Fayetteville Technical Community College

Faculty Guide
to
# Self-Service

Table of Contents

Advising

The advising section of Self-Service gives the faculty a good overview of different areas to assist in the student's success.

1. On your home page select **Advising**, you can also find the Advising tab under **Daily Work** in the left-hand toolbar.
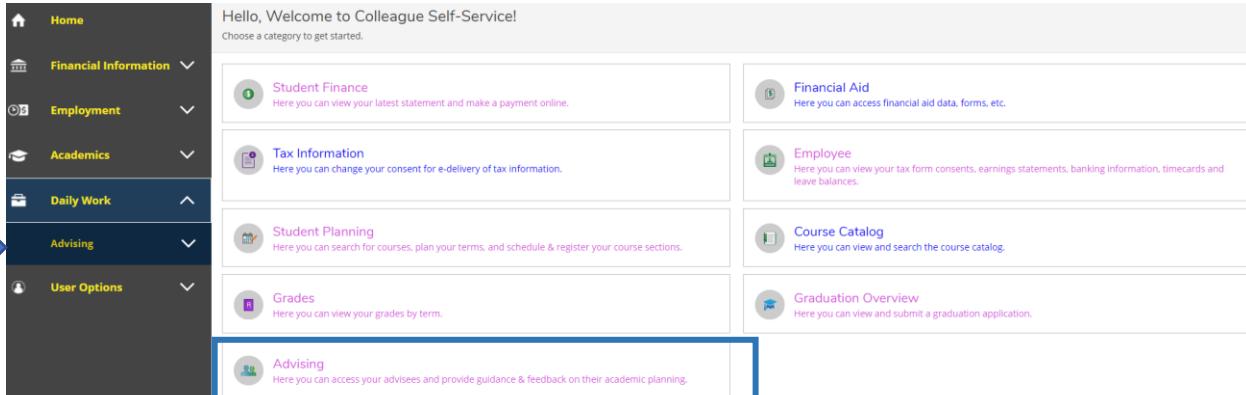
2. Your advisees will be listed on this screen. You can also search any student by their name or ID number, even if they are not your assigned advisee. You can also search by advisor to view a list of that advisor's current advisees.
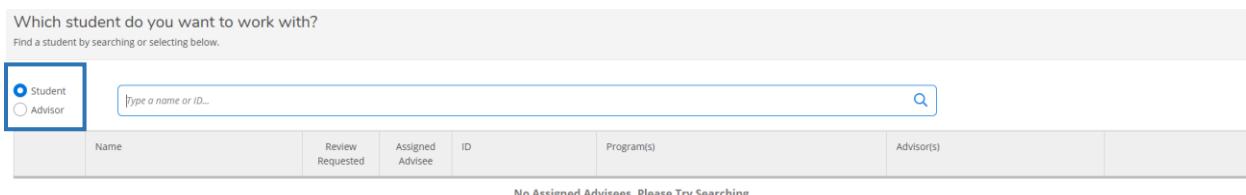
3. If a student has requested a review of their current program/courses you will see a little check mark under **Review Request**, as well as a notification in the top right corner
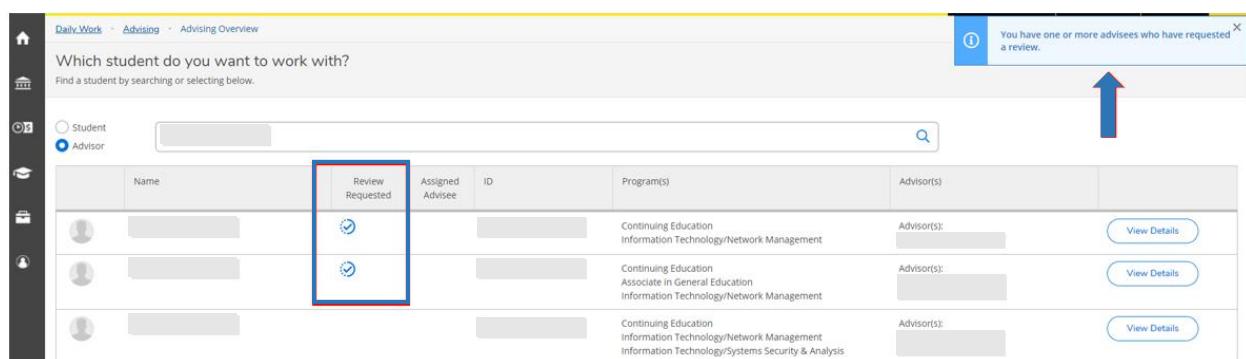
4. This is a view of the **Advisee Details**, take note of the following options:

Advisee contact information	Course Catalog
Programs	Notes
Education Goals	Plan Archive
Assigned Advisors	Test Scores
Notifications	Unofficial Transcript
Course Plan	Grades
Timeline	Petition & Waivers
Progress	Graduation application

Course Plan

Listed here are the courses the student has planned or registered for. If the student has requested a review of **planned** courses you can select the course and approve or deny it. Planned courses will not have ✓ Registered, but not started listed under the course name.

Timeline

Shows a timeline of all the courses the student has taken by semester. It indicates course, grade, GPA, and # of enrolled credits.

Progress

Shows the students current enrolled programs and the students progress in those programs. If a student is enrolled in more than one program you can use the arrows at the top to switch between programs. This is the same screen the student sees when they go to **My Progress** in their student planning tab.

Course Catalog

A list of all courses that are currently in the FTCC Catalog. An easy way to search courses by area. Example Accounting, Biology, Art, etc.

Notes

If a student has left any notes to their advisor they will be displayed here. Students are encouraged to email their advisor rather than leave a note because an advisor isn't notified when a new note is posted.

Advisors can use this section to mark notes about the progress or review of the student's program/courses. Notes will be visible on the downloadable plan under plan archive.

Plan Archive

Each time a Review has been completed, the plan will be archived under this tab. You have the option of downloading the course plan for your records as well. The course plan also lists any notes that were passed between the student and advisor.
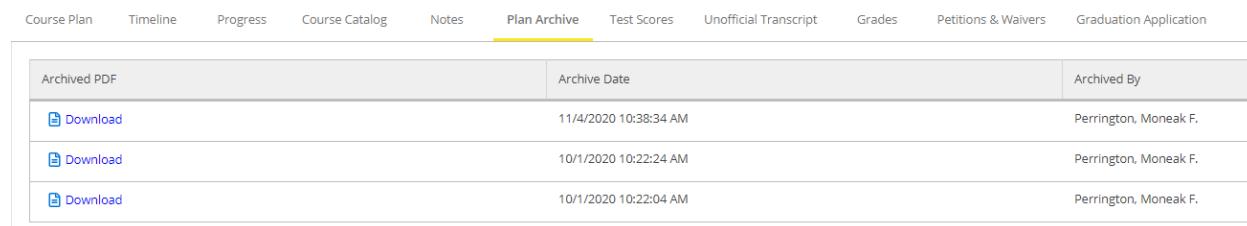
Archived PDF	Archive Date	Archived By
📄 Download	11/4/2020 10:38:34 AM	Perrington, Moneak F.
📄 Download	10/1/2020 10:22:24 AM	Perrington, Moneak F.
📄 Download	10/1/2020 10:22:04 AM	Perrington, Moneak F.

Course Plan as of 11/4/2020

Student	
ID	
Programs	Special Credit Students, 2018 Criminal Justice Technology, 2018
Reviewed By	Moneak F. Perrington on 11/4/2020
Archived By	Moneak F. Perrington on 11/4/2020 at 10:38 AM

Fall 2019

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned	Yes	CJC-212 2901 Ethics & Comm Relations	3		Student 8/9/2019	
Planned	Yes	CJC-131 2902 Criminal Law	3		Student 9/16/2019	
	Yes	CJC-111 Intro to Criminal Justice	3			
	Yes	CJC-113 Juvenile Justice	3			
	Yes	ENG-011 Writing and Inquiry Support	2			
	Yes	ENG-111 Writing and Inquiry	3			
			17.00	0.00		

Spring 2020

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned	Yes	CJC-132 2901 Court Procedure & Evidence	3		Student 10/22/2019	
Planned	Yes	CJC-121 2901 Law Enforcement Operations	3		Student 10/22/2019	
Planned	Yes	CJC-112 1901 Criminology	3		Student 11/12/2019	
Planned	Yes	SOC-210 0901 Introduction to Sociology	3		Student 11/12/2019	
	Yes	CJC-120 Interviews/Interrogations	2			
			14.00	0.00		

Summer 2020

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned	Yes	HUM-115 5902 Critical Thinking	3		Student 3/17/2020	

Notes

I have CJC-260 and COM-231 planned for spring, I believe that is all I have left to meet my requirements. Can you confirm this please.
Mark

Student on 11/2/2020 at 3:38 PM

Emailed student concerning English 111 with a co requisite. Advised student to keep English classes.

Perrington, M. on 8/9/2019 at 9:36 AM

Conversed with student via email on schedule and registration.

Perrington, M. on 8/8/2019 at 3:34 PM

Test Scores

If a student has taken any placement testing or other forms of testing, the scores will be listed here.

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petitions & Waivers	Graduation Application

Admission Tests

ⓘ No tests of this type have been recorded.

Placement Tests

Test	Date Taken	Score	Percentile	Status	Status Date
Rise Eng Tier 2	6/26/2020	76 of 100		✓ Accepted	6/26/2020
Rise Eng Tier1	6/25/2020	85 of 100		✓ Accepted	6/26/2020

Other Tests

ⓘ No tests of this type have been recorded.

Unofficial Transcript

To view the student's unofficial transcript, you can download it here.

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petitions & Waivers	Graduation Application

⚠ These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

📄 Curriculum Transcript Transcript

Grades

Grades can be viewed by semester under this tab.

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petitions & Waivers	Graduation Application

Summer 2021 (5/24/2021-7/26/2021)				⌄

Fall 2020 (8/17/2020-12/12/2020)
Term GPA: 4.000 ⌃

Course Section	Title	Credits	Final Grade
CTI-110-0901 8/17/2020 - 12/12/2020	Web. Pgm. & Db Foundation	3	A
CTI-120-0901 8/17/2020 - 12/12/2020	Network & Sec Foundation	3	A

Fall 2020CE3 (8/15/2020-12/31/2020)				⌄

Spring 2020 (1/13/2020-5/13/2020)
Term GPA: 4.000 ⌄

Petitions & Waivers

Student, Faculty, and Requisite petitions and waivers can be found under this tab

| Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application |

Student Petition(s)
No existing petitions
Faculty Consent(s)
No existing faculty consents
**Requisite Waiver(s)**
No existing waivers

Graduation Application

If the student has applied for graduation it will be listed under this tab. This is a good way to keep track of whether or not your student has applied. It even lists the exact date that they applied.

| Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application |

Program of Study	Criminal Justice Technology			
Graduation Term				
Diploma	Associate in Applied Science			
Major	Criminal Justice Technology			
✓ Application submitted on 2/28/2021				
Program of Study	Criminal Justice Technology/Contemp Policing Studies Cert	CCD		Certificate
Graduation Term				
Diploma				
Major	Criminal Justice Technology			
✓ Application submitted on 3/8/2021				
Program of Study	Criminal Justice Technology/Criminal Just Fundamentals Cert	CCD		Certificate
Graduation Term				
Diploma				
Major	Criminal Justice Technology			
✓ Application submitted on 3/8/2021				
Program of Study	Criminal Justice Technology/Essential Law Enforcemnt Op Cert	CCD		Certificate
Graduation Term				
Diploma				
Major	Criminal Justice Technology			
✓ Application submitted on 3/8/2021				

Attendance

1. Login to Self-Serve
2. Select **Faculty** from your home screen. Can also be found under **Daily Work** in the left-hand tool bar.

3. Select the appropriate course section

4. Select the **Attendance** tab

5. Select Date: Ensure that the appropriate date is selected to record attendance
6. Use the drop-down arrow to select attendance for each student

P – Present
A – Absent, No Excuse
E – Absent, Excused. Only to be used when the campus is closed. This is the designation to be used for inclement weather.
L – Late

There is no longer an E used at the beginning of each class. You will just start taking attendance.

The P's for online attendance roster should match the course entry quiz dates.

Attendance will need to be taken every day a class meets and at least once per week for online courses.

7. On the left there is a drop-down box that will allow you to populate all students for the same attendance for that date. You can update all students to present or all students to absent.

   Another option is to individually mark only the students on your roster that are absent, absent then use this drop-down box to mark all the rest of the students in the class to present. This should reduce the amount of time it takes to mark attendance.

   Do not use the E – Excused Absence unless the campus is closed due to inclement weather.

8. If you'd like to add a comment about a student's attendance you can do so by clicking the comment bubble beside their name. Please be aware that students will be able to see their attendance comments.


Self Service also allows you to see the last date you took attendance and keeps a count of each option for each student.

In a future update, faculty will be able to export their attendance to an excel spreadsheet. (this feature is not currently available).

| Last Attendance Recorded	P	A	E	L	
3/3/2021	7	2	0	0	

Hybrid Classes – Attendance

For classes that have both an in person and online portion for the class, you will see both attendance options for the day.

In Person attendance column, indicated by the class time

Online attendance column, indicated by Time not specified

Inclement Weather (Campus Closures)

1. Select the appropriate course for attendance
2. Select the date of the campus closure
3. Change the attendance for each student to **Absent, Excused.**
   This is the **E** option on your attendance summary
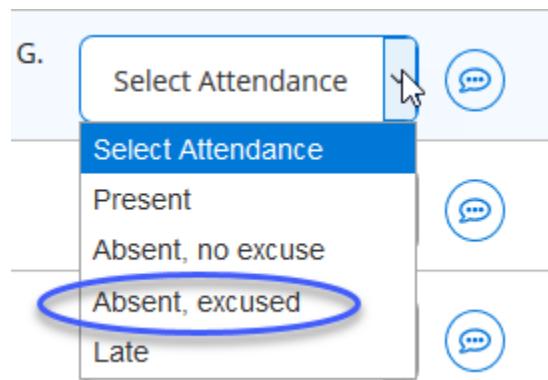
Contact Hour Courses

Time entry for contact hour classes no longer uses the quarter hour method, but actual hours and minutes.

Example:

- Student entered at 2:00 PM and left at 2:15 PM. You would enter 00:15 instead of 0.25 on your attendance roster.
- Student entered at 2:00 PM and left at 2:56 PM, you would enter 00:56

Quarter Hour Conversion Chart:

0.25   =   00:15

0.5   =   00:30

0.75   =   00:45

1   =   01:00

Option 1: Enter attendance in **hours** and/or **minutes** for each individual student

Option 2: Enter attendance in **hours** and/or **minutes** in the top bar to record the same attendance for **ALL** students in the class, then select **Update All**.

Seats Available Unlimited

Roster   **Attendance**   Grading   Books   Permissions

| hh:mm | Update All | 6/11/2019 (Tuesday) ⌄ |

Student	Overall Hours	Hours to (6/11/2019)	5:00 PM	
Duck, Cutie 0076289	03:00	03:00	hh:mm	💬
Massey, Rosallene 0075644	23:59	23:59	hh:mm	💬

Exporting your Attendance

Did you know you can export your attendance for your records? This new feature has now been added into self-service.

1. Select the Attendance tab
2. Click the Export button
3. Save excel spreadsheet to the desired location on your computer or print a copy for your records

No Shows (NS) / Never Attended

To mark a student as a no show / never attended, click on the **Census Tab** found beside the **Attendance tab**. For students who have not attended by the census date, mark them as never attended.

1. Check the box under the Never Attended Column, to mark the student as a no show

note Last date of attendance is not needed for this function

Certifying Rosters

After the census date has passed and you've entered in all your P's for present students and marked your No-Show students, it's time to certify your roster.

- <mark>**Important: Please do not put dates in the last date of attendance box when certifying your rosters.**</mark>
- **before certifying double check to make sure all your students not marked as a no-show have a P BEFORE the census date, failure to mark your students present before the census date will result in lost FTE (Full-time enrollment.**

Once you've verified your roster is correct, click on the census tab and on the right-hand side select Certify.

You will notice a blue bar that indicates when certification opens with a date. The certify button will be greyed out until this date.

You need to certify each of your rosters individually after the census date of that class.

The Registrar will run a Certification Report after the census date to share with the Deans, showing them who is missing their roster certifications.

Certify Button Issue (Grayed out button)
If your certify button is grayed out on your census date and you're unable to certify your roster, please do the following:

1. Click on the census date and the button should turn from gray to blue

See image below.

Home   Attendance   Census   Grading   Books   Permissions

10/19/2021 Census

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits	
Allen, Adam D.	2915326	☐	M/d/yyyy	Sophomore Associate	3	

Attendance Tracking FAQ

Q1: Is using Self-Service Attendance Tracking changing our attendance policy?

A1: No. Our attendance policies are not changing for the summer term. Only where and how faculty report attendance is changing. Instead of recording attendance in Web Attendance, faculty will record attendance in Self-Service Attendance Tracking.

Q2: Do I have to enter attendance for every student on each day of the roster?

A2: Yes. For all courses, attendance is recorded for every scheduled class meeting, once the student officially enters the course. For example, if a student does not attend the first day of class and enters the second day, the attendance record for the first day of class is left blank. Once the student enters on the second day of class, attendance is recorded (Present or Absent) through the course census date or end of the course, as applicable. Remember that you must record attendance for VA students for the entire semester.

Q3: If I have a student who receives VA benefits, do I have to record attendance for the entire course for this student if I only record attendance through the course census date for my classes?

A3: Yes. Faculty must record attendance of all Veteran students in Self-Service the entire semester per Veteran Affairs [VA] policy. The VA requires notification when veteran students stop attending class; therefore, faculty are responsible for reporting this to the Veterans Coordinator. The AVP for Instructional Services will email faculty identifying which students are receiving VA benefits each semester.

Q4: Do students still have to officially "enter" the course on or before the course census date to remain enrolled in the course?

A4: Yes. Students must enter the course on or before the course census date. If a student has not entered by the course census date, the student is ineligible to take the class and you should mark No Show in Self-Service in Grading on the Final Grade tab.

Q5: How do students officially enter the course?
A5:   Online Courses: The student must complete the Required Enrollment Assignment (REA) on or before the course census date. Hybrid and Blended Courses: The student must physically attend the face-to-face portion of the course or complete the Required Enrollment Assignment (REA) on or before the course census date.

Traditional/Face to Face Courses: The student must physically attend the course on or before the course census date (the REA may be used if needed).

Q6: What is a No Show?
A6: Students who do not officially enter the course by the census date are reported as a No Show.

Q7: How do I report No Shows?
A7:   Check No Show in Self-Service under the Census Tab. Students reported as a no show are removed from the course roster.

Q8: Do I have to click Save or Submit to capture the attendance data I enter?
A8: No. The information is automatically saved as you enter it.

Q9: Do I enter an E for when the student officially enters the course?
A9: No. There is no place to enter an E in Self-Service Attendance Tracking. Record the first P for the student on the date the student officially entered the course.

Attendance Entry: Then & Now Quick Reference

Procedure	Then Web Attendance	NOW Self-Service Attendance Tracking
Official Entry	Enter "E" on date student officially enters course	Select Present on date student officially enters course
Reporting Attendance	After entering E, only record absences	After official entry, record Present or Absent for every scheduled class meeting (up to and on the census date)
Verify/Sign Roster	Check electronic transmission or final submission statement at bottom of attendance roster	Accept Class Roster Verification Agreement when submitting final grades (more information will be provided regarding this)

Attendance Report – Errors

The attendance report is looking for P's on the rosters. If you have a student that you've marked all absent but not a P, you will fall out on this report.

Important for classes with Lab sections

If you marked the student P – Present for the Lecture section but you've marked them as all Absences on the Lab section, you will fall out on the Attendance error report.

Remember

If you are teaching an online class, attendance needs to be marked in self-service once a week on the day that your assignments are due.

Grading

Grades are due within 24 hours of the last scheduled class date

Select **Faculty Tab**

1. Select your class

2. Select Grading Tab and then Final Grade

3. Use the drop-down box to select the final grade for the student

| | Roster | Attendance | Grading | Books | Permissions |

Overview   Final Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		☐	M/d/yyyy	Select Grade ▾	M/d/yyyy	Sophomore Associate	3
		☐	M/d/yyyy	Select Grade A B P3 P2 C P1 D S F I R NC TP3	M/d/yyyy	Sophomore Associate	3
		☐	M/d/yyyy		M/d/yyyy	Sophomore Associate	3
		☐	M/d/yyyy		M/d/yyyy	Sophomore Associate	3
		☐	M/d/yyyy		M/d/yyyy	Sophomore Associate	3
		☐	M/d/yyyy	Select Grade ▾	M/d/yyyy	Sophomore Associate	3

4. Once you've entered in all your grades, you're done.

The registrar will verify and post grades, once she has run her processes.

Incomplete Grades

Incomplete grades require an **Expiration Date and Last Date of Attendance (use the last date of the term for LDA)**. When entering in an I – Incomplete grade, you will see this red warning box to enter in the Expiration Date.

Expiration dates can be found on the Refund, Withdrawal and Incomplete Dates on the Registrar's website: https://www.faytechcc.edu/campus-life/curriculum-registration/

Overview   Final Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
		☐	M/d/yyyy	I ▾	M/d/yyyy	Sophomore Associate	3	⊙

Expiration date is required
Last Date of Attendance or Never Attended Flag is required

F Grades

F grades require a **Last Date of Attendance.** When entering in an F grade, you will see this red warning box, to remind you to enter in the Last Date of Attendance.

| | Roster | Attendance | Grading | Books | Permissions |

Overview   Final Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
		☐	M/d/yyyy	F ▾	M/d/yyyy	Sophomore Associate	3	⊙

Last Date of Attendance or Never Attended Flag is required

Rosters

The roster tab now has lots of features all in one convenient place.

|	
Class Meeting Times	Waitlisted
Class Location	Print Option
Seats Available	Email All Option
Deadline Dates	Export Roster

Deadline Dates

The deadline dates link gives you a pop up of the important dates you'll need to remember about your class.

Last Day to Add – Class Census Date

First Day to Drop – First Day of Classes

Last day to Drop without a Grade – Class Census Date (75% refund date)

Last day to Drop with a Grade – Last day to submit a Withdrawal (W- Grade)

You will still be able to get a comprehensive spreadsheet of Refund, Withdrawal and Incomplete dates on the registrar's website:

https://www.faytechcc.edu/campus-life/curriculum-registration/

Additional Student Information

When you mouse over a student you will receive a quick overview of their program of study, and contact information.

You can click on **View Full Profile** and view a more in-depth view of the student's information.

Permissions

Some classes require a petition to register for the class. These requirements are built on the course level.

Student Petition

For classes that require a student petition, use the following steps to add student petitions for a class.

1. Select Faculty

Faculty
Here you can view your active classes and submit grades and waivers for students.

2. Select your class

Fall 2021			
Section	Times	Locations	Books
BUS-135-0901: Principles of Supervision	M/T/W/Th/F/Sa/Su - 8/16/2021 - 12/11/2021	Distance Education Virtual Rm., INET Classroom Hours	

Spring 2021			
Section	Times	Locations	Books
BUS-135-0901: Principles of Supervision	TBD 1/11/2021 - 5/12/2021	Distance Education Virtual Rm., INET Classroom Hours	

3. Select Permissions

Waitlisted 0

Roster	Attendance	Grading	Books	Permissions

4. Select Student Petition

Faculty Permissions
Choose one of the categories below :

Requisite Waiver
Waive prerequisites so that a student can register for the course.

Student Petition
Review and manage student petitions.

Faculty Consent
Review and manage faculty consent.

5. Enter in Student ID or Name in the search bar

‹ Back To Faculty Permissions
Student Petition

Student Petition Status   Student Name or ID

ⓘ   No existing students petitions

6. Click on the student once they pop up and it will bring you to the Add Student Petition box

Add Student Petition
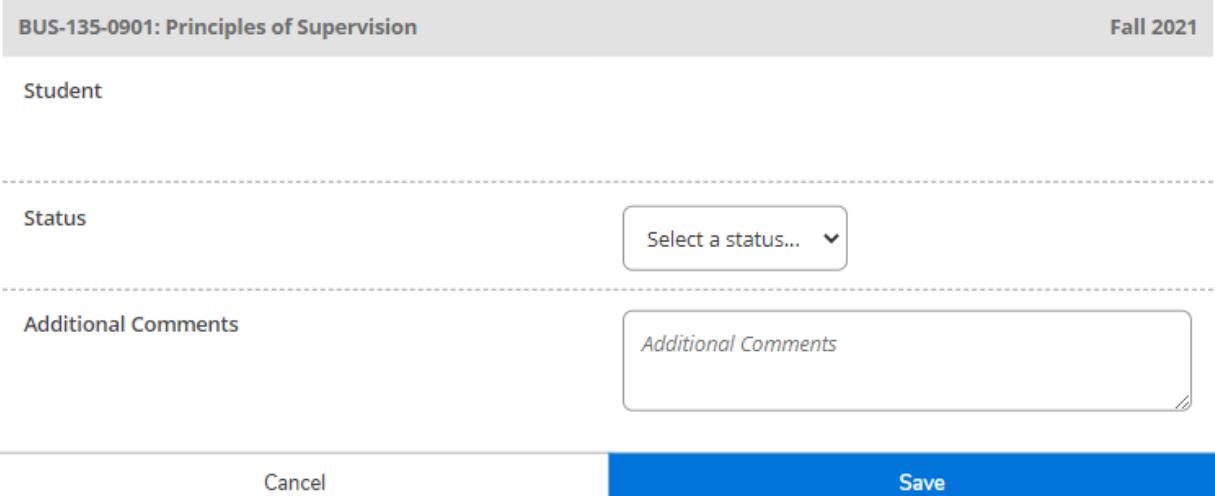
BUS-135-0901: Principles of Supervision	Fall 2021

Student

Status   Select a status... ▾

Additional Comments   Additional Comments

Cancel   **Save**

7. Use the drop-down box to select status, and add comments if necessary in the Additional Comments box
8. Select Save
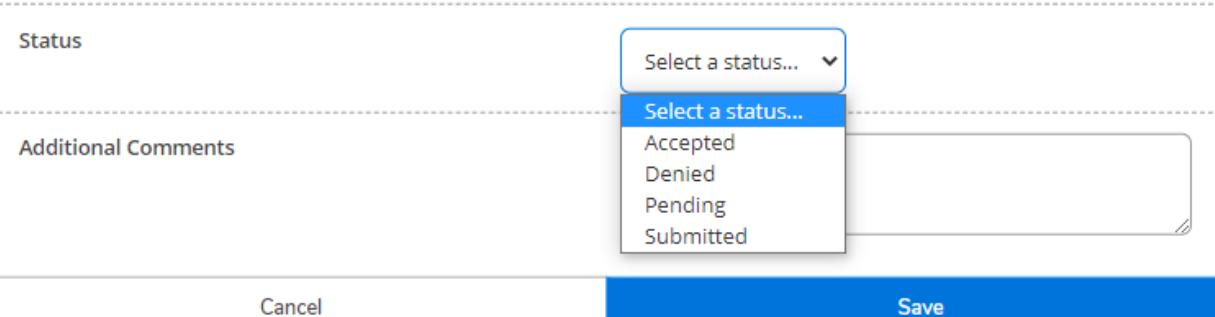
Status   Select a status... ▾

                                                    Select a status...
---   Accepted
                                                    Denied
Additional Comments   Pending
                                                    Submitted

Cancel   **Save**

9. The student petition has now been added and the student can register for the petition required class.

Registering a Student

1. Select the **Advising Tab**

2. Type in the Student ID or Name
3. Select **View Details**

4. Type in the course you want to register the student for in the **Search for Courses** bar.

This will redirect you to the course catalog tab.

5. Select **view available sections for…**
6. Find the section number you want and then select **Add Section to Schedule**

7. The section has now been planned. Return to the Course Plan Tab

8. Click **Register Now**

If the course has been registered it will indicate so by saying:

✓ **Registered, but not started**

The student has now been successfully registered for their class

Dropping a Student

Remember a student can only be dropped from their class **on or before the Census Date for that class, if the student wants to be removed from the class after the census date it must be submitted as a withdrawal in XFWAWD or Withdrawal Adjunct Form**

1. Select the **Advising Tab**
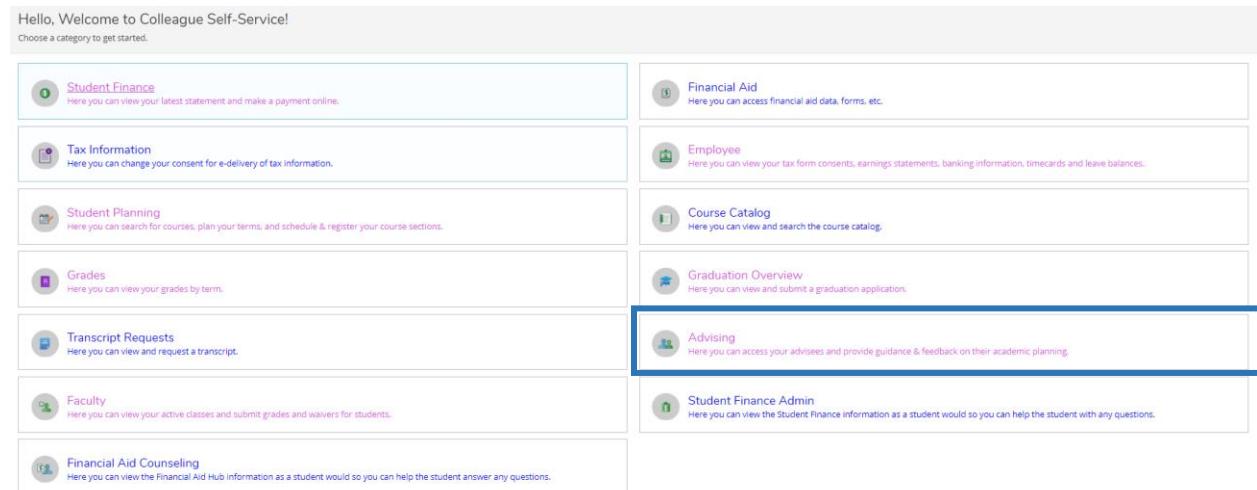
Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance Here you can view your latest statement and make a payment online.	**Financial Aid** Here you can access financial aid data, forms, etc.
Tax Information Here you can change your consent for e-delivery of tax information.	**Employee** Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	**Course Catalog** Here you can view and search the course catalog.
Grades Here you can view your grades by term.	**Graduation Overview** Here you can view and submit a graduation application.
Transcript Requests Here you can view and request a transcript.	**Advising** Here you can access your advisees and provide guidance & feedback on their academic planning.
Faculty Here you can view your active classes and submit grades and waivers for students.	**Student Finance Admin** Here you can view the Student Finance information as a student would so you can help the student with any questions.
Financial Aid Counseling Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.	

2. Type in the Student ID or Name
3. Select **View Details**
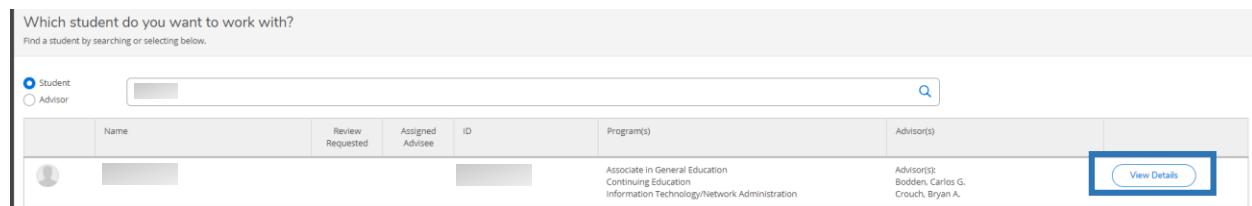
Which student do you want to work with?
Find a student by searching or selecting below.

○ Student
○ Advisor

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	
👤					Associate in General Education Continuing Education Information Technology/Network Administration	Advisor(s): Bodden, Carlos G. Crouch, Bryan A.	View Details

4. Select **Course Plan Tab**
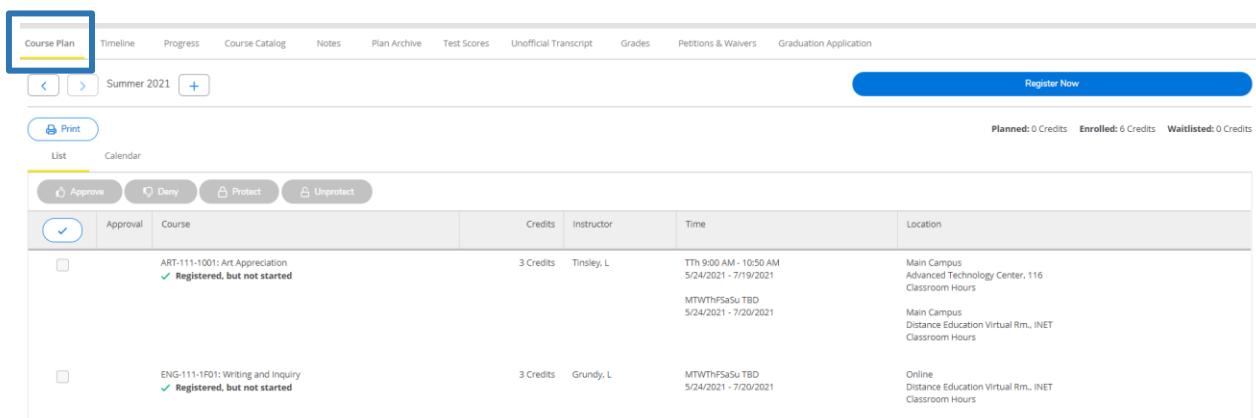
Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers | Graduation Application

< > Summer 2021 +   Register Now

Print   Planned: 0 Credits   Enrolled: 6 Credits   Waitlisted: 0 Credits

List   Calendar

👍 Approve | 👎 Deny | 🔒 Protect | 🔓 Unprotect

✓	Approval	Course	Credits	Instructor	Time	Location
☐		ART-111-1001: Art Appreciation ✓ Registered, but not started	3 Credits	Tinsley, L	TTh 9:00 AM - 10:50 AM 5/24/2021 - 7/19/2021 MTWThFSaSu TBD 5/24/2021 - 7/20/2021	Main Campus Advanced Technology Center, 116 Classroom Hours Main Campus Distance Education Virtual Rm., INET Classroom Hours
☐		ENG-111-1F01: Writing and Inquiry ✓ Registered, but not started	3 Credits	Grundy, L	MTWThFSaSu TBD 5/24/2021 - 7/20/2021	Online Distance Education Virtual Rm., INET Classroom Hours

5. Select **Calendar**

6. Select **Drop** for the class you want to drop the student from

7. If the student is registered in multiple classes you can drop multiple classes at once by checking the box beside that class. Otherwise make sure you only have the box checked for the class you are trying to drop and select **Update**
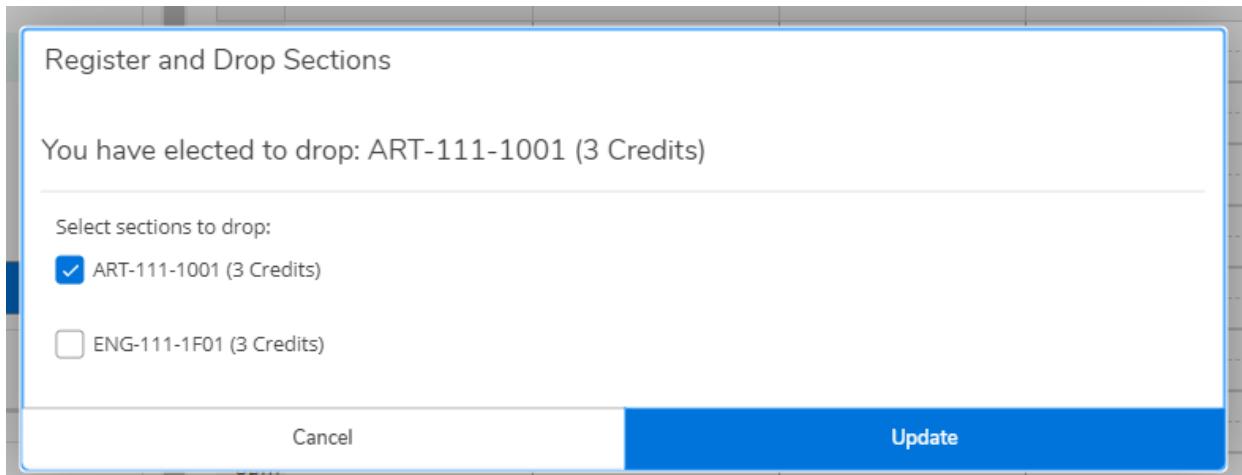
Register and Drop Sections

You have elected to drop: ART-111-1001 (3 Credits)

Select sections to drop:

☑ ART-111-1001 (3 Credits)

☐ ENG-111-1F01 (3 Credits)

| Cancel | Update |

This now puts the class back to "planned". You can remove the class from "planned" by clicked on the X in the top right of the box.

List   Calendar
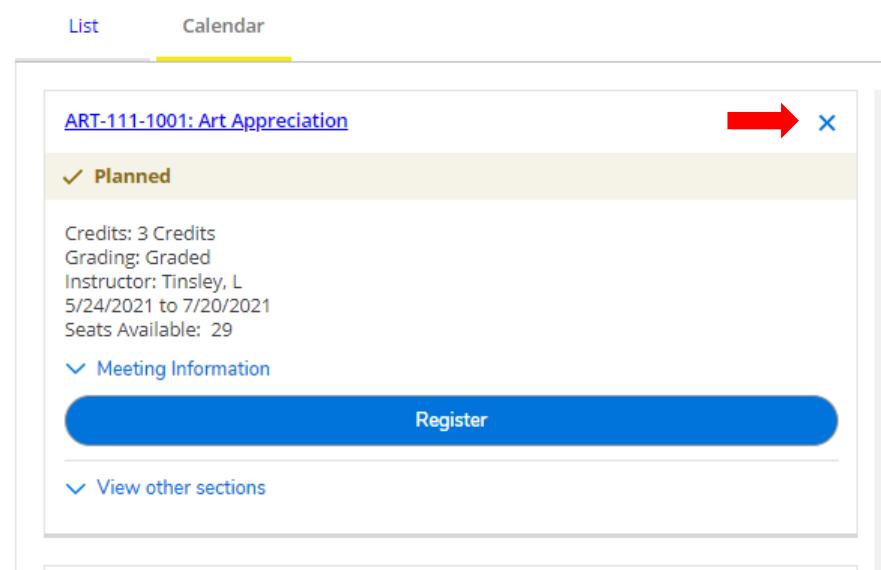
ART-111-1001: Art Appreciation   ✕

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Tinsley, L
5/24/2021 to 7/20/2021
Seats Available: 29

∨ Meeting Information

Register

∨ View other sections

This will then remove the class entirely from the students' schedule.
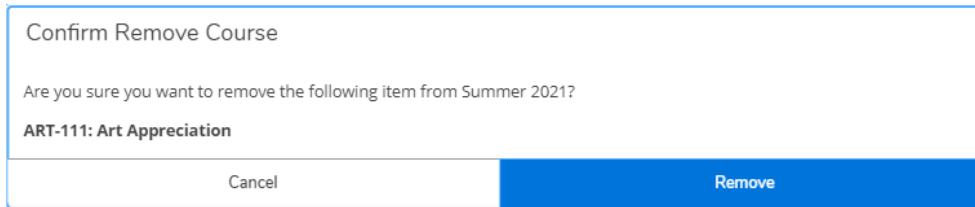
Confirm Remove Course

Are you sure you want to remove the following item from Summer 2021?

ART-111: Art Appreciation

| Cancel | Remove |

Dropping a Student from the Waitlist

1. Log into Self-Service
2. Click: **Advising**
3. Enter Student ID and press (Enter)
4. Click: **View Details**
5. Click "**Calendar"** tab
6. Scroll to Waitlisted Course
7. Click: **Drop**

NET-125-0903: Introduction to Networks

✓ **Waitlisted**

Credits: 3 Credits
Grading: Graded
Instructor: Bodden, C
8/21/2023 to 12/16/2023
Waitlisted: 3

⌄ Meeting Information

Drop Waitlist

Withdrawing a Student

Full-Time Faculty use Datatel Mnemonic XFWAWD to withdraw a student from class.

Part-Time Faculty use the Online Adjunct Withdrawal form:
http://forms2.faytechcc.edu/adjunct-crsdrop/index.asp

** Note ** A student cannot be withdrawn from a class until after the census date.

Withdrawals are processed daily by the Registrar's office.

Once the registrar has processed the withdrawal, your roster will show an **LD** on the last date of attendance and a **W** for grade (GRD).

Departmental Oversight (Dean's Only)

This feature is for Deans to be able to keep track of their faculty's classes. Deans are able to search by faculty name or section.

1. Select Departmental Oversight

2. Select the **Faculty** button
   Type in the **Faculty's Name** only, the employee ID feature doesn't work
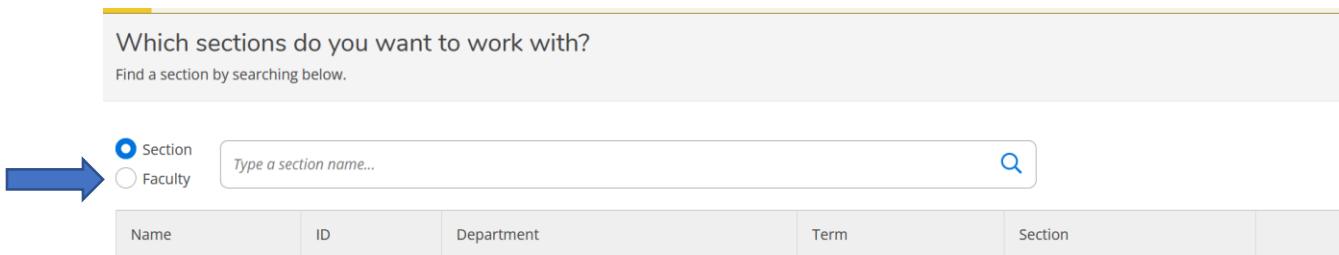
This will bring up the list of classes that faculty is teaching. You can select a class under the **Section Tab** or you can click on the **View Details** to see all classes taught by the instructor for that term.

You will now have full access to ==View Only== the following features:

- Roster
- Attendance
- Census
- Grading
- Permission if Applicable

Name	ID	Department	Term	Section	
	0146319	Criminal Justice Technology	Spring 2021	CJC-131-1901	View Details
			Spring 2021	CJC-131-2901	
			Spring 2021	CJC-132-1901	
			Spring 2021	CJC-132-2901	
			Spring 2021	CJC-231-1901	
			Spring 2021	CJC-231-2901	
			Spring 2021	CJC-132-1V01	
			Summer 2021	CJC-132-1901	
			Summer 2021	CJC-111-1901	
			Summer 2021	CJC-141-5901	
			Fall 2021	CJC-131-1B01	
			Fall 2021	CJC-132-2001	
			Fall 2021	CJC-132-1901	
			Fall 2021	CJC-231-2001	