

SCCCD FACULTY DROP & CENSUS CERTIFICATION PROCESS INSTRUCTIONS

PEDRO AVILA

ASSOCIATE VICE CHANCELLOR

ENROLLMENT MANAGEMENT | ADMISSIONS & RECORDS | INFORMATION SYSTEMS



1. Login to WebAdvisor

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

[LOG IN](#) | [MAIN MENU](#) | [STUDENTS MENU](#)

CURRENT STUDENTS Welcome Guest!

Log In

User ID:

Password:

Show Hint:

SUBMIT

[LOG IN](#) | [MAIN MENU](#) | [STUDENTS MENU](#)

WebAdvisor 3.0
POWERED BY DATATEL



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 & Roster Certification” link

Faculty Information

[Class Roster Select Section](#)

[My Class Schedule](#)

[Class Roster and Micrograde Download](#)

[Faculty Drops & Roster Certification](#)

Updated

[FCC Early Alert](#)

[RC Early Alert](#)

[NC Early Alert](#)

[Print Your Class Roster](#)




4. Click on the section name

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		06/23/2014-08/01/2014 Lec Internet Days to be Announced, Times to be Announced Madera Center, Room WEB	22 / 8 / 8		

Number of students registered.

Number of seats available

Number of students on waitlist

Students dropped on or after census date receive a "W" grade. Census dates may vary by course depending on the course's start and end date.

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 who 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_0673643@my.sccd.edu		ENRL	<input checked="" type="checkbox"/>		4.00		<input type="checkbox"/>	
2	borchard_0686854@my.sccd.edu		ENRL	<input checked="" type="checkbox"/>		4.00		<input type="checkbox"/>	
3	brooks_0596657@my.sccd.edu		ENRL	<input checked="" type="checkbox"/>		4.00		<input type="checkbox"/>	
4	brown_0389756@my.sccd.edu		ENRL	<input type="checkbox"/>		4.00		<input checked="" type="checkbox"/>	06/26/14
5	bruce_0045354@my.sccd.edu		ENRL	<input type="checkbox"/>		4.00		<input checked="" type="checkbox"/>	07/01/14
6	bugnosen_0560535@my.sccd.edu		ENRL	<input type="checkbox"/>	Y	4.00		<input checked="" type="checkbox"/>	07/25/14
7	carpenter_0675826@my.sccd.edu		ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	
8	diaz_0545538@my.sccd.edu		ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	
9	espino_0638891@my.sccd.edu		ENRL	<input type="checkbox"/>		4.00		<input type="checkbox"/>	

The instructor drop option will not display after the final drop date has passed. Students cannot be dropped after this date and must be graded.

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

SUBMIT

Click the submit button to process.



6. CERTIFICATION PROCESS - 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.

