Faculty Instructions

Online Instructor Drops

Instructors will be allowed to drop students that do not attend class or do not satisfy course requisites through the faculty center beginning the first day of classes through the second week of courses.

Steps:

- 1) Log into the Dominguez Hills Portal (my.csudh.edu).
- 2) Click on Faculty Center.
- 3) If needed, change your term to the correct term.

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ACC 333-01 (41525)	Income Taxation I (Discussion)	40	MoWe 10:00AM - 3	11:15AM	SBS E126	Aug 25, 2012- Dec 18, 2012
ACC 333-02 (41526)	Income Taxation I (Discussion)	40	Mo 7:00PM - 9:45	PM	SBS 8131	Aug 25, 2012- Dec 18, 2012
ACC 433-01 (41534)	Income Taxation II (Discussion)	29	MoWe 11:30AM -	12:45PM	SBS B101	Aug 25, 2012- Dec 18, 2012
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You have no final ex	ams scheduled at this tir	ne.				
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 Faculty Center
 Advisor Center
 Search

 My Schedule
 Class Roster
 Grade Roster

4) Click on the Class Roster icon $\frac{1}{100}$ next to the class you wish to view.

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my sche	dule	class i	roster	grad	e roster	
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Faculty Center Advisor Center Search

<u>My Schedule</u> <u>Class Roster</u> <u>Grade Roster</u>

5) Select the students you wish to drop by checking the box to the left of the student's ID number and then click on the "DROP SELECTED STUDENTS" button.

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6) A confirmation page will display with a list of student(s) you selected to drop.



7) Verify that you have selected the correct students and click the "OK" button.

- 8) Drop Status of "Success" or "Messages" indicates that the students have been dropped from your class.
 - A drop status of "Errors" indicates that there is some administrative reason that the student cannot be dropped online. If any of the students return with a Drop Status of "Errors" they were not dropped from your class. You will need to contact the Registrar's Office (or College of Extended and International Education if the class is offered through CEE) to request the student to be dropped from your course.

Class Nbr	41525	Institution	CSU Dominguez Hills
Title	Income Taxation I	Term	Fall 2012
Subject	ACC	Session	Regular
Section	01	Career	Undergrad and Ext Ed Credit
Component	Discussion		
Topic			
the following	Students had Drop Req	uests processed f	or this class;
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<u>Detail Status</u>		Student Name	
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9) Use your browsers "Print" function to print any confirmation page you receive for your records.10) Click the "RETURN" button to return to the Faculty Center.