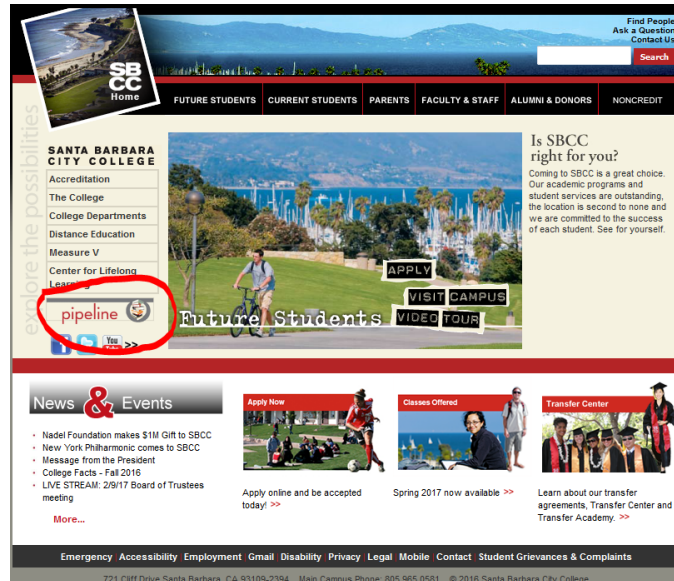


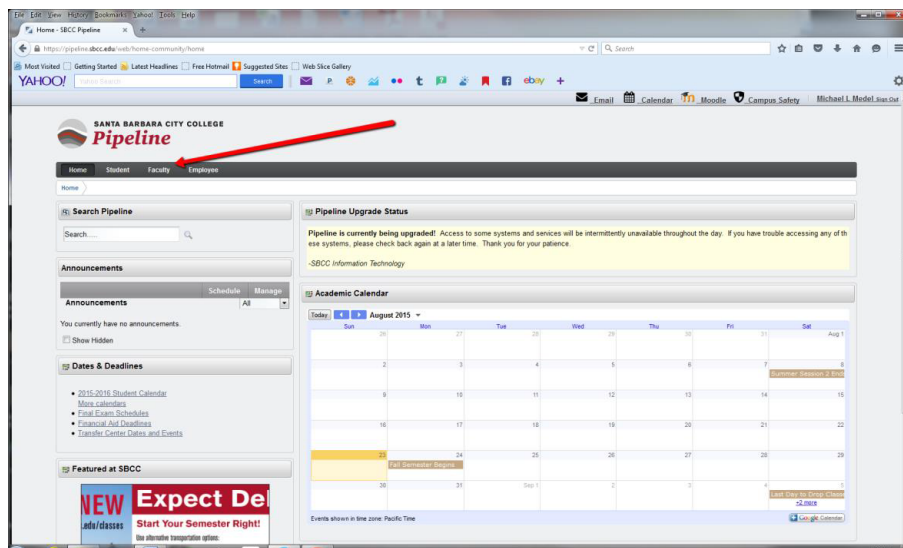
One College: Accessing Drop Rosters

Drop any student who never attended your class. Do NOT drop a student who attended and for who you have recorded any positive attendance hours.

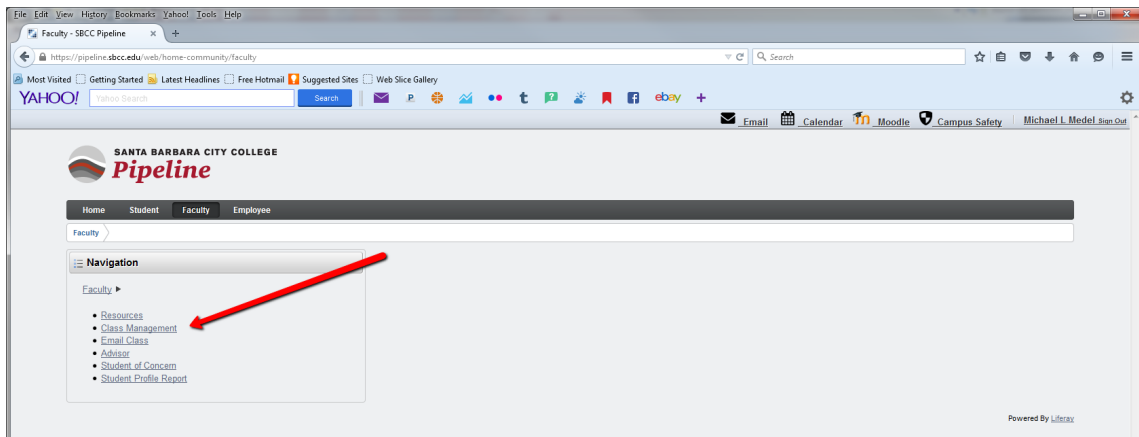
Login to your SBCC Pipeline at <http://www.sbcc.edu/>. If you need assistance in logging in to your Pipeline, follow the instructions at “Find and set up your account here.”.



Select the “Faculty” tab.



Click on "Class Management" and then "Drop Rosters"



Select the term and click "Submit".

Select Term

Select a Term: Summer II 2015 ▼

Submit

RELEASE: 8.5.4.3

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Select the students who never attended your class that you wish to drop.

Drop Students by Course : Summer I 2015

To drop a student, click the **Drop** box. A check mark will appear. When done, click the **Submit Students** button at the bottom. **Submit Students** button before leaving each page or your transaction will not process. Confirmation of the drop will appear in

If the deadline to drop a student has passed, you will receive an error message and the drop will not be processed. DROP DEADLINE: the end of the 9th week for full semester classes or 60% of a short-term class. Remember, if a student is still enrolled in your class, you must assign a grade other than W at the end of the semester.

If you drop a student by mistake, you may re-instate the student through Admissions & Records.

Please click the Submit Students button often. There is a 60 minute time limit on this screen.

Course Information

Introduction To Accounting - ACCT 110 0

CRN: 18062
Duration: May 18, 2015 - Jun 27, 2015
Status: Active
Last Date to use No Show: 25-MAY-2015
Last Date to drop with a "W": 10-JUN-2015

Rec.#	Reg. Seq. ID	Student Name	Credits	Reg. Status/Date	Drop?	Rolls
1	62 K0C	A	4.00	**Web Registration** / May 13, 2015	<input checked="" type="checkbox"/>	No
2	26 K0C	B.	4.00	**Web Registration** / Apr 16, 2015	<input checked="" type="checkbox"/>	No
3	18 K0G	B	4.00	**Web Registration** / Apr 09, 2015	<input type="checkbox"/>	No
4	47 K00-	C	4.00	**Web Registration** / Apr 29, 2015	<input type="checkbox"/>	No
5	24 K0-	C	4.00	**Web Registration** / Apr 15, 2015	<input type="checkbox"/>	No

If you have students to drop who never attended your class, click on “Submit Students”. If you do not have any students to drop as no shows, select the “No Drops to Report” button.

Submit Students

Reset

OR

No Drops to Report

I have reviewed my roster and certify that I do not have any No Show Drops to report for this CRN.

Records:

1 - 25

26 - 31