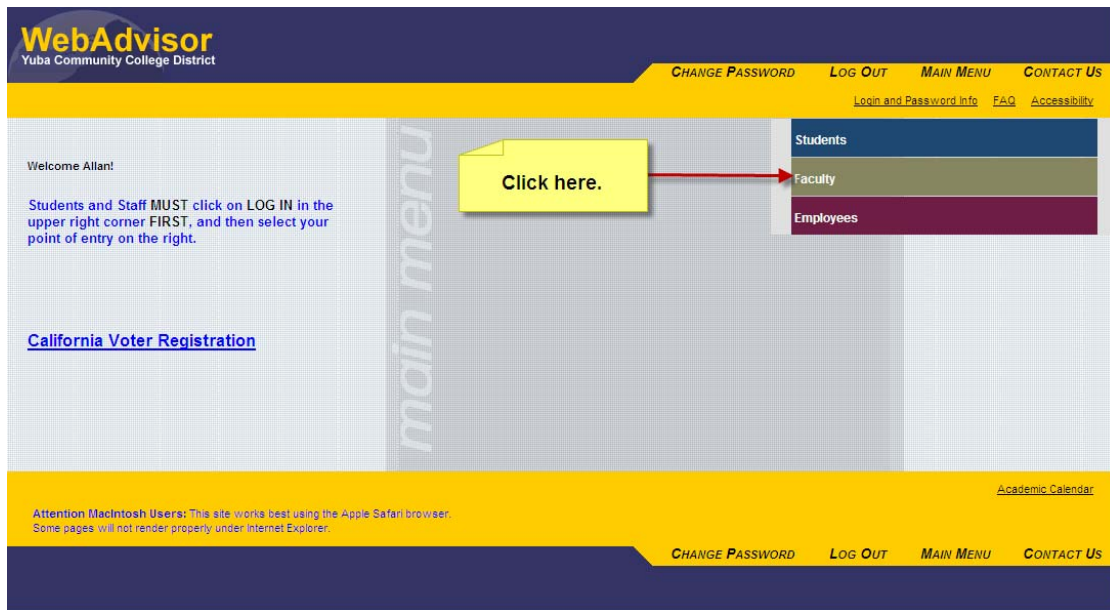


# Drop / Withdraw Students with a “W” Grade.

- 1) Login onto WebAdvisor. If you are not sure how to do this, please reference the “WebAdvisor Login Guide” at:

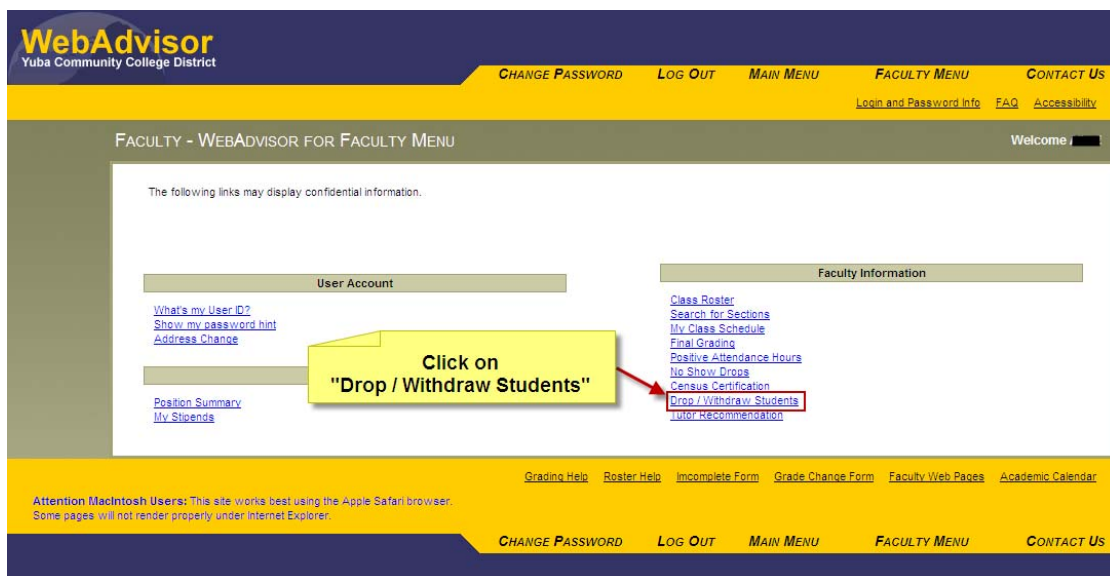
<http://www.yccd.edu/yuba/vpass/pdf/WebAdvisorLoginGuide.pdf>

- 2) From your WebAdvisor homepage, click on the Faculty link.



The screenshot shows the WebAdvisor homepage for Yuba Community College District. The header includes the WebAdvisor logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, and CONTACT US. Below the header, there are links for Login and Password Info, FAQ, and Accessibility. The main content area features a welcome message for 'Allant' and instructions for students and staff to click on LOG IN in the upper right corner. A yellow callout box with the text 'Click here.' has a red arrow pointing to the 'Faculty' link in the main menu. Other links include California Voter Registration and Academic Calendar. A footer note mentions that the site works best using the Apple Safari browser.

- 3) On the Faculty WebAdvisor page, click “Drop / Withdraw Students” link.



The screenshot shows the Faculty WebAdvisor page for Yuba Community College District. The header includes the WebAdvisor logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, FACULTY MENU, and CONTACT US. Below the header, there are links for Login and Password Info, FAQ, and Accessibility. The main content area features a welcome message for 'Welcome [redacted]' and a warning that the following links may display confidential information. A yellow callout box with the text 'Click on "Drop / Withdraw Students"' has a red arrow pointing to the 'Drop / Withdraw Students' link in the Faculty Information section. Other links include Class Roster, Search for Sections, My Class Schedule, Final Grading, Positive Attendance Hours, No Show Drops, Census Certification, and Tutor Recommendation. A footer note mentions that the site works best using the Apple Safari browser.

- 4) This screen will ask you to select the term in which you are attempting to Drop / Withdraw a Student. After you select the term, click "Submit".

WebAdvisor  
Yuba Community College District

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

Welcome [redacted]

Drop / Withdraw Students

Select a Term [dropdown]

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

- 5) Select one course section at a time that you wish to perform a Drop / Withdrawal for and click "Submit" button on bottom of page.

WebAdvisor  
Yuba Community College District

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome [redacted]

Drop / Withdraw Selection

Choose one course section at a time to perform the Drop / Withdrawal Function. Then click "Submit" at the bottom of the page.

Choose One	Course Name and Title	Term	Room	Meeting Times	Days of Week
<input type="radio"/>	[redacted]	2009FA	NET		
<input type="radio"/>	[redacted]	2009FA	M-201	09:00AM - 09:50AM	MWF
<input type="radio"/>	[redacted]	2009FA	NET		
<input type="radio"/>	[redacted]	2009FA	M-201	12:00PM - 12:50PM	MWF
<input type="radio"/>	[redacted]	2009FA	NET		
<input type="radio"/>	[redacted]	2009FA	M-201	09:00AM - 09:50AM	MWF

SUBMIT

- 6) Select the students you wish to Drop / Withdraw from the section and click "Submit" button at bottom of page. \*\* Note that this page also has the Drop / Withdraw with a "W" grade deadline date for your course. \*\*

WebAdvisor  
Yuba Community College District

CHANGE PASSWORD LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY Welcome [redacted]

Drop / Withdraw Students

Class Name [redacted]  
Title [redacted]  
Location AZ  
Term 2009FA

Instructor 1 [redacted]

Withdrawal Deadline 11/13/09

Deadline date for withdrawal with a "W" grade for this class.

1 Click the box in the "Drop or Withdraw Student" column to drop the student.  
2  
3 After the Withdrawal deadline, you may not withdraw a student - and  
4 you will need to award a grade at the end of the class.

Student	ID	Drop or Withdraw Student
1 [redacted] Blair C.	031	<input type="checkbox"/>
2 [redacted] Alisse C.	030	<input type="checkbox"/>
3 [redacted] Mallory A.	029	<input type="checkbox"/>

Select the students you wish to Drop or Withdraw from your class. Students will be issued a "W" grade.

Click "Submit" at the bottom of page.

SUBMIT

- 7) To Finalize the Drop / Withdrawal of the students you have selected click the box next to their name on this screen and then click "Submit" button at bottom of page.

FACULTY

Final Selection

Class Name [REDACTED]  
Title [REDACTED]  
Location AZ  
Term 2009FA

Instructor  
1 [REDACTED]

1 Click on the 'Drop or Withdraw Student' box to confirm the students who are to be dropped or withdrawn.

Student	ID	Drop or Withdrawal Student
1 [REDACTED] Blair C.	031 [REDACTED]	<input type="checkbox"/>
2 [REDACTED] Alisse C.	030 [REDACTED]	<input type="checkbox"/>
3 [REDACTED] Mallory A.	029 [REDACTED]	<input type="checkbox"/>

SUBMIT

- 8) The confirmation page will inform you of who was successfully dropped. Then click on "Return to Menu" to either process another section for "Drop /Withdraw Student" or to return to the main menu for other functions.

FACULTY Welcome [REDACTED]

Drop /Withdrawal Confirmation

Class Name [REDACTED]  
Title [REDACTED]  
Location AZ  
Term 2009FA

Instructor  
1 [REDACTED]

1 The following students have been dropped.

Student	ID
1 [REDACTED] Blair C.	031 [REDACTED]
2 [REDACTED] Alisse C.	030 [REDACTED]
3 [REDACTED] Mallory A.	029 [REDACTED]

Return to Menu