



# CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Registrar

Admissions & Records

P.O. Box 6900, Fullerton, CA 92834 / T 657-278-2380 / F 657-278-2356

Date: May 29, 2013  
To: All Faculty  
From: Melissa K. Whatley  
University Registrar  
Subject: First Day of Class Lists and Procedures for Instructor Initiated Drops  
**Summer Segment E (June 3 - August 9, 2013) 10 weeks**

## On Line Class Lists

You may access your class list/roster through your Faculty Center. The Faculty Center provides real-time access to your class list and provides the official class roster, not TITANIUM. If a student is not on your class roster, refer the student to the Admissions and Records Service Center located in Langsdorf Hall (LH-114) where discrepancies will be researched. As your course grading is also now online, it is crucial that your roster accurately reflect your course enrollment. If you are not familiar with the Faculty Center or are having difficulty navigating the functions, you may wish to take 15 minutes and view the web tutorial available at the following web address:

[http://www.fullerton.edu/cms/Training/docs/student/web\\_tutorials/faculty\\_center/FacultyCenter.htm](http://www.fullerton.edu/cms/Training/docs/student/web_tutorials/faculty_center/FacultyCenter.htm).

Or select the web link for the "Faculty Center" under "CMS Basics". If you have any questions regarding the Faculty Center, you may contact Carla Ruiz at [carlaruiz@fullerton.edu](mailto:carlaruiz@fullerton.edu) at extension 2343.

## Instructor Initiated Drops

If a student is absent from the first class meeting and the student contacts you or the department office within 24 hours after the missed class meeting, it is up to you to determine if the student could make up the missed work and continue in the course. If you determine that the amount of work missed in the class is sufficient to prevent the student from continuing in the course, you may administratively drop the student by following the steps below.

- From the Faculty Center, print a copy of your class roster. *Printed class lists will no longer be distributed as "real time" class lists are available on-line.*
- Line through the names only (not the ID numbers) of those students that you want dropped from the class.
- For each one, write next to the name "NS" if the student was a "no show" or "NP" if the student does not meet prerequisites for the course.
- Sign your name somewhere on each page that has edits. If you have a multi-page class list, you need to submit the entire list.
- Return the class list upon which you have lined out names.
- You may also continue to use the old instructor-initiated drop forms available in your department office.
- **The deadline for submitting Instructor-Initiated drops is Thursday, June 13th for Segment E classes (10 weeks; 6/3/13 - 8/9/13).**

The *exceptions* to the Instructor Initiated Drop policy are remedial classes in English and Math (ESE80, ESE99, ENGL 100, ENGL100W, ENGL101, ESM20, ESM30A, ESM30B, ESM40 and ESM45). In compliance with Executive Order 665, the Chancellor's office requires students in need of remediation, based on their EPT and/or ELM scores, to take the appropriate remedial courses during their first semester of enrollment at CSUF. In order for the campus to comply with this requirement, instructor initiated drops will not be allowed in these courses. Students wishing to change sections of these courses must do so utilizing existing add/drop procedures.

Thank you for your assistance in this process.

CC: College Deans, Associate Deans, Department Chairs, Program Coordinators, Department Administrative Assistants

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