

ONLINE INSTRUCTIONS FOR INSTRUCTOR INITIATED WITHDRAWALS (REGULAR TERM-LENGTH COURSES)

Please make changes to your class roster according to the following guidelines:

In accordance with Title 5 of The California Code of Regulations you must withdraw students who are no longer attending your class.

If a student attending your class is not on your official class roster, he/she is not officially registered. He/she must leave the class immediately and report to the Registration Center in Smith Hall 118 to address this matter.

Faculty will process their withdrawals online via Web 4 -Faculty Services. After you have entered your User ID and PIN select:

- **Faculty Services**
 - **Summary Class List**
 - **Select Term**
 - **Select CRN**
 - **Click BLUE Withdraw/Reinstate link (This is below Course Information)**
 - **Update attendance information and Click the Submit Changes Button**

You should be at the class list screen for the specific course. Next to each student's name is a column labeled "**Action**". Click on the pull down menu and choose the appropriate action you wish to enter for the student. Note: Some actions may not be available based on deadlines. In the next column, enter the drop/last attend date or leave blank for the student. Once you have completed the update for the course, click on the "**Submit Changes**" button at the bottom of the page. Repeat procedure for your other courses by clicking on the **BLUE** link labeled "**Select Another Class**".

Web 4 – Faculty Services

Monday through Saturday

6:00 am – 11:45 pm

<https://ocean.ccsf.cc.ca.us/Admissions.html>