

Electronic No-Show Drop

The ability to drop a student from a course through the electronic No-Show Drop process is handled from within My Chemeketa.

When a student does not attend a standard course or come to a mutual agreement with the instructor, either electronically or in person, by the start of the second class session or, for online courses, participate by Thursday of the first week of the term, **they must be dropped by the instructor using the electronic No Show Drop process.**

Electronic No Show Drops can be processed through the “Monday of the third week of the term” for standard term and first 5 week sessions, or “Monday of the eighth week of the term” for second 5 week sessions. Faculty can process the electronic No Show Drop within My Chemeketa faculty self-service. Once the student is dropped, they will automatically receive an email informing them of the change to their schedule. Offices needing this information (e.g. financial aid, veterans services, international students, etc.) will have access via a report.

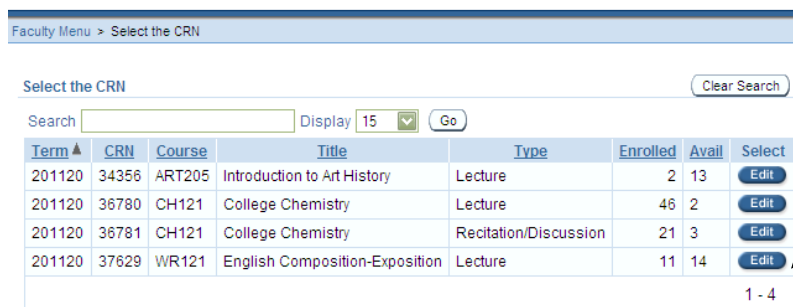
No Show Drops processed outside of the timeline must be processed using the Administrative Add/Drop Request Form and require Dean or Director approval.

In the event that a student is no show dropped and needs to be re-registered in the course, the instructor will work with their Dean or Director to complete the Administrative Add/Drop Request Form.

Step 1- Accessing the No-Show Drop Menu

From the default **Classes** tab in My Chemeketa, select the **Faculty** tab
Select the **Student information** menu.
Select **No-Show Drop**

Step 2- Selecting a CRN



Faculty Menu > Select the CRN

Select the CRN Clear Search

Search Display 15

Term ▲	CRN	Course	Title	Type	Enrolled	Avail	Select
201120	34356	ART205	Introduction to Art History	Lecture	2	13	Edit
201120	36780	CH121	College Chemistry	Lecture	46	2	Edit
201120	36781	CH121	College Chemistry	Recitation/Discussion	21	3	Edit
201120	37629	WR121	English Composition-Exposition	Lecture	11	14	Edit

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You will see a listing of the courses you are teaching this term. Click on the “Edit” button to begin the No-Show Drop process for a specific course.

Step 3- Dropping a student

By default, the class list will display 15 students at a time. You can use the drop down menu to select a higher number. Find the student you want to drop in the displayed list or use the Search field to locate them by first, last or K#. Click on the “Drop” link after the student’s name.

Faculty Menu > Select the CRN > Class List

Class List Clear Search

34356 - ART205 - Introduction to Art History - Lecture

No-Show Drop Deadline
DEADLINE 01-SEP-2011

Search Display 15

ID	Name ▲	Add Date	Drop
K00124631	Finance, Fannie Q.	19-SEP-2011	DROP

Step 4: Confirming the drop request

Click on “Yes, Drop this Student” to process the no-show drop. Click on “No, Do Not Drop” if you do not want to go through with the drop.

Faculty Menu > Select the CRN > Class List > Confirm Drop

Please Confirm

Are you sure you want to drop the student shown below? You cannot reverse this action.

No-Show Drop Deadline
DEADLINE 01-SEP-2011

Details

CRN	34356
Course	ART205 - Introduction to Art History
Type	Lecture
Student ID	K00124631
Name	Finance, Fannie Q.
Add Date	19-SEP-2011

You will be taken back to the class list for the CRN and the person you dropped will no longer be on that list.

Step 5: Student e-mail notification

Immediately following the drop the student will get an e-mail notification as follows letting them know that they were dropped.

From: notifications@chemeketa.edu [mailto:notifications@chemeketa.edu]

Sent: Friday, September 23, 2011 9:31 AM

To: undisclosed-recipients

Subject: No-Show Drop - Student Notification

Dear Fannie,

This e-mail has been automatically sent by Chemeketa's No Show Drop system in order to inform you that you have been dropped from the following class because of lack of attendance and/or participation:

- CRN: 34356
- Course: ART205

If you feel you have been dropped in error, please contact the instructor of the course as soon as possible.

Chemeketa Community College

NOTE:

Please notice the Add Date. This shows you when the students added the course.

Faculty Menu > Select the CRN > Class List

Class List

34356 - ART205 - Introduction to Art History - Lecture No-Show Drop Deadline
DEADLINE 01-SEP-2011

Search Display 15

ID	Name ▲	Add Date	Drop
K00124631	Finance, Fannie Q.	19-SEP-2011	DROP

Also, please notice the No Show Drop Deadline. You may not process No Show Drops for this CRN past this deadline. For non-standard length classes this deadline is the last day to drop from that CRN.

Faculty Menu > Select the CRN > Class List

Class List

34356 - ART205 - Introduction to Art History - Lecture No-Show Drop Deadline
DEADLINE 01-SEP-2011

Search Display 15

ID	Name ▲	Add Date	Drop
K00124631	Finance, Fannie Q.	19-SEP-2011	DROP