

Faculty at CCSF can now drop students on-line from a secure web page inside SUNGARD's WEB4 product.

This process is available to the **primary instructor** of each class for the first two weeks of the class.

If the student never came to class, the instructor indicates a status of **No Show** and that student will be dropped using the first day of class.

If the student came to class, but now the instructor needs to drop the student, the instructor can drop the student by selecting **Drop** and entering the last date the student was in class. This date is important for financial aid purposes and should be as correct as the instructor can make it.

If while dropping students, a wrong student gets dropped, the instructor can select **Reinstate** and the student will be registered using the original date of registration.

No changes can be made two weeks after the start of the class. Any changes required after that time, will need to go thru the A&R office.

This process is not available before the start of class.

If the class that is being dropped is linked to another class, the student will be dropped from that class as well. If the class is linked to more than one class, the drop will not be made and an error message will be displayed.

There are many information text used for instructions and error messages that can easily be changed.

BADLINK -- If there are more than one class linked to this crn, this crn will not be dropped from this process. This is the error message that will be displayed.

BADREGDATE – The process created a bad rsts_code. May not have dates setup right in SSAACCL.

DATE – An invalid date was entered. Looking for MM/DD/YYYY

EARLYDATE – The date entered for the drop cannot be before the start of the class..

GENERAL – Gives instructions on how to use this process.

LATEDATE – The date is invalid because it is after the cutoff date, which is the date of the start of class + 14.

PAST_DATE -- It is too late to drop students using this process.

TOOSOON – It is too soon to use this process, as class has not started.