

To: Faculty
RE: Fall 2011 Faculty No Show Drop Roster Processing

Faculty are required to clear their rosters of students who have never attended a class prior to census (California Code of Regulations, Title 5, 58004). Students dropped as no shows are eligible to be dropped with a refund and without a "W" notation. You must submit your rosters whether or not you have any no shows to report. Instructions are below.

When is the No Show Drop deadline?

- For most full semester length classes no show drops must be submitted **no later than September 3, 2011** *.
- For classes less than full semester in length the deadline is the **day before census**.
- The No Show Drop deadline has been added to the top of your SBCC web drop roster(s) and to the printable faculty course rosters.
- You will receive email alerts about upcoming no show drop deadlines for your course(s) prior to the deadline(s). Additionally, if you miss the deadline you will be sent an email with instructions on how to satisfy the no show drop requirement after the deadline has passed.

* We request that you process your no show drop rosters by Saturday, September 3 even if the date posted on the top of your roster(s) and stated in automated emails is later. The system calculates deadlines as the day prior to census for each CRN. The date for some CRNs may be a Sunday which we realize falls outside of the faculty work week.

Access to drop rosters will remain available through the system calculated deadline, but please submit your drop and no show rosters as soon as possible.

How do I process my No Show Drops?

- Login to Pipeline.
- Select the 'teach' tab.
- Select 'Faculty Class Information'.
- Select 'Drop Rosters'.
- Select Fall 2010 for term.
- Select CRN.
- Review each roster for students who never attended your course.
- Check the drop box for every student who never attended your course.
- Submit your drops.
- If you have no drops to report, click the 'No Drops to Report' button which satisfies your No Show Drop requirement.
- Repeat for each CRN.

Questions?

- ARNoShow@sbcc.edu
- Jamie Richardson, richardj@sbcc.edu or ext. 2534
- Candee Gyll, gylc@sbcc.edu or ext. 2530

Thank you!