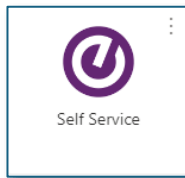


## DROP AFTER CENSUS USING COLLEAGUE SELF-SERVICE

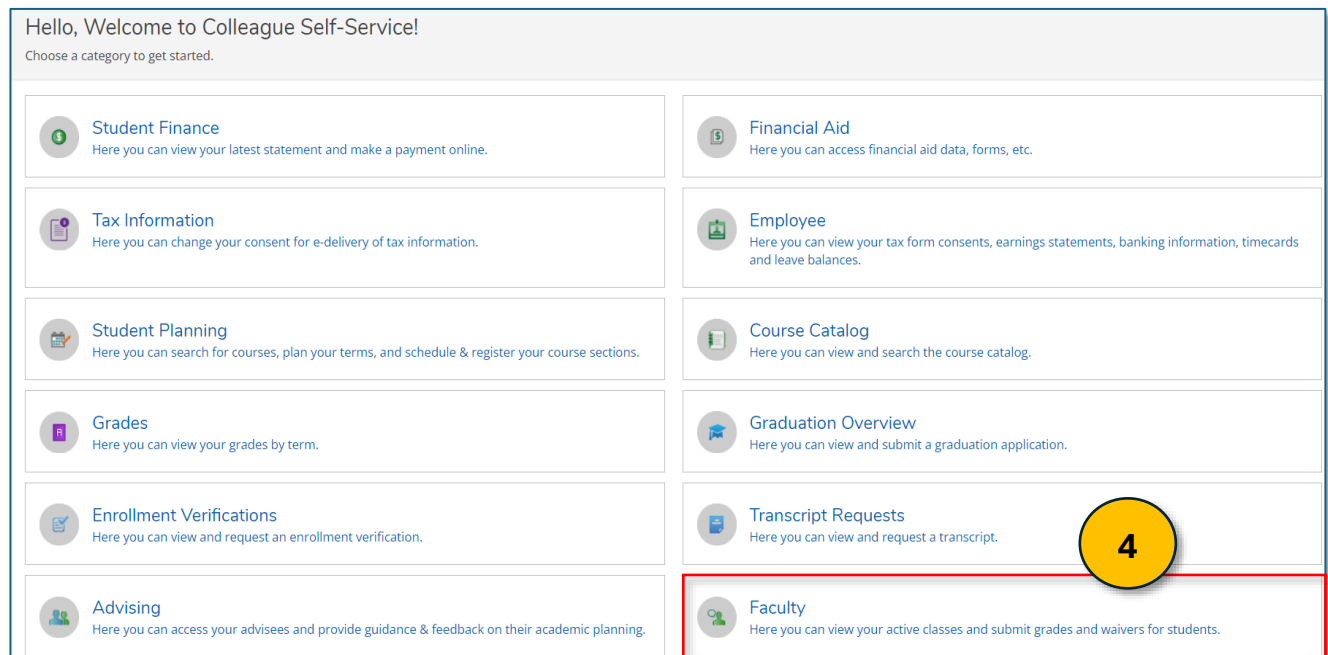
Step by step guide for Faculty to drop students AFTER census with a W grade using Self-Service portal.

### ACCESSING SELF-SERVICE

1. Visit the SJECCD portal: <https://sso.sjeccd.edu>
2. Sign in with your SJECCD email address and password.
3. Click the Self-Service icon.



4. On the Colleague Self-Service dashboard, click **Faculty**.



5. On the Faculty menu, click on the **Section**.

Manage your courses by selecting a section below					
Fall 2024 Regular					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">ASTRO-010-201(122132): Introduction to Astronomy</a>	M/W 9:15 AM - 10:35 AM 8/26/2024 - 12/12/2024	MS3 Building, MS119 Lecture	7 / 50 / 2		W-PERIOD 11/13/2024 Census - Certification Opens On 11/13/2024

#### 6. Section Details (Drop student with W grade):

### Section Details

[← Back to Courses](#)

## ASTRO-010-201(122132): Introduction to Astronomy

Fall 2024 Regular  
Evergreen Valley College

M/W 9:15 AM - 10:35 AM  
8/26/2024 - 12/12/2024  
MS3 Building, MS119 Lecture

**Seats Available** ⓘ 7 / 50 / 2

[Deadline Dates](#)

**Waitlisted 2**

[Roster](#)
[Drop Roster](#)
[Census](#)
[Grading](#)
[Permissions](#)
[Waitlist](#)

- a. Deadline Dates: Check the Deadline Dates link for section dates. Today's date MUST be before **Last Day to Drop with a "W" (Withdrawal)**

### Deadline Dates

✕

#### ASTRO-010-201(122132): Introduction to Astronomy

Fall 2024 Regular

Last Day to Add via Add Authorization	9/8/2024
First day to drop without a "W" (Withdrawal)	8/26/2024
Last day to drop without a "W" (Withdrawal)	9/8/2024
Last Day to Drop with a "W" (Withdrawal)	11/13/2024

Close

b. Drop Roster: Click “**Drop Roster**” tab, next to the student’s review the following:

- i. **Never Attended:** IMPORTANT: Do not select Never Attended. Drops after census MUST not have Never Attended.
- ii. **Last Date of Attendance:** Enter the student’s last date of attending the class.
- iii. **Final Grade:** Drop AFTER census requires a grade of W.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy	Select Gr...	iii	3	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Gr...		3	Drop

Select Grade

- A
- B
- C
- P
- D
- F
- FW
- IA
- IB
- IC
- ID
- IF
- INP
- IPP
- NP
- W

W

Enter date and grade, click Drop

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
[Redacted]	[Redacted]	<input type="checkbox"/>	09/30/2024	W		3	Drop

Student was dropped successfully

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
[Redacted]	[Redacted]	<input type="checkbox"/>	09/30/2024	W		3	Drop

Success

