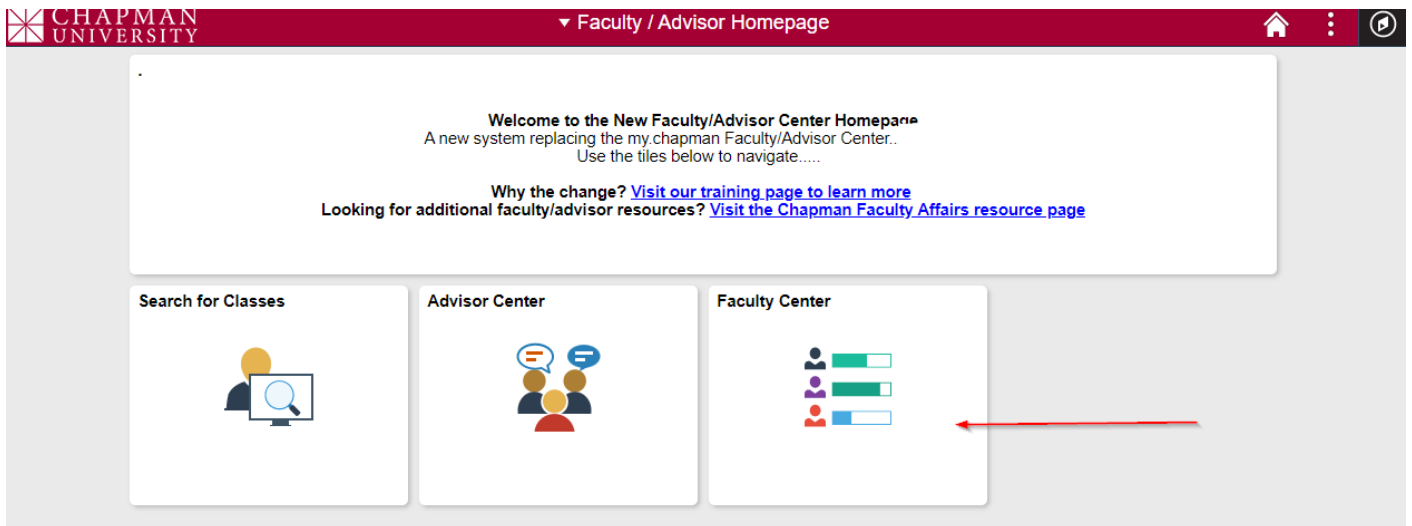# CHAPMAN UNIVERSITY

REFERENCE GUIDE for ADMINISTRATIVE DROPS

FACULTY CENTER

1. Log in to your Faculty Center.

2. Click on the Faculty Center tile.

3. The Faculty Center opens to the My Schedule tab.

   This displays the courses you are assigned to teach. The Term will default to the last term in which you were assigned classes. The schedule can be downloaded to Excel by clicking on the spreadsheet icon. To change the term, click on the green **change term** button.

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

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).

4. 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.

Enrolled Students							Personalize	Find	⤢	⊞	First ◀ 1-27 of 27 ▶ Last	
	Notify	Photo	ID	Name	Drop Student	Grade Basis	Units	Program and Plan	Level
1	☐	📇	2	▓ie	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Theatre BA	Senior
2	☐	📇	2	▓	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Integrated Educ Studies BA	Senior
3	☐	📇	2	▓	Drop Student	Graded	3.00	Undergraduate Degree - English BA/Art History min	Junior
4	☐	📇	2	▓	Drop Student	Graded	3.00	Undergraduate Degree - Creative Writing BFA	Junior

Message

Are you sure you want to drop this student from the class section?

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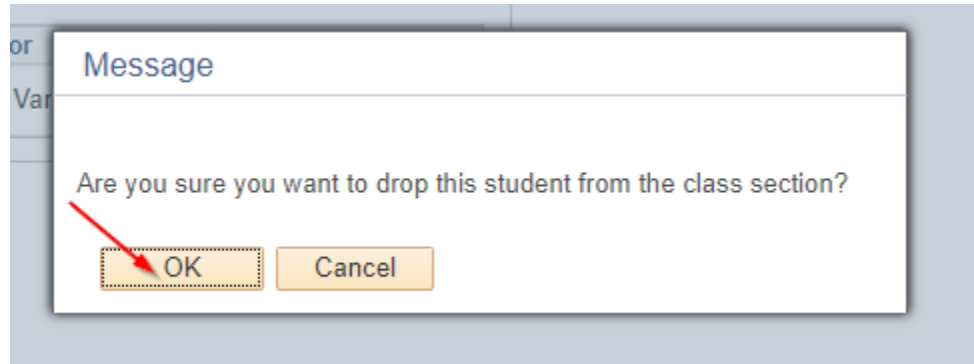
The student is dropped from the class and no longer appears on the class roster. Notice the change in the number of enrolled students. The class now has additional capacity and another student could be added with your permission.