

ONLINE DROP ROSTERS

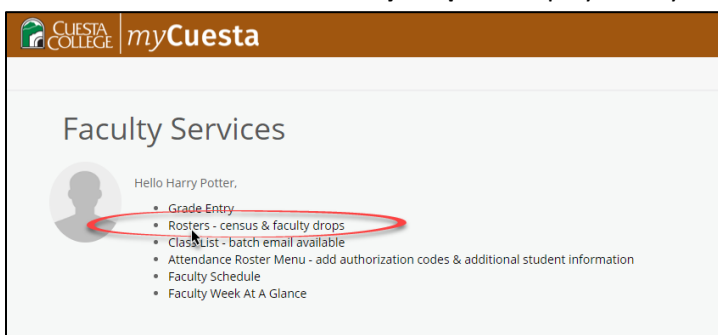
Faculty Services is part of Banner Self-Service that allows faculty to access rosters, post grades and much more. The **Rosters** option allows you to **drop students** and submit your class roster for **Census**. Note: Submitting a Census Roster is mandatory and necessary, even if you do not have any drops to process.

Drop Students and/or Submit your mandatory Census Roster

1. Log into [myCuesta](#). Then, select the Faculty Self Service icon. Contact ITsupport@cuesta.edu for assistance with logging in.



2. Select **Rosters – census & faculty drops** to display all of your current term courses.



3. Review the **Roster Type**, **Status**, and **Available** columns to determine the availability of your roster(s).

Subject	Title	CRN	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted
COMM 201,0	Public Address	73639	1 2	Census Roster W Roster	Census 1 Not Available	Expired Expired	08/10/2020 - 09/02/2020 10/19/2020 - 11/10/2020	Not Submitted Not Submitted
CUL 210,0	Cul Arts Fundamentals I	75158	1 2	Census Roster W Roster	Census 1 Not Available	Now Future	11/13/2020 - 12/07/2020 02/11/2021 - 03/08/2021	Not Submitted Not Submitted

The following are definitions of what may show in the **Status** column. In order to process drops or submit your roster you must see “Now” in the Status column.

- **Now** – The course is available for processing drops
- **Expired** – the course is no longer available for processing drops (roster will need to be printed and submitted manually – contact records@cuesta.edu for assistance).
- **Future** – the course is not yet available for processing drops

The following are definitions of what may show in the **Roster Type** column.

- **Opening Day Roster** – you may see this roster available during the beginning of the term. Cuesta college does not use this roster and you do not need to complete submission.
- **Census Roster** – use this roster to submit the mandatory census roster for your course. This roster must be completed within the assigned dates. If this roster is not submitted within the available dates (Status column will display “Expired”), then you will need to print and submit your roster manually – contact records@cuesta.edu for assistance.

You can process drops and submit this roster multiple times during the available dates, if necessary.

- **W Roster** – Use this roster to process drops that occur after the Census Roster has been submitted and before the last day to drop.

4. Open a course to process drops/submit the mandatory Census Roster by selecting the course Subject.

Subject	Title	CRN	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted
COMM 201	Public Address	73639	1	Census Roster W Roster	Census 1 Not Available	Expired Expired	08/19/2020 - 09/02/2020 10/18/2020 - 11/10/2020	Not Submitted Not Submitted
CUL 210	Cul Arts Fundamentals I	75158	1	Census Roster W Roster	Census 1 Not Available	None Future	11/13/2020 - 12/07/2020 02/11/2021 - 03/08/2021	Not Submitted Not Submitted

5. To process a drop and/or to submit your Census Roster, choose None or Drop for each student by using the dropdown options in the Action column. Then, once a selection has been made for each student, select Submit.

Faculty & Advisors > Drop Roster Status > Drop Roster Maintenance

Census Type: Census 1
Dates Available: 11/13/2020 - 12/07/2020
Roster Last Submitted: Not Submitted

Students Eligible to be Dropped

Student Name	ID	Current Registration	Action	Email
[Student Name]	[ID]	**Registered**	None	[Email]
[Student Name]	[ID]	**Registered**	None	[Email]
[Student Name]	[ID]	**Registered**	Instructor Census Drop	[Email]
[Student Name]	[ID]	**Registered**	None	[Email]
[Student Name]	[ID]	**Registered**	None	[Email]
[Student Name]	[ID]	**Registered**	None	[Email]
[Student Name]	[ID]	**Registered**	None	[Email]
[Student Name]	[ID]	**Registered**	None	[Email]

Results found: 8

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Submit Reset

6. Review the confirmation page to determine if all names showing are correct, then select Confirm. If any names are incorrect, select Cancel to make changes before submitting.

Course Information

Cul Arts Fundamentals I - CUL 210
CRN: 75158
Rule ID: 1
Roster Type: Census Roster
Census Type: Census 1
Dates Available: 11/13/2020 - 12/07/2020
Roster Last Submitted: Not Submitted

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	0	8	-8
Wait List	0	0	0
Cross List	0	0	0

Students Selected to be Dropped

Student Name	ID	Pending Registration
[Student Name]	[ID]	Instructor Census Drop

Results found: 1

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Confirm Cancel

Once submission is complete the system will display a success notification message. Use you browser back button to return to the main menus.

Students dropped successfully : 1

900310076 Drop successfully completed.