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 may 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**

You will see a listing of the courses you are teaching this term. Click on the magnifying glass under "Select a Class" to begin the No-Show Drop process for a specific course.
Step 3- Dropping a student

Find the student you want to drop in the displayed list or use the Search field toward the top to locate the student by first name, last name or K#. Click on the magnifying glass icon in the "Select a Student" column to begin the drop process for a specific student.

Step 4: Confirming the drop request

Confirm the student's name is correct then 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. 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
Sent: Friday, April 16 2021 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: 70875
- Course: WR 122

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

Chemeketa Community College

**NOTES:**

The "Add Date" column shows you when each student added the course.

The No Show Drop Deadline is also posted in this application. 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.