SCCCD FACULTY DROP & CENSUS CERTIFICATION PROCESS INSTRUCTIONS

PEDRO AVILA ASSOCIATE VICE CHANCELLOR ENROLLMENT MANAGEMENT | ADMISSIONS & RECORDS | INFORMATION SYSTEMS



Cultivating Lives Through Education

1. Login to WebAdvisor

HHI Frest	te Center	Community Co	Willow/International	Log IN	MAIN MENU	Students Menu
	CURRENT	STUDENTS				Welcome Guest!
			Log	In		
	User ID: Password: Show Hint:	avila_0129512				
			SUBMI	T		
				Log IN	MAIN MENU W	STUDENTS MENU CEDACVISOR 3.0 POWERED BY DAVATEL



2. Click on the faculty menu option

	Continuing Education	
/elcome Pedro!	Prospective Students	
Students, Faculty, and Employees must LOG N at upper right hand corner to access WebAdvisor.	Students	
Nhat's My User ID	Faculty	
Reset My Password		
Note: you can view WebAdvisor better by setting	Employees	
nonitor display at 1024x768 pixels	Vendors	
NebAdvisor Overview and Login Instructions		
Registration Instructions NebAdvisor Contact Information	Advisors	
Guests click here to access		
<u>WebAdvisor</u>		



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 FCC Early Alert RC Early Alert NC Early Alert Print Your Class Roster



4. Click on the section name



FACULTY MENU

HELP

FACULTY

Welcome Stephen!

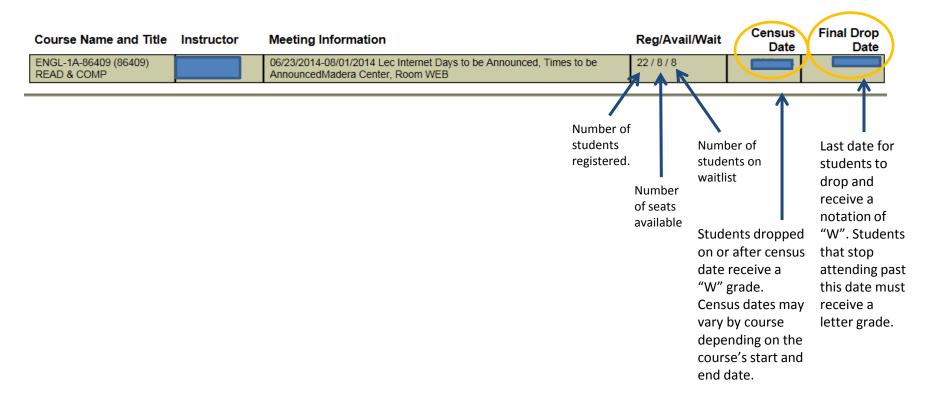
Faculty Drops Select Section

	Section Name and Little Lerm		Start Date	End Date	Meeting Information	Location	
	ENGL-1A-87812 (87812) READ & COMP	READ & 2014 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 ENGL-1AH-87596 (87596) HON 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	
				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	



Cultivating Lives Through Education

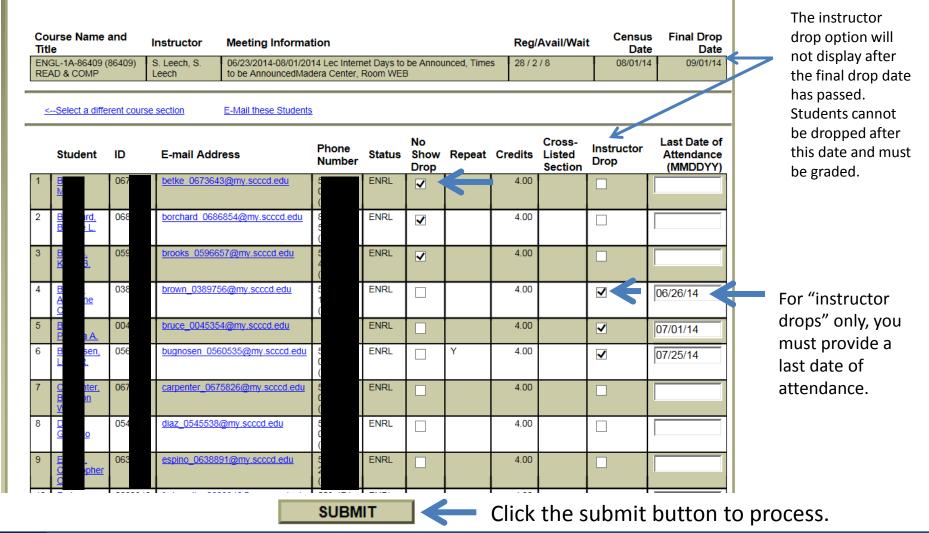
Faculty Drops Roster





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





19	<u>Thor,</u> <u>Stephanie</u> <u>A.</u>	054	thor 0543138@my.scccd.edu	559 419 (H0	ENRL			4.00		
20	<u>Vang, Julie</u>	036	vang_0369957@my.scccd.edu	559 469 (H0	ENRL			4.00		
21	<u>White.</u> Taylor R.	066	white_0664425@my.scccd.edu		ENRL			4.00		
22	<u>Wingert,</u> <u>Mary E.</u>	011	wingert 0115853@my.scccd.edu	559 780 (H0	ENRL			4.00		
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.

