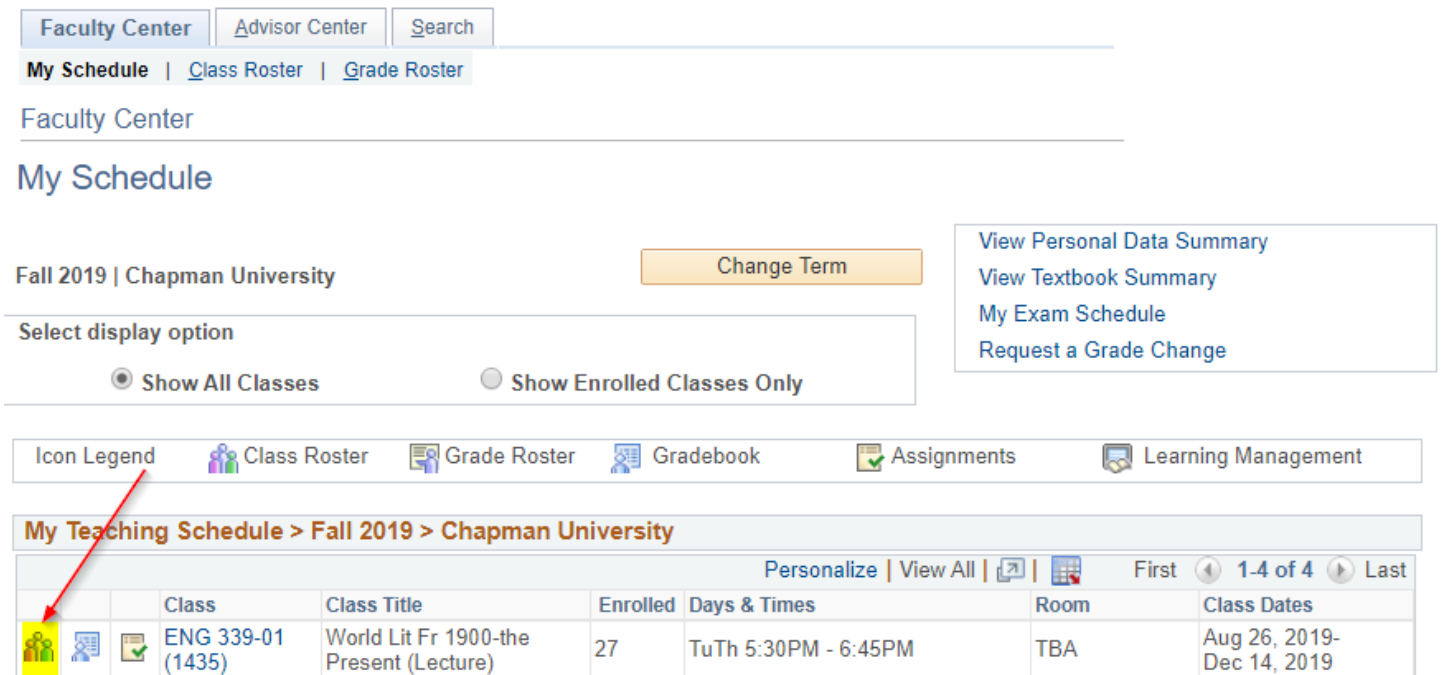


REFERENCE GUIDE for ADMINISTRATIVE DROPS

FACULTY CENTER - MY.CHAPMAN.EDU

1. Log in at my.chapman.edu. The Faculty Center opens to the **My Schedule** tab.

This displays the courses you are assigned to teach. To view class rosters, click on the icon next to the course. Ensure you're on the correct term. Terms can be changed by selecting the "Change Term" button.



Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center






My Schedule

Fall 2019 | Chapman University Change Term






Select display option

Show All Classes Show Enrolled Classes Only

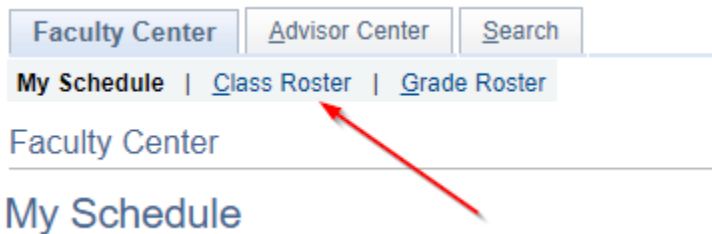
View Personal Data Summary
View Textbook Summary
My Exam Schedule
Request a Grade Change

Icon Legend  Class Roster  Grade Roster  Gradebook  Assignments  Learning Management

My Teaching Schedule > Fall 2019 > Chapman University

		Personalize View All  		First	1-4 of 4	Last
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
  	ENG 339-01 (1435)	World Lit Fr 1900-the Present (Lecture)	27	TuTh 5:30PM - 6:45PM	TBA	Aug 26, 2019- Dec 14, 2019

You can also click on the Class Roster tab at the top of the screen.



Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Faculty Center

My Schedule

Class details and the roster are displayed. Click on the **change class** button to change to another class in your schedule. The **Enrollment Status** defaults to “Enrolled”. As enrollment changes progress, you can select other options, All, Dropped and Waitlist (if your class has a waitlist).

Faculty Center | Advisor Center | Search

My Schedule | **Class Roster** | Grade Roster

Class Roster

[View FERPA Statement](#)

Fall 2019 | Semester | Chapman University | Undergraduate

[Change Class](#)

ENG 339 - 01 (1435)
World Lit From 1900 to the Present World Literature from 1900-the Present - World Lit:20th Century-Present (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 5:30PM-6:45PM	TBA	Justine Van Meter	08/26/2019 - 12/14/2019

*Enrollment Status Enrolled

Enrollment Capacity 27 Enrolled 27

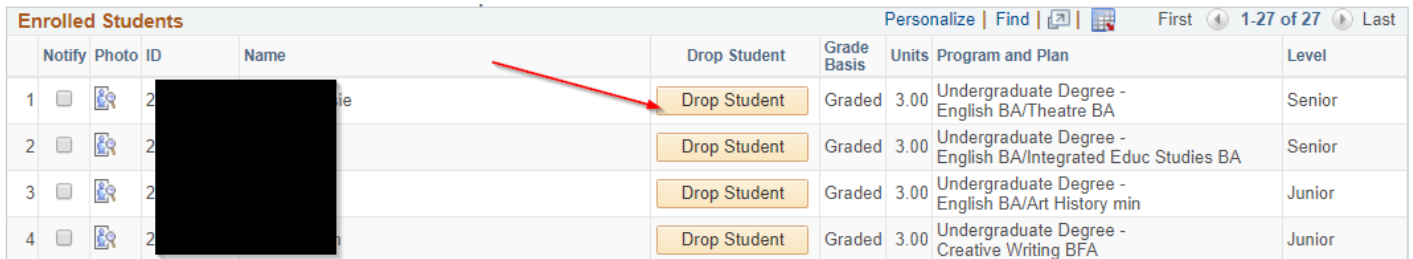
Select display option
 Link to Photos Include photos in list

Enrolled Students		Personalize Find							
	Notify	Photo	ID	Name	Drop Student	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		22	[REDACTED] sie	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Theatre BA	Senior
2	<input type="checkbox"/>		22	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Integrated Educ Studies BA	Senior
3	<input type="checkbox"/>		23	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Art History min	Junior

2. Effective Fall 2015, faculty have the ability to drop a student during the add/drop period. This is typically the first two weeks of the term. Here are the guidelines for using the “Drop Student” functionality in the Faculty Center.

- You should only drop students who have **never attended** the class. If a student wants to drop your course, they can complete the drop process from their Student Center.
- The **Drop Student** button will only be available during the add/drop period. The rest of the term the button will be inactive.
- If a class has a component (i.e. biology lecture with a lab component) the student will be automatically dropped from both.
- If a class has a co-requisite class, you will get an error if you attempt to drop the student. Contact the Registrar’s office (registrar@chapman.edu) who will administratively drop the student.
- If you inadvertently drop a student that should still be enrolled in the class contact the Registrar’s office to re-enroll the student in the class.
- The faculty drop function is not available to the Fowler School of Law. Law school Instructors wanting to drop students from their class must contact the Law School Registrar (lawregistrar@chapman.edu)

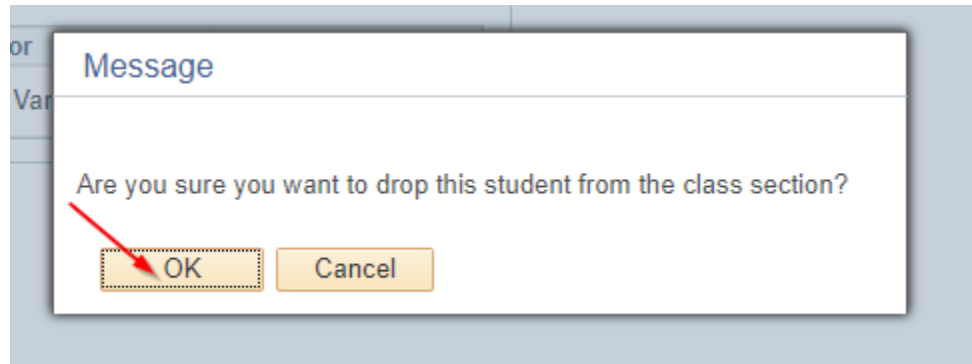
To drop a student that has never attended, click on the **Drop Student** button next to their name.



The screenshot shows a table titled "Enrolled Students" with columns: Notify, Photo, ID, Name, Drop Student, Grade Basis, Units, Program and Plan, and Level. There are four rows of student data. A red arrow points from the "Name" column of the first row to the "Drop Student" button in the same row.

Notify	Photo	ID	Name	Drop Student	Grade Basis	Units	Program and Plan	Level
1		2	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Theatre BA	Senior
2		2	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Integrated Educ Studies BA	Senior
3		2	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Art History min	Junior
4		2	[REDACTED]	Drop Student	Graded	3.00	Undergraduate Degree - Creative Writing BFA	Junior

A warning message appears. Click the **OK** button to confirm the drop.



The student is dropped from the class and no longer appears on the class roster. Notice the change in the number of enrolled students. The class now has additional capacity and another student could be added with your permission.