Welcome to Your Faculty Center

In the Faculty Center, you can drop students during the Add/Drop period at the beginning of a new term starting on the first day of classes.

Select a class roster from your list of classes on the my schedule tab in the Faculty Center. Click the Class Roster icon (looks like a group of little people) on the left side of the class row.
The class roster will open and display a list of students enrolled in the class. Select each student you would like to drop from the class using the checkbox on the left side of the row.

Select **drop selected students** to begin the drop process.
Confirm your request to drop the selected students by clicking the OK button. If the list of students is not correct, you may cancel the drop request by clicking the Cancel button.

The system will show you the results of the drop action. If a student is not able to be dropped, you will be notified and instructed to inform the student to check their Student Services Center for further instructions. To complete the drop action and return to the class roster, click the Return button.