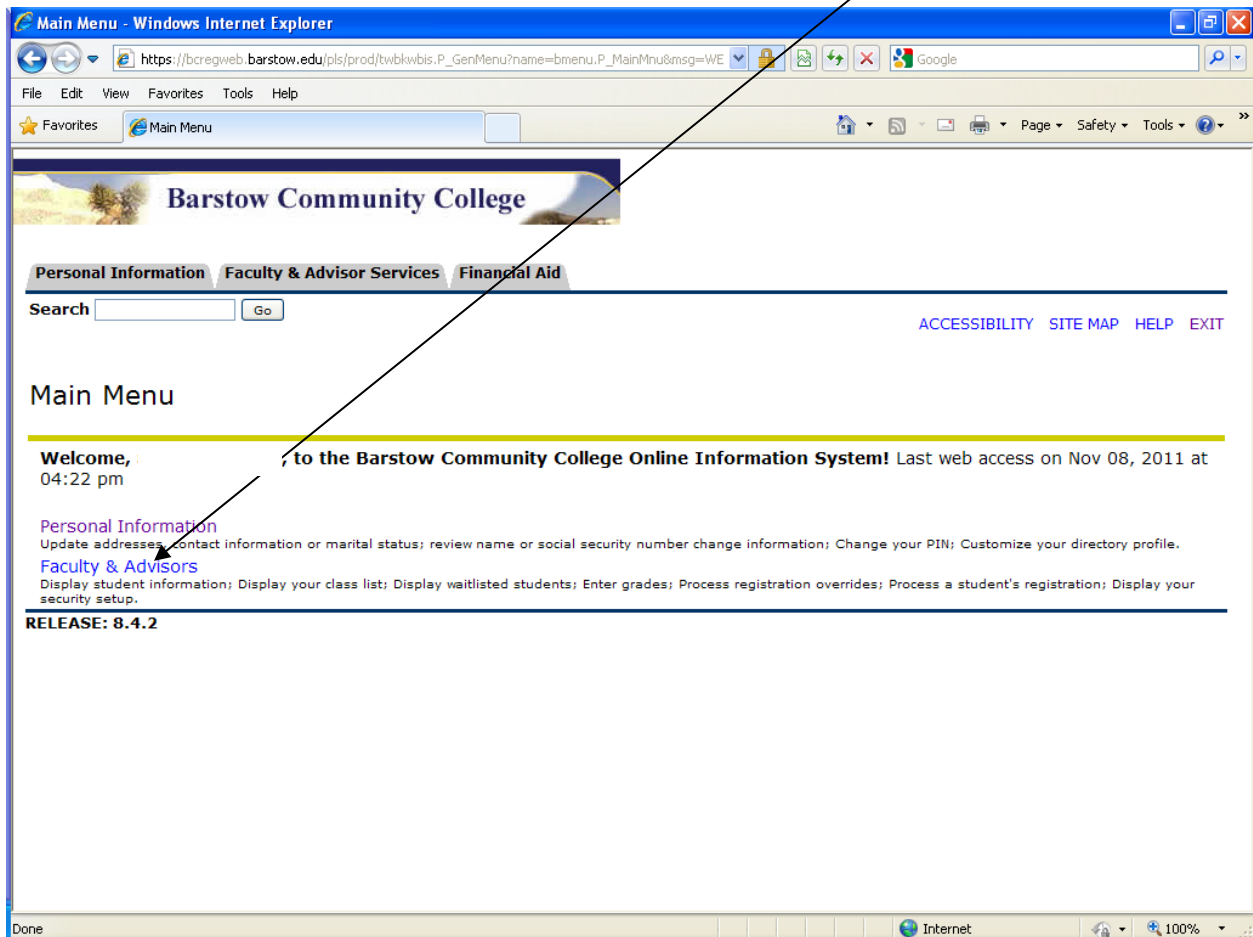**Dropping Students**

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.

Click on Census Drop Rosters.

Select the term for which you are dropping students.

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.

Within the screenshot:

Drop Roster Status — Windows Internet Explorer

https://bcregweb.barstow.edu/pls/prod/bwkkspgr.showpage?page=SC_FAC_DROP_ROS

File Edit View Favorites Tools Help

Favorites — Drop Roster Status

Personal Information | Student Services & Financial Aid | Faculty & Advisor Services | Financial Aid

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

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.

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

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.
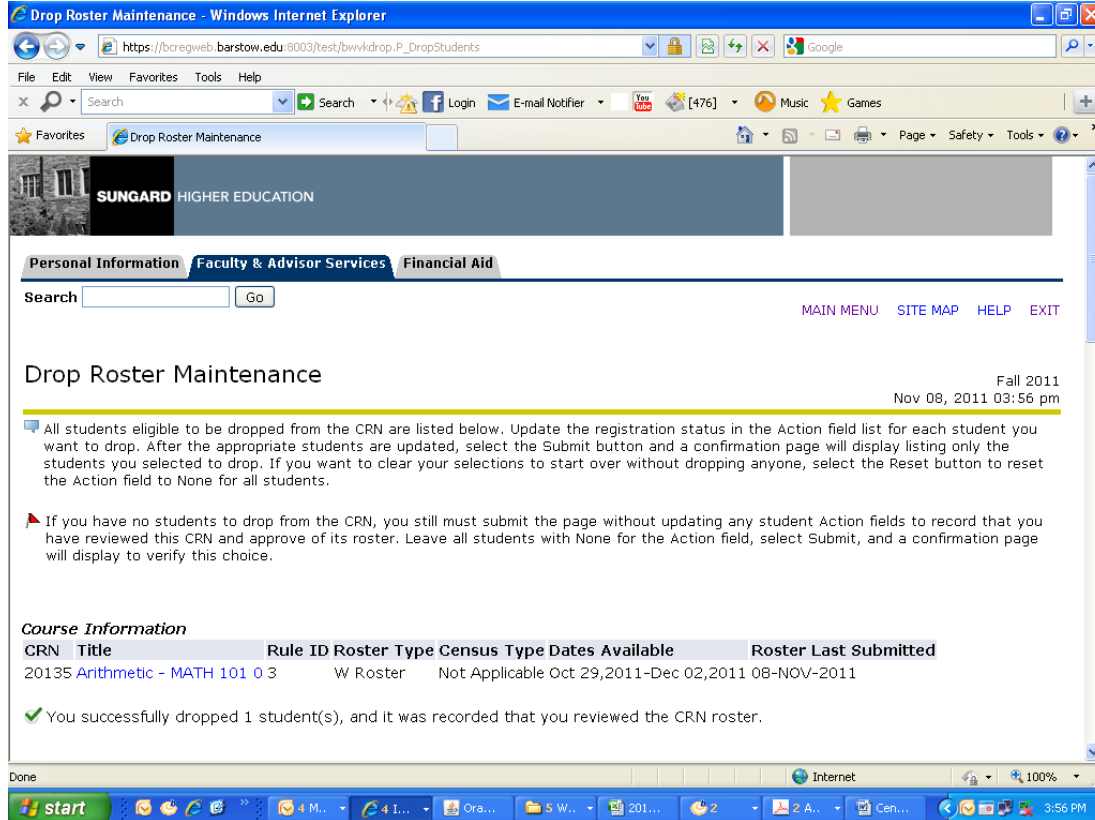
NOT DROPPING STUDENTS – For Census Certification only

At the bottom of the page click the Submit Button.

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

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