

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.

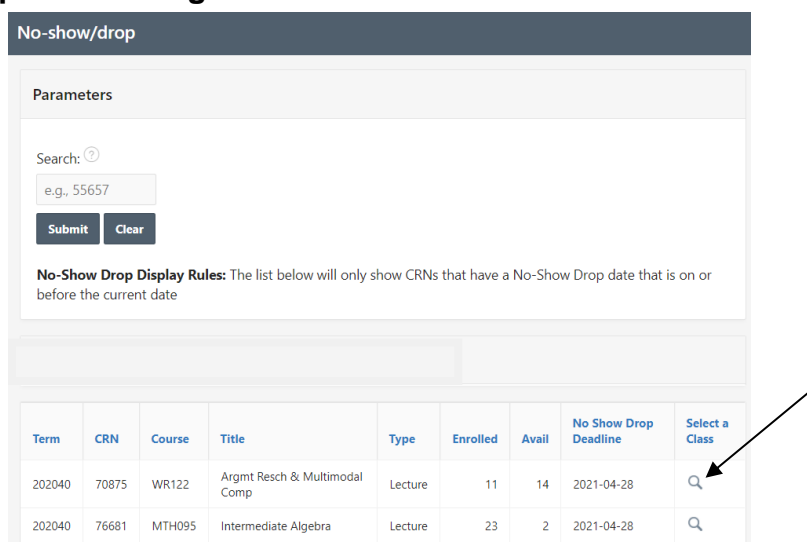
No Show Drops processed outside of the timeline must be processed using the Administrative Add/Drop Request Form and require Dean or Director approval.

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



The screenshot shows the 'No-show/drop' interface. At the top, there is a search bar with the text 'Search: e.g., 55657' and buttons for 'Submit' and 'Clear'. Below the search bar, there is a note: 'No-Show Drop Display Rules: The list below will only show CRNs that have a No-Show Drop date that is on or before the current date'. The main part of the interface is a table with the following columns: Term, CRN, Course, Title, Type, Enrolled, Avail, No Show Drop Deadline, and Select a Class. The table contains two rows of data. An arrow points to the magnifying glass icon in the 'Select a Class' column of the first row.

Term	CRN	Course	Title	Type	Enrolled	Avail	No Show Drop Deadline	Select a Class
202040	70875	WR122	Argmt Resch & Multimodal Comp	Lecture	11	14	2021-04-28	
202040	76681	MTH095	Intermediate Algebra	Lecture	23	2	2021-04-28	

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 to locate WKW by first name, last name or K#. Click on the search icon to search for the student.

Parameters

Selected Class:
70875 - WR122 - Argmt Resch & Multimodal Comp - Lecture

Search:

No-Show Drop Deadline:
2021-04-28

ID Number	Name	Add Date	Select a Student
K01180170	Finance, Fannie	2021-02-26	<input type="button" value="Q"/>

Step 4: Confirming the drop request

Review the student information and confirm the drop request. You cannot reverse this action. No-Show Drop Deadline: 2021-04-28

Confirm Student Drop

Are you sure you want to drop student **Finance, Fannie** (also shown below)?
If the CRN is linked with other CRNs or has a Co-Requisite they will be dropped from all of the associated CRNs.
You cannot reverse this action.

No-Show Drop Deadline: 2021-04-28

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, 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:

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.

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Class List

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Search Display 15

ID	Name ▲	Add Date	Drop
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