

# Administrative Drop Procedures for Instructors:

Beginning Fall 2014, the Administrative Drop Policy will be implemented. This policy states that students who do not attend the first class meeting, do not participate in an academic activity in an online course, or do not notify the instructor of an expected absence for special reasons, will be dropped from the course. This process will be electronic and completed by faculty within the Faculty Center in E-Hive. Below are step-by-step instructions.

1. In Faculty Center, select the My Schedule tab and view your class schedule for the upcoming term.

Note: A new column displays which indicates the courses and date/times you will have access to administratively drop students. Only courses with enrolled students or non-labs display this administrative drop date/time.

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs: Faculty Center (selected), Advisor Center, and Search. Below these are sub-tabs: my schedule, class roster, and grade roster. The main heading is 'Faculty Center My Schedule'. There are buttons for 'change term' and 'My Exam Schedule'. Below that, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section includes 'Class Roster', 'Grade Roster', and 'Learning Management'. The main content is a table titled 'My Teaching Schedule > Fall Semester 2014 > UW-Superior'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, Class Dates, and Admin Drop Availability. The 'Admin Drop Availability' column is highlighted with a red border. The data in the table is as follows:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Admin Drop Availability
<a href="#">BIOL 100-E1 (1993)</a>	Environmental Science (Lecture)	20	TBA	Online -- No Room	Sep 2, 2014- Dec 19, 2014	Tue, Sep 2, 2014 12:00 AM - Fri, Sep 12, 2014 12:00 AM
<a href="#">BIOL 100-E1A (2792)</a>	Environmental Science (Lecture)	17	TBA	Online -- No Room	Sep 2, 2014- Dec 19, 2014	Tue, Sep 2, 2014 12:00 AM - Fri, Sep 12, 2014 12:00 AM
<a href="#">BIOL 130-101 (2531)</a>	Principles of Biology I (Lecture)	34	MoWeFr 9:00AM - 9:50AM	Swenson Hall 1013	Sep 2, 2014- Dec 19, 2014	Wed, Sep 3, 2014 9:00 AM - Thu, Sep 4, 2014 9:00 AM
<a href="#">BIOL 130-501 (2532)</a>	Principles of Biology I (Laboratory)	19	Th 1:00PM - 2:50PM	Barstow Science 0108	Sep 2, 2014- Dec 19, 2014	
<a href="#">BIOL 130-502 (2533)</a>	Principles of Biology I (Laboratory)	15	Th 3:00PM - 4:50PM	Barstow Science 0108	Sep 2, 2014- Dec 19, 2014	
<a href="#">BIOL 130-503 (2534)</a>	Principles of Biology I (Laboratory)	0	Th 11:00AM - 12:50PM	Barstow Science 0108	Sep 2, 2014- Dec 19, 2014	
<a href="#">BIOL 380-101 (2552)</a>	Vertebrate Biology (Lecture)	6	Mo 3:00PM - 4:15PM Fr 3:00PM - 4:15PM	Swenson Hall 1056 Swenson Hall 1056	Sep 2, 2014- Dec 19, 2014 Sep 2, 2014- Dec 19, 2014	Fri, Sep 5, 2014 3:00 PM - Sat, Sep 6, 2014 3:00 PM
<a href="#">BIOL 380-501 (2553)</a>	Vertebrate Biology (Laboratory)	6	We 3:00PM - 4:50PM	Barstow Science 0114	Sep 2, 2014- Dec 19, 2014	
<a href="#">BIOL 491-003 (2558)</a>	Research in Biology (Independent Study)	0	TBA	TBA	Sep 2, 2014- Dec 19, 2014	
<a href="#">BIOL 496-003 (2566)</a>	Internship (Independent Study)	0	TBA	TBA	Sep 2, 2014- Dec 19, 2014	

2. Select the course in which the student(s) will be dropped. Note you need to select the “student icon”  to access the class roster.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Admin Drop Availability
 <a href="#">BIOL 100-E1 (1993)</a>	Environmental Science (Lecture)	20	TBA	Online -- No Room	Sep 2, 2014- Dec 19, 2014	Tue, Sep 2, 2014 12:00 AM - Fri, Sep 12, 2014 12:00 AM
 <a href="#">BIOL 100-E1A (2792)</a>	Environmental Science (Lecture)	17	TBA	Online -- No Room	Sep 2, 2014- Dec 19, 2014	Tue, Sep 2, 2014 12:00 AM - Fri, Sep 12, 2014 12:00 AM
 <a href="#">BIOL 130-101 (2531)</a>	Principles of Biology I (Lecture)	34	MoWeFr 9:00AM - 9:50AM	Swenson Hall 1013	Sep 2, 2014- Dec 19, 2014	Wed, Sep 3, 2014 9:00 AM - Thu, Sep 4, 2014 9:00 AM

3. Within the class roster, all students who are enrolled for the course will be displayed. Also note the drop deadline appears as well. The Drop column displays on the right hand side. Select those students who should be dropped from the course based on the Administrative Drop Policy.

Faculty Center	Advisor Center	Search
<a href="#">my schedule</a>	<a href="#">class roster</a>	<a href="#">grade roster</a>

Class Roster

Fall Semester 2014 | Full Term | UW-Superior | Undergraduate

<b>BIOL 130 - 101 (2531)</b> <a href="#">change class</a>								
Principles of Biology I (Lecture)								
<table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>MoWeFr 9:00AM-9:50AM</td> <td>Swenson Hall 1013</td> <td>Burkett,Edward W</td> <td>08/27/2014 - 12/19/2014</td> </tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	MoWeFr 9:00AM-9:50AM	Swenson Hall 1013	Burkett,Edward W	08/27/2014 - 12/19/2014
Days and Times	Room	Instructor	Dates					
MoWeFr 9:00AM-9:50AM	Swenson Hall 1013	Burkett,Edward W	08/27/2014 - 12/19/2014					

<b>Admin Drop Availability</b>
Wed, Aug 27, 2014 9:00 AM - Thu, Aug 28, 2014 9:00 AM

\*Enrollment Status

Enrollment Capacity 10      Enrolled 34

Select display option:  Link to Photos     Include photos in list

Enrolled Students										Drop
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Advisor(s)		
<input type="checkbox"/>				Graded	4.00	Undergraduate - Broad Field Science/No Minor	Freshman	<a href="#">Riker-Coleman,Kristin E</a>		<input type="checkbox"/>
<input type="checkbox"/>				Graded	4.00	Undergraduate - Biology/No Minor	Junior	<a href="#">Burkett,Edward W</a>		<input type="checkbox"/>
<input type="checkbox"/>				Graded	4.00	Undergraduate - Biology/No Minor	Freshman	<a href="#">Danz,Nicholas P</a>		<input type="checkbox"/>
<input type="checkbox"/>				Graded	4.00	Undergraduate - Biology/No Minor	Freshman	<a href="#">Schmude,Kurt L \ Knoble,Carol M</a>		<input type="checkbox"/>
<input type="checkbox"/>				Graded	4.00	Undergraduate - Biology (EA-A)/No Minor	Freshman	<a href="#">Balcer,Mary D</a>		<input checked="" type="checkbox"/>
<input type="checkbox"/>				Graded	4.00	Undergraduate - Psychology/No Minor	Sophomore	<a href="#">Bolton,Holz,Kenna C</a>		<input type="checkbox"/>
<input type="checkbox"/>				Graded	4.00	Undergraduate - Undeclared/No Minor	Freshman	<a href="#">Bagley,Lon</a>		<input type="checkbox"/>
<input type="checkbox"/>				Graded	4.00	Undergraduate - Biology (EA-A)/No Minor	Freshman	<a href="#">Balcer,Mary D</a>		<input type="checkbox"/>

4. Those students who have a check beside his/her information will be those students that will be dropped from the course. Verify that these are the correct students and select the “Submit Drops” button below the list of students to the right.

30	<input type="checkbox"/>		[REDACTED]	Graded	4.00	Undergraduate - Physical Education: Exercise/Psychology	Senior	<a href="#">Lebard-Rankila, Kim M</a>	<input type="checkbox"/>
31	<input type="checkbox"/>		[REDACTED]	Graded	4.00	Undergraduate - Biology/No Minor	Freshman	<a href="#">Schmude, Kurt L</a>	<input checked="" type="checkbox"/>
32	<input type="checkbox"/>		[REDACTED]	Graded	4.00	Undergraduate - Undeclared/No Minor	Freshman	<a href="#">Iwen, Jayson H</a>	<input type="checkbox"/>
33	<input type="checkbox"/>		[REDACTED]	Graded	4.00	Undergraduate - Biology/No Minor	Freshman	<a href="#">Seelke, Ralph W</a>	<input type="checkbox"/>
34	<input type="checkbox"/>		[REDACTED]	Graded	4.00	Undergraduate - Undeclared/No Minor	Sophomore	<a href="#">Pforr, Dylan A</a>	<input type="checkbox"/>

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

5. After selecting the “Submit Drops” button, a verification screen will appear. This screen is for the instructor to reaffirm that the drops are intended. If the proper student(s) are selected, click the “Finish Dropping” button to drop the students.

Note: This final action will drop the selected students immediately. If the student is enrolled in an adjoining lab, that component will be dropped as well.

Enrollment Request ID 0000535120

### Administrative Drop

#### 1. Review Students to Be Dropped

Click Finish Dropping to process your drop request.

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▼ **BIOL 130 - 101 (2531)**  
Principles of Biology I (Lecture)

Days and Times	Room	Instructor	Dates
Fr 9:00AM-9:50AM	Swenson Hall 1013	Burkett, Edward W	08/27/2014 - 12/19/2014

Empl ID	Name	Class	Long Description	Units
[REDACTED]	[REDACTED]	BIOL 130-101 (2531)	Principles of Biology I (Lecture)	4.00
[REDACTED]	[REDACTED]	BIOL 130-501 (2532)	Principles of Biology I (Laboratory)	
[REDACTED]	[REDACTED]	BIOL 130-101 (2531)	Principles of Biology I (Lecture)	4.00
[REDACTED]	[REDACTED]	BIOL 130-502 (2533)	Principles of Biology I (Laboratory)	

[RETURN TO ROSTER](#)

- After selecting the “Finish Dropping” button, a screen to verify whether the drop(s) have been processed will appear. This screen will display all the students that were selected and whether an error occurred during the drop or if the drop was completed successfully.

## Administrative Drop

### 2. View Results

View results below.

1-2

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#### BIOL 130 - 101 (2531)

Principles of Biology I (Lecture)

Days and Times	Room	Instructor	Dates
Fr 9:00AM-9:50AM	Swenson Hall 1013	Burkett,Edward W	08/27/2014 - 12/19/2014

✓ Success: Student Dropped.

✗ Error: Student was not dropped.

Empl ID	Name	Class	Message	Results
		BIOL 130-101 (2531)	Success: This class has been removed from your schedule.	✓
		BIOL 130-101 (2531)	Success: This class has been removed from your schedule.	✓

RETURN TO ROSTER

- As soon above, both of these students were successfully dropped from the course. If an error occurs the following will display:

### 2. View Results

View results below.

1-2

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#### CSCI 470 - 001 (2422)

Net-Centric Computing (Lecture)

Days and Times	Room	Instructor	Dates
TuWeFr 1:00PM-1:50PM	Swenson Hall 1017	Bezroukov,Serguei	09/02/2014 - 12/19/2014

One or more errors has occurred. Any drops that have failed have automatically been emailed to the Registrar's Office and you have been copied on this email. Please follow up with the Registrar's Office if this is not resolved in 24 hours.

✓ Success: Student Dropped.

✗ Error: Student was not dropped.

Empl ID	Name	Class	Message	Results
		CSCI 470-001 (2422)	Error: Unable to Drop class. Go to Old Main room 139 to drop this class The requested drop transaction was not processed. You must go to the Registrars office, Old Main room 139 to complete an official withdrawal card. (msg # 14640,13)	✗

RETURN TO ROSTER