

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.

Faculty Center
my schedule

Advisor Center
class roster

Search
grade roster

Faculty Center

My Schedule

Fall 2012 | CSU Dominguez Hills

change term

My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2012 > CSU Dominguez Hills

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ACC 333-01 (41525)	Income Taxation I (Discussion)	40	MoWe 10:00AM - 11:15AM	SBS E126	Aug 25, 2012- Dec 18, 2012
ACC 333-02 (41526)	Income Taxation I (Discussion)	40	Mo 7:00PM - 9:45PM	SBS B131	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

[View Weekly Teaching Schedule](#)
[Go to top](#)

My Exam Schedule > Fall 2012 > CSU Dominguez Hills

You have no final exams scheduled at this time.

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[Faculty Center](#) [Advisor Center](#) [Search](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

4) Click on the Class Roster icon  next to the class you wish to view.

Faculty Center Advisor Center Search
my schedule class roster grade roster

Faculty Center

My Schedule

Fall 2012 | CSU Dominguez Hills [change term](#) [My Exam Schedule](#)

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My Exam Schedule > Fall 2012 > CSU Dominguez Hills

You have no final exams scheduled at this time.

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[Faculty Center](#) [Advisor Center](#) [Search](#)
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- 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.

Faculty Center Advisor Center Search
 my schedule class roster grade roster

Class Roster

Fall 2012 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

▼ ACC 333 - 01 (41525) change class

Income Taxation I (Discussion)

Days and Times	Room	Instructor	Dates
MoWe 10:00AM-11:15AM	SBS E126	Richard Malamud	08/25/2012 - 12/18/2012

*Enrollment Status: [Class Permissions](#)

Enrollment Capacity: 40 Enrolled: 40

Students who do not attend class or do not satisfy course requisites may be administratively dropped by the primary instructor no later than the 10th day of instruction. To drop students from this class, check the box next to all the students to be dropped, and click on the "Drop Selected Students" button. This will drop the student(s) from the class and display a confirmation page.

Enrolled Students

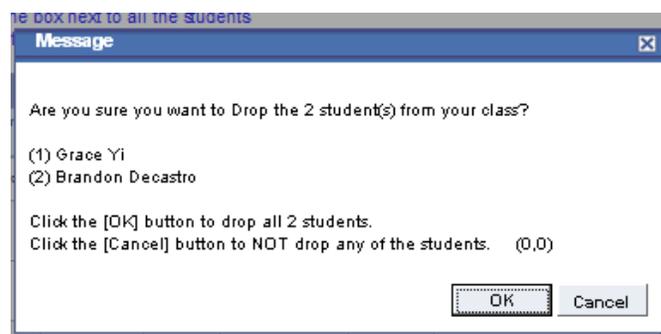
Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	Incomplete Contract	Phone Number	Address	Email
<input type="checkbox"/>			Graded	3.00	PBAC Degree & Cert - Class/PostBac-Certificate	Post-Bacc	05/03/2012		Add			
<input checked="" type="checkbox"/>			Graded	3.00	UGRD Degree and Certificates - Bus Admin:Accounting	Senior	05/11/2012		Add			
<input checked="" type="checkbox"/>			Graded	3.00	UGRD Degree and Certificates - Bus Admin:Accounting	Junior	05/01/2012		Add			

Select All Clear All [Printer Friendly Version](#)

notify selected students notify all students **drop selected students**

Faculty Center Advisor Center Search
 My Schedule Class Roster Grade Roster

- 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.

Instructor Drop Confirmation

Class Roster Information			
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 Requests processed for this class;

Enrollment Reg Detail Status	Empl ID	Student Name
Messages		Grace Yi
Messages		Brandon deCastro

If you find that you have dropped a student in error, please immediately contact the Registrar's Office, (310) 243-3645, to request reinstatement of that student.



Please print this page for your records.

Return

- 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.