IMPORTANT NOTICE REGARDING A GWC CAMPUS FUNDING ISSUE!

Any student on your roster who has never attended your on-campus class or signed into your on-line class MUST be dropped before the Census date for your class. This is a Title 5 mandate!

§ 58004. Application of Census Procedures.

(c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of each census day, any student who has

1. Been identified as a no show, or
2. Officially withdrawn from the course, or
3. Been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The “drop date” shall be the end of business of the day immediately preceding the census day.

Please be sure to check the top of your official roster for the Census date for your class and make sure you drop any student who is a “no-show” before that date, because:

1. we are legally required to do this.
2. if we don’t, we are being illegally funded for students who never attended. (OUR tax dollars are being wasted.)
3. if we don’t, we are allowing Financial Aid fraud. (Again, OUR tax dollars being wasted, and the COLLEGE may have to pay back those fees back as a result of our failure to drop these students.)
4. not dropping No Shows is adding “One Strike” to the new “Three Strike” limit just passed by the state legislature.
5. not dropping No Shows creates a situation in which a student might receive an “F” in a course in which a failing grade was not EARNED!

To drop a student:

1. Login to your MyGWC account.
2. Click on the Faculty Tab.
3. Go to the Other Faculty Resources box.
4. Click on Drop Rosters.
5. Select the correct term.
6. Select the course.
7. Drop the student(s) – Click in the box next to the student(s) you wish to drop.
8. Click on Submit to update the drops and finish.

If you need assistance with this process, please contact Sherrill Spencer in the Enrollment Center at 714-895-8129, or Staff Development at 714-895-8180.

If you have any questions regarding dropping or reinstating students, please contact Sherrill Spencer at 714-895-8129.