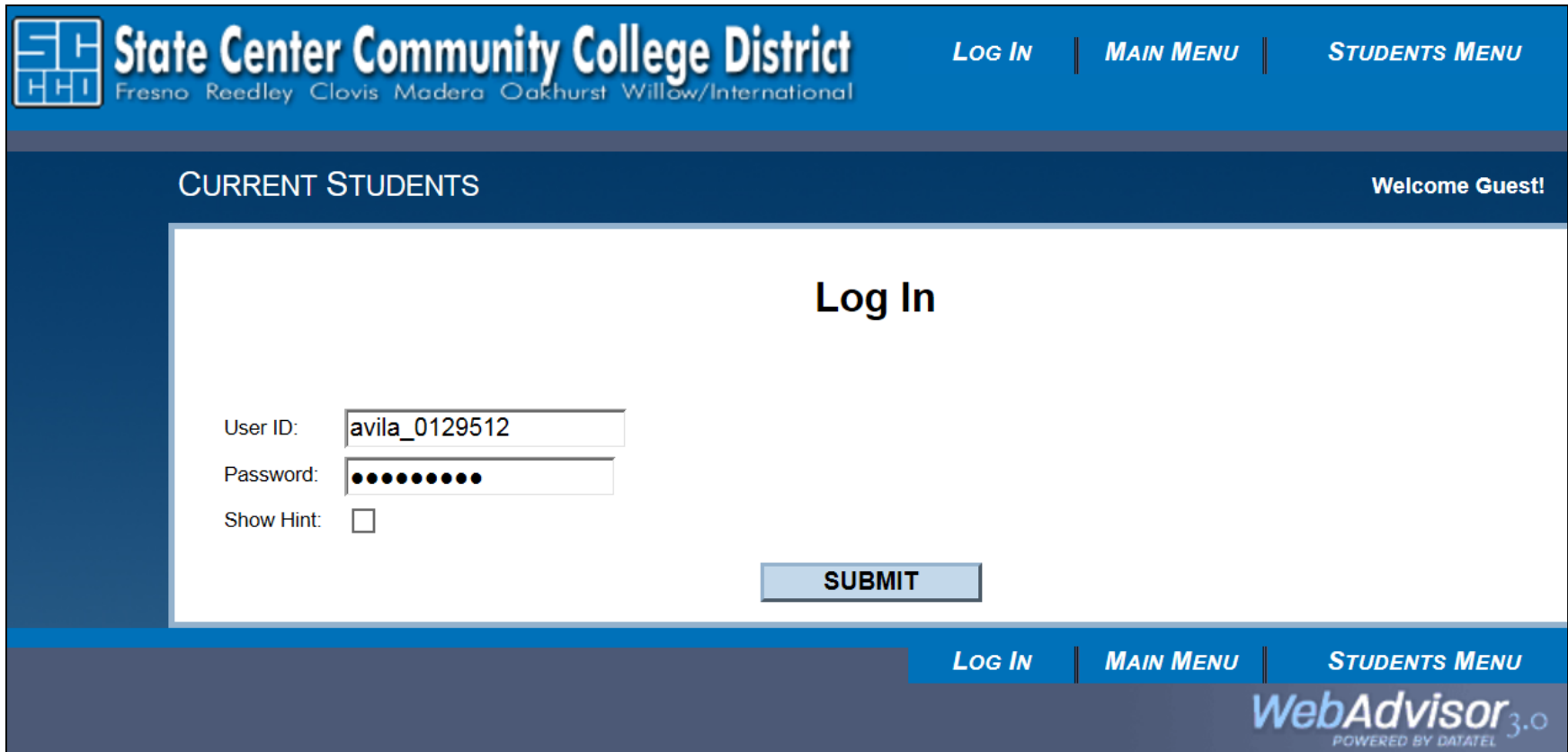


NEW FACULTY DROP & CENSUS CERTIFICATION PROCESS

PEDRO AVILA
ASSISTANT TO THE CHANCELLOR
ENROLLMENT MANAGEMENT | ADMISSIONS & RECORDS | INFORMATION SERVICES



1. Login to WebAdvisor



The screenshot shows the login interface for the State Center Community College District. At the top, the district's logo and name are displayed, along with navigation links for 'LOG IN', 'MAIN MENU', and 'STUDENTS MENU'. The page is titled 'CURRENT STUDENTS' and includes a 'Welcome Guest!' message. The main content area is titled 'Log In' and contains a form with the following fields:

- User ID: avila_0129512
- Password: [masked with 10 dots]
- Show Hint:

A 'SUBMIT' button is located below the form. The footer of the page features the 'WebAdvisor 3.0' logo, powered by DATATEL, and the same navigation links as the top.



2. Click on the faculty menu option

State Center Community College District
Fresno Reedley Clovis Madera Oakhurst Willow/International

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#)

Welcome Pedro!

Students, Faculty, and Employees must **LOG IN** at upper right hand corner to access WebAdvisor.

[What's My User ID](#)

[Reset My Password](#)

Note: you can view WebAdvisor better by setting monitor display at 1024x768 pixels

[WebAdvisor Overview and Login Instructions](#)
[Registration Instructions](#)
[WebAdvisor Contact Information](#)

[Guests click here to access WebAdvisor](#)

main menu

- Continuing Education
- Prospective Students
- Students
- Faculty
- Employees
- Vendors
- Advisors



3. Click on the “Faculty Drops Select Section” link

Faculty Information

[Class Roster Only](#)

[My Class Schedule](#)

[Class Roster and Micrograde Download](#)

[Census Roster Certification](#)

[FCC Early Alert](#)

[Reedley College/MC/OC Early Alert](#)

[Willow International Early Alert](#)

~~[Faculty Drop - Student Attended Class](#)~~

~~[Faculty Drop - Student No Show](#)~~


[Print Your Class Roster](#)

[Faculty Drops Select Section](#)



You no longer have to select a different link for “no shows” and “drops” both are now under the same link/process.

4. Click on the section name

 **State Center Community College District** | [CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [HELP](#)
Fresno Reedley Clovis Madera Oakhurst Willow/International

FACULTY Welcome Stephen!

Faculty Drops Select Section

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location
ENGL-1A-87812 (87812) READ & COMP	Fall 2014	08/11/14	12/12/14	08/12/2014-12/11/2014 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Relocatable Building, Room 4C	Madera Center
ENGL-1A-87815 (87815) READ & COMP	Fall 2014	08/11/14	12/12/14	08/11/2014-12/12/2014 Lec Internet Days to be Announced, Times to be AnnouncedMadera Center, Room WEB	Madera Web Class
ENGL-1AH-87596 (87596) HON READ & COMP	Fall 2014	08/11/14	12/12/14	08/12/2014-12/11/2014 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Relocatable Building, Room 4C	Madera Center
ENGL-1B-87482 (87482) INTRO LITERATURE	Fall 2014	08/11/14	12/12/14	08/11/2014-12/12/2014 Lec Internet Days to be Announced, Times to be AnnouncedMadera Center, Room ARR	Madera Web Class
ENGL-3-87805 (87805) CRIT RDG & WRIT	Fall 2014	08/11/14	12/12/14	08/13/2014-12/10/2014 Lecture Wednesday 06:00PM - 08:50PM, Academic Village One (1), Room 146	Madera Center
FILM-1-87508 (87508) FILM STUDIES	Fall 2014	08/11/14	12/12/14	08/13/2014-12/10/2014 Lecture Wednesday 11:30AM - 02:20PM, Madera Administration Bldg, Room 120	Madera Center



Faculty Drops Roster

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait	Census Date	Final Drop Date
ENGL-1A-86409 (86409) READ & COMP	S. Leech, S. Leech	06/23/2014-08/01/2014 Lec Internet Days to be Announced, Times to be Announced Madera Center, Room WEB	22 / 8 / 8	08/01/14	09/01/14

Number of students registered.

Number of seats available

Number of students on waitlist

Students dropped on or after census date receive a "W" grade.

Last date for students to drop and receive a notation of "W". Students that stop attending past this date must receive a letter grade.



5. Click on the “no show” box to drop students that never attended Click on the “Instructor Drop” box to drop students stopped attending.

Faculty Drops Roster

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait	Census Date	Final Drop Date
ENGL-1A-86409 (86409) READ & COMP	S. Leech, S. Leech	06/23/2014-08/01/2014 Lec Internet Days to be Announced, Times to be AnnouncedMadera Center, Room WEB	28 / 2 / 8	08/01/14	09/01/14

[<--Select a different course section](#)

[E-Mail these Students](#)

Student ID	E-mail Address	Phone Number	Status	No Show Drop	Repeat	Credits	Cross-Listed Section	Instructor Drop	Last Date of Attendance (MMDDYY)
1 Betke, Marc	betke_0673643@my.scccd.edu	5509 (H)	ENRL	<input checked="" type="checkbox"/>		4.00		<input type="checkbox"/>	
2 Borchard, Brooke L.	borchard_0686854@my.scccd.edu	8055 (M)	ENRL	<input checked="" type="checkbox"/>		4.00		<input type="checkbox"/>	
3 Brooks, Kayla B.	brooks_0596657@my.scccd.edu	5547 (C)	ENRL	<input checked="" type="checkbox"/>		4.00		<input type="checkbox"/>	
4 Brown, Adrienne C.	brown_0389756@my.scccd.edu	5515 (H)	ENRL	<input type="checkbox"/>		4.00		<input checked="" type="checkbox"/>	06/26/14
5 Bruce, Patricia A.	bruce_0045354@my.scccd.edu		ENRL	<input type="checkbox"/>		4.00		<input checked="" type="checkbox"/>	07/01/14
6 Bugnosen, Leah R.	bugnosen_0560535@my.scccd.edu	5504 (H)	ENRL	<input type="checkbox"/>	Y	4.00		<input checked="" type="checkbox"/>	07/25/14
7 Carpenter, Brandon W.	carpenter_0675826@my.scccd.edu	5508 (M)	ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	
8 Diaz, Gerardo	diaz_0545538@my.scccd.edu	5509 (H)	ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	
9 Espino, Christopher C.	espino_0638891@my.scccd.edu	5527 (H)	ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	

SUBMIT

Click the submit button to process.

The instructor drop option will not display after the final drop date. Final drop date is the 50% point of the class. Students cannot be dropped after this date and must be graded.

For “instructor drops” only, you must provide a last date of attendance.



Communication to Faculty & Students

Email to Faculty

From: registrations@sccd.edu [<mailto:registrations@sccd.edu>]
Sent: Wednesday, July 30, 2014 3:54 PM
To: Doris Griffin; Henry Chen; Faculty DropsNotifications
Subject: Student were dropped from CHDEV-39-66113

July 30, 2014

CHILD GRWTH DEV / CHDEV-39-66113 (2014FA) CHILD GRWTH DEV / PSY-39-66213 (2014FA)

Dear Diana,

You dropped the following student(s) from your class on July 30, 2014:

0700416 Dillon, Celeste - Web No Show
0678614 Garcia, Richard - Web Instructor Drop
0695537 Loyd, Jessica - Web Instructor Drop
0532575 Valenzuela, Yadira - Web No Show

If any of these students were dropped in error please contact your local Admissions and Records Office

Email to Students

From: registrations@sccd.edu [<mailto:registrations@sccd.edu>]
Sent: Tuesday, July 29, 2014 10:56 AM
To: Henry Chen; Student DropsNotifications
Subject: You were dropped from PSY-39-66213

July 29, 2014

0695537

CHILD GRWTH DEV / PSY-39-66213 (2014FA)

Jessica,

You were dropped from CHILD GRWTH DEV, PSY-39-66213 (Web Instructor Drop) on July 29, 2014 by the instructor Diana Decker.

If you believe you were dropped in error, please contact your instructor for reinstatement consideration.



6. Click on the “Census Certification” check box and click submit

19	Thor, Stephanie A.	054	thor_0543138@my.scccd.edu	559 413 (HO)	ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	<input type="text"/>
20	Vang, Julie	036	vang_0369957@my.scccd.edu	559 469 (HO)	ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	<input type="text"/>
21	White, Taylor R.	066	white_0664425@my.scccd.edu		ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	<input type="text"/>
22	Wingert, Mary E.	011	wingert_0115853@my.scccd.edu	559 780 (HO)	ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	<input type="text"/>

Show Dropped/Withdrawn Students

Show Waitlisted Students

Census Certification



SUBMIT

- You can drop and certify your roster in the same submission.
- Rosters are required to be certified on census date.
- You cannot certify your roster prior to the census date.
- You will receive an error message.



Communication to Faculty re: Census Certification

-----Original Message-----

From: registrations@scccd.edu [<mailto:registrations@scccd.edu>]

Sent: Thursday, July 24, 2014 6:52 PM

To: Doris Griffin; Faculty DropsNotifications

Subject: SCCCD CENSUS CERTIFICATION RECEIVED

Dear Kristina,

We have received your census certification for CHDEV-39-87610.

This email was automatically generated and sent to you by the State Center Community College District Admissions & Records Office. You are not required to respond to this email.

Regards,

SCCCD Admission and Records



Additional Features – Error Messages

Error Message Text

The roster can only be certified on or after the census date for the section.

The section has not started and is not available for faculty drops.

The student \1 added the section and therefore cannot be dropped as a No Show.

The student \1 is waitlisted for the section and cannot be dropped.

The student \1 is already dropped or withdrawn and cannot be dropped.

Student \1 is not eligible to be dropped since they've already been issued a grade.

The Instructor Drop selection for student \1 requires entry of a last date of attendance.

For student \1, either the Instructor Drop or the No Show Drop field can be checked, but not both.

For student \1, the last date of attendance should only be entered for an Instructor Drop.

The Census Certification flag was already checked and cannot be removed.

The last date of attendance for student \1 does not fall within the section start and end dates.



Additional Features – Show Dropped/Withdrawn or Waitlisted Students

20	Vang, Julie	03	vang_0369957@my.scccd.edu	55 46 (H)	ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	
21	White, Taylor R.	06	white_0664425@my.scccd.edu		ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	
22	Wingert, Mary E.	01	wingert_0115853@my.scccd.edu	55 78 (H)	ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	

Show Dropped/Withdrawn Students ←

Show Waitlisted Students

Census Certification

SUBMIT ←

Results....

25	Borchard, Brooke L.	0	borchard_0686854@my.scccd.edu	80 55 (M)					Deleted/No Show
26	Brooks, Kayla B.	0	brooks_0596657@my.scccd.edu	55 47 (C)					Deleted/No Show
27	Brown, Adrienne C.	0	brown_0389756@my.scccd.edu	55 15 (H)					Dropped (08/01/14)
28	Bruce, Patricia A.	0	bruce_0045354@my.scccd.edu						Dropped (08/01/14)
29	Bugnosen, Leah R.	0	bugnosen_0560535@my.scccd.edu	55 04 (H)					Dropped (08/01/14)
30	Kaur, Gurwinder	0	kaur_0686110@my.scccd.edu	55 73 (H)					Dropped (06/23/14)
31	Lopez, Stephanie J.	0	stephaniejanelcarlson@yahoo.com						Wait
32	Cook, Amanda D.	0	cook_0588166@my.scccd.edu						Wait
33	Almania, Mohammed H.	0	almania_0673629@my.scccd.edu						Wait

← Deleted as a "no show"

← Dropped with last date of attendance

← Waitlisted



Additional Features – Students from cross-listed sections can be dropped from the same screen.

Course Name and Title	Instructor	Meeting Information
PSY-39-66213 (66213) CHILD GRWTH DEV	D. Decker, E. Antonio	08/11/2014-12/12/2014 Lecture Tuesday, Thursday 08:00AM - 09:20AM, Old Administration Building, Room 216 08/11/2014-12/12/2014 Lab Days to be Announced, Time Development Center, Room 107
CHDEV-39-66113 (66113) CHILD GRWTH DEV	D. Decker, E. Antonio	08/11/2014-12/12/2014 Lecture Tuesday, Thursday 08:00AM - 09:20AM, Old Administration Building, Room 216 08/11/2014-12/12/2014 Lab Days to be Announced, Time Development Center, Room 107

[<--Select a different course section](#)

[E-Mail these Students](#)

Student	ID	E-mail Address	Phone Number	Status	No Show	Drop	Repeat	Credits	Cross-Listed Section
1		Aquilar, Rosenda H.		ENRL	<input type="checkbox"/>			3.00	
2		Alfaro, Hannah C.		ENRL	<input type="checkbox"/>			3.00	
3		Aquino, Charlene M.		ENRL	<input type="checkbox"/>		Y	3.00	
4		Arciga, Crystal		ENRL	<input type="checkbox"/>			3.00	
5		Bean, McKenzi L.		ENRL	<input checked="" type="checkbox"/>			3.00	PSY-39-66213
6		Branshaw, Jennifer R.		ENRL	<input type="checkbox"/>			3.00	
7		Catano, Gladys		ENRL	<input type="checkbox"/>			3.00	
8		Clason, Kristi E.		ENRL	<input type="checkbox"/>			3.00	PSY-39-66213
9		Cox, Aubrey B.		ENRL	<input type="checkbox"/>			3.00	
10		Dillon, Celeste M.		ENRL	<input type="checkbox"/>			3.00	
11		Flores, Susie		ENRL	<input type="checkbox"/>			3.00	
12		Flores Lozano, Lidia G.		ENRL	<input type="checkbox"/>			3.00	
13		Garcia, Rebecca		ENRL	<input type="checkbox"/>			3.00	
14		Garcia, Yajaira		ENRL	<input type="checkbox"/>			3.00	
15		Gonzalez, Jasmine D.		ENRL	<input type="checkbox"/>			3.00	
16		Her, Lang		ENRL	<input type="checkbox"/>			3.00	
17		Hernandez, Denise Y.		ENRL	<input type="checkbox"/>			3.00	
18		Herrera, Stephanie		ENRL	<input type="checkbox"/>			3.00	
19		Hubbard, Tonya S.		ENRL	<input type="checkbox"/>			3.00	
20		Loyd, Jessica T.		ENRL	<input type="checkbox"/>			3.00	PSY-39-66213
21		Maravilla, Jessica		ENRL	<input type="checkbox"/>			3.00	
22		Martinez, Monica		ENRL	<input type="checkbox"/>			3.00	
23		McNeely, Ethan M.		ENRL	<input type="checkbox"/>			3.00	
24		Mejia, Yahaira T.		ENRL	<input type="checkbox"/>			3.00	PSY-39-66213
25		Meza, Aaliyah D.		ENRL	<input type="checkbox"/>			3.00	
26		Munoz, Alexis M.		Add	<input type="checkbox"/>			3.00	
27		Padilla, Haley R.		ENRL	<input type="checkbox"/>			3.00	



Fresno City College

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