



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Self-Service Rosters Guide for Faculty

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Self-Service Rosters

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The Self-Service Rosters Guide for Faculty offers faculty a resource on college policies, procedures, and instructions for using the Student Information System. While we strive to keep information current, please note that updates may occur.

Attendance Accounting

- The Official Grade and Attendance Rosters are the permanent record of attendance for all students registered in college classes.
- The Official Class Rosters are available online in Self-Service.
- The roster lists the names and ID numbers of students who have officially registered for the class.
- Faculty may also view and print an official roster anytime online using Self-Service.
- Prior to certification of the Census Roster, faculty must clear any inactive or no-show students using the Drop Roster as of the census date.
- Notification: Instructors are required to notify their students of their attendance regulations in the class syllabus. The instructor has the right to drop any student with excessive absences; however, the number of those absences must be clearly established in the instructor's syllabus. Most student complaints arise from failing to specify the number of absences allowed including late/tardy. It is your responsibility to provide clear information to your students about your attendance policies in your syllabus. Students who discontinue attendance in any class without officially dropping or without the instructor dropping them are subject to a failing grade. **Drops will not be processed after the withdrawal deadline.**
- In a full semester class, students who drop prior to census of class will not appear on your permanent roster.
- It is the **responsibility of the instructor** to drop students who are in a "no show" or "Never Attending" at the earliest opportunity, and all inactive students no later than the last business day prior the census date. Note that if a student **did not attend even one class session** or participated virtually, they are not considered "never attended." For more information, please refer to [AP 5075](#), Course Adds and Drops. **These students must be dropped by the day before census.**
- Instructors must provide an evaluative grade to students who do not withdraw by the 75% "W" deadline. Prior to the deadline instructors may drop students who have stopped attending or stopped participating in their online course.
- Dropping students for no attendance or activity is not only a legal requirement but also helps alleviate student debt and helps combat fraudulent activity.

- For positive attendance courses, faculty must record individual student hours on the Attendance roster.
- For financial aid purposes, all students must be enrolled and attending their courses prior to the add/drop or census date.

Census Roster Certification and Drops After Census

Census certification is the method the District uses to comply with the census and attendance accounting procedures prescribed by Title 5 CCR §58001 and the California Community Colleges Chancellor's Office (see AP 5070, Attendance Accounting) and is one of several factors that determines the apportionment funding for the District. The Census Date is calculated at the week nearest 20% point of the class, which may be different for short term sections. Census dates for your classes can be found in Self Service under deadlines dates.

Deadline Dates	
<div> <div>ANTH-130-2047: Intro to Biological Anthro</div> <div>Fall 2025</div> </div>	
Last Day to Add	9/1/2025
Last Day to Drop Without a W	9/1/2025
Census	9/2/2025
Last Day to Drop With a W	11/8/2025
Close	

Faculty Deadlines

Dropping Students Prior to Census

Title 5 CCR §58001 **requires faculty** to drop students prior to the census date. Additionally, due to limits on the repeatability of classes, it is essential to drop students prior to the census date. If a student is dropped prior to the census date, it does not count against the student as an attempt at taking the course. However, if a student is dropped on or after the census date, it does. Students are limited to three attempts at taking a course, unless a standard grade is earned.

Dropping students prior to census is also critical to avoid negative impacts on a student's financial aid and Veteran's benefit eligibility. If a student receives Federal aid for a course and it is later determined the student never attended, funds may need to be returned leaving the student with a balance owed to the college, which impacts the student's ability to register for future courses. Certain balances can be large, for example the current semester (Fall 2024) Pell amount for a full-time student is **\$3,698.00**. An instructor should drop a student from a class for not showing up for the first session of the class or for not contacting the instructor or not participating in any online activity during the first week of classes of an online class. An instructor may not drop a student from a class other than for reasons of non-attendance or not actively participating as defined in the syllabus.

Dropping Students After Census and up to Last Drop (75% mark)

To satisfy Financial Aid and Veterans reporting requirements the last date of academic engagement is required for all faculty drops.

The academic record of students who remain enrolled in a class beyond the published withdrawal deadline must receive an evaluative letter grade.

Please note that Self-Service requires a letter grade to be entered for any student drops after the census date. The system will convert the letter grade into a W.

Section Deadline Dates

Deadlines for class sections are found by clicking Deadline Dates on the section in faculty Self-Service.

COUN-095-0373: Academic/Financial Aid Plan
Fall 2022
Grossmont College
9/14/2022 - 12/14/2022
Distance Education/Online, WEB Internet 100%

Seats Available ⓘ 46 / 2 / 48 / 0

Deadline Dates ⓘ

Waitlisted 0 of 25

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Student Name or ID ⓘ hhh:mm Update All 12/6/2022 ⓘ Export

Student	Overall Hours	Hours to (12/6/2022)		Date
ⓘ ⓘ	731.00	731.00	hhh:mm ⓘ	12/6/2022
ⓘ ⓘ	55.00	55.00	hhh:mm ⓘ	12/6/2022

Deadline Dates

ANTH-130-2047: Intro to Biological Anthro
Fall 2025

Faculty Deadlines

Last Day to Add	9/1/2025
Last Day to Drop Without a W	9/1/2025
Census	9/2/2025
Last Day to Drop With a W	11/8/2025

Close

Academic Engagement

Academic Engagement is the active participation by a student in an instructional activity related to the student's course of study in accordance with Federal Regulations, and includes, but is not limited to the following activities:

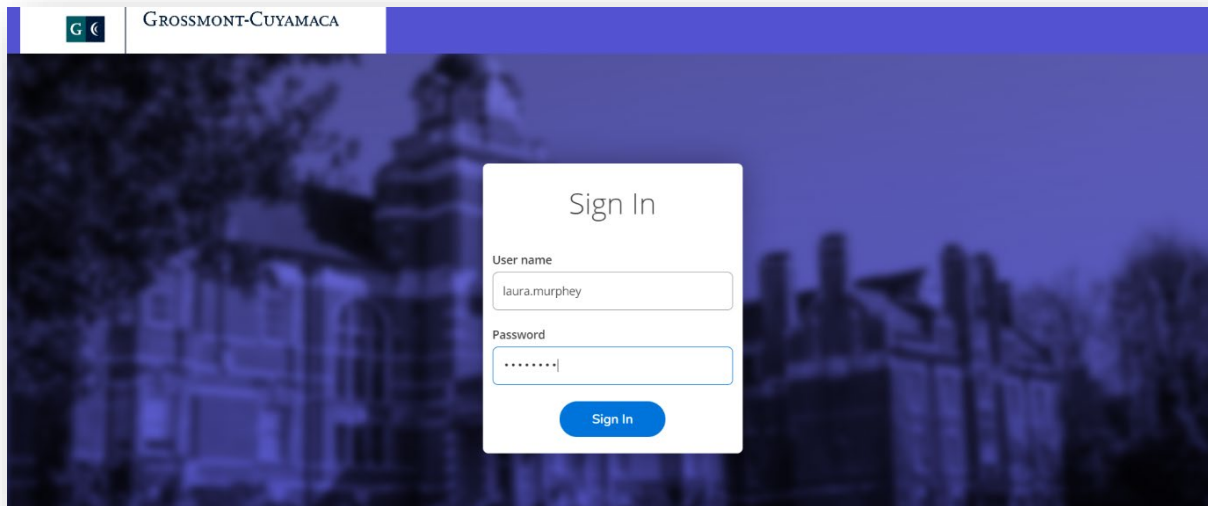
- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the instructor; or
- Interacting with an instructor about academic matters.

Academic Engagement in an online course can be different than an in-person course. Examples of academic attendance and attendance at an academically related activity in an online course include, but are not limited to:

- Student submission of an academic assignment;
- Student submission of an exam;
- Documented student participation in an interactive tutorial, webinar or other interactive computer-assisted instruction;
- A posting by the student showing the student's participation in an online study group that is assigned by the instructor;
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; and
- An email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

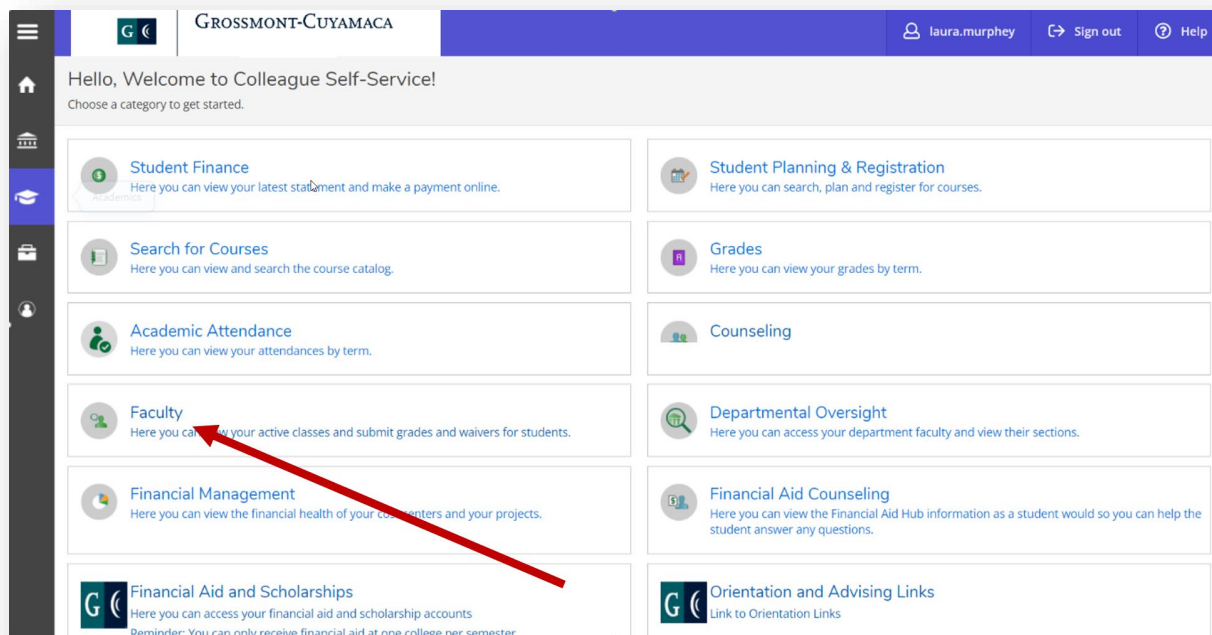
Roster/Class Contact Roster

- 1) Log into Self-Service by entering your credentials and click sign in.



The image shows the login page for the Grossmont-Cuyamaca College Self-Service portal. The header includes the college logo and name. A central white box titled "Sign In" contains fields for "User name" (filled with "laura.murphey") and "Password" (masked with dots). A blue "Sign In" button is at the bottom of the box. The background is a blue-tinted image of a building.

- 2) Click the Faculty tab.



The image shows the "Faculty" tab selected in the Self-Service portal. A red arrow points to the "Faculty" tile. The page layout includes a top navigation bar with the user's name "laura.murphey", "Sign out", and "Help" links. Below the header, a welcome message "Hello, Welcome to Colleague Self-Service!" is followed by a grid of tiles for various services: Student Finance, Student Planning & Registration, Search for Courses, Grades, Academic Attendance, Counseling, Faculty (highlighted with a red arrow), Departmental Oversight, Financial Management, Financial Aid Counseling, Financial Aid and Scholarships, and Orientation and Advising Links. Each tile provides a brief description of the service.

- 3) This link will take you to the Self-Service Faculty Overview page where you can view your class schedule. Click the link for the section you would like to access

[Daily Work](#) - [Faculty](#) - [Faculty Overview](#)

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

- 4) This will take you to the individual section screen, click on the “Roster” tab to view a list of all students officially enrolled.

MUS-127-1072: Class Guitar II

Fall 2024
Grossmont College


TBD
10/15/2024 - 12/17/2024
Helix Charter High School, HCHS Lecture

Seats Available ⓘ 34 / 1 / 35 / 0

Deadline Dates

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
 Spicy R. Test	0598921			uat-PR1@gcccd.edu

- 5) To send an email to your class:
- Email the entire class by clicking the “Email All” button. This will place all the student emails in the BCC line for security.
 - Email just one student by clicking the email on the right side of the student under the preferred email column.
- ***You must have Outlook set up on your computer to use the email all function.***

MUS-127-1072: Class Guitar II

Fall 2024
Grossmont College

TBD
10/15/2024 - 12/17/2024
Helix Charter High School, HCHS Lecture

Seats Available ⓘ 34 / 1 / 35 / 0

Deadline Dates

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
Spicy R. Test	0598921			uat.PRI@gcccd.edu

- 6) You may also print or export this roster. By clicking the “Print” or “Export” buttons.
- A template has been created that you may use with the .csv export. Instructions below on how to merge the template and the .csv file.

BOT-151-7640: Using Microsoft Outlook

Fall 2024
Grossmont College

Th 8:30 AM - 9:00 AM
8/19/2024 - 12/16/2024
Bldg 70, 126 Lecture

Th 9:00 AM - 10:20 AM
8/19/2024 - 12/16/2024
Bldg 70, 126 Laboratory/Studio/Activity

Seats Available ⓘ 0 / 25 / 25 / 0

Deadline Dates

Waitlisted 0 of 25

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
Fake, Caryn	0816379			uat.PRI@gcccd.edu
Fake, David L.	0865698			uat.PRI@gcccd.edu
Fake, Delila	0858950			uat.PRI@gcccd.edu

- 7) Below is the format of the export csv feature. Note that class level is not used.

Student Name	Student ID	Class Level	Preferred Email
Fake, Caryn	816379		laura.murphey@gcccd.edu
Fake, David L.	865698		laura.murphey@gcccd.edu
Fake, Delila	858950		laura.murphey@gcccd.edu
Fake, Destiny	822723		laura.murphey@gcccd.edu

- 8) Within the .csv file, highlight the student name/student ID and right click on your mouse to copy.

	A	B	C	D	E	F	G
1	Student Name	Student ID	Class Level	Pass/Audi	Preferred Email		
2	Fake, Caryn	816379			laura.murphey@gcccd.edu		
3	Fake, David L.	865698			laura.murphey@gcccd.edu		
4	Fake, Delila (Dropped 3/10/2022)	858950			laura.murphey@gcccd.edu		
5	Fake, Destiny	822723			laura.murphey@gcccd.edu		

9) Open the roster template {insert links for both colleges} – below is a copy.


Course:										Section Number:										Student Name		ID Number																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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10) Click on the square for the student's name on the first line.

11) Right-click and paste the student's name and ID into the roster template.

Course:															Section Number:															Student Name	ID Number	
T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S				
																														Fake, Caryn	816379	1
																														Fake, David L.	865698	2
																														Fake, Delila (Dropped 3/10/2022)	858950	3
																														Fake, Destiny	822723	4

12) You may also view the student's phone number, email and major by hovering over the student's name in the Self-Service roster.



Fake, Delila
0858950

CSIS - Cybersecurity & Networking

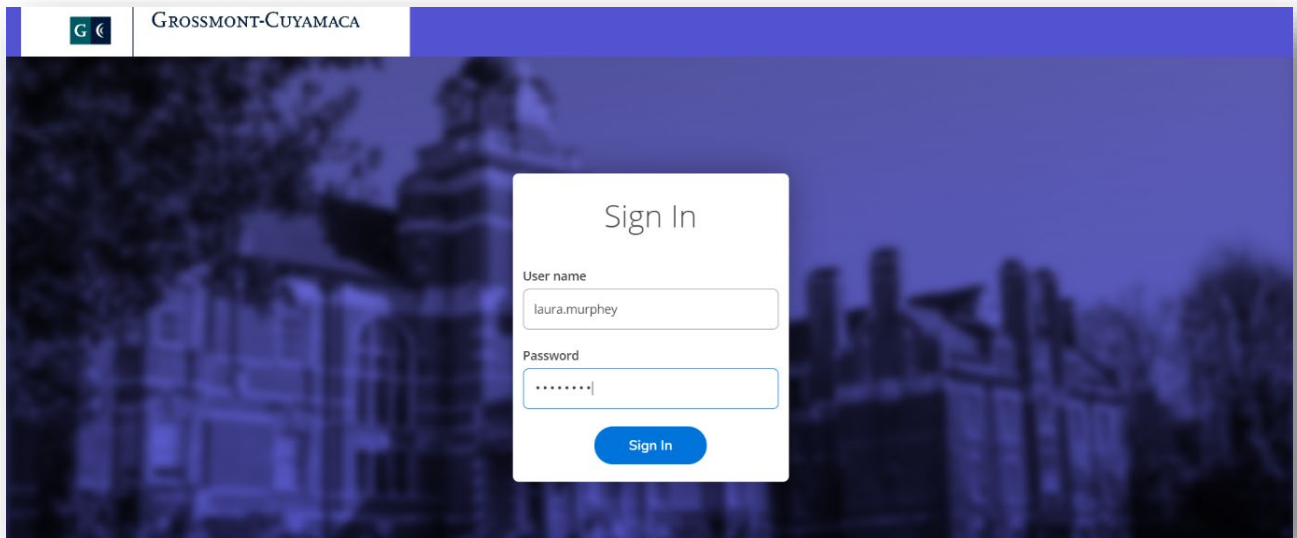
laura.murphey@gcccd.edu (Primary)

619-644-7712 (Home)

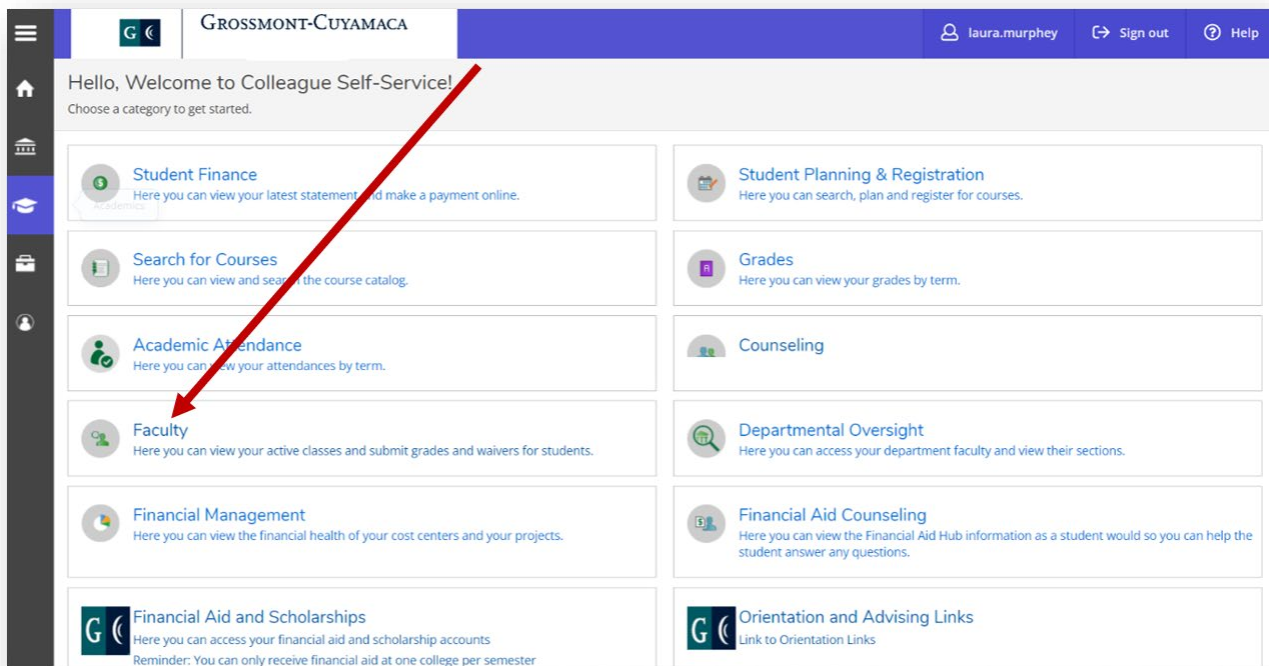
[View Full Profile](#)

Wait List Roster

1. Log into Self-Service by entering your credentials and click sign in.



2. Click the Faculty tab.



3. This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to give a student authorization to register for you class. Note that prior to the class start date, the Wait List process automatically enrolls students as space becomes available.

Daily Work - Faculty - Faculty Overview

Manage your courses by selecting a section below

Spring 2023

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-106-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7018: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

- 5) Click the “Wait List” tab. Once you click the “waitlist” tab you will see a list of students who are on your waitlist.

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1


[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census Grading Permissions **Waitlist**

Email All

Active Waitlist

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
 Spicy Fake	0885782	11/16/2022 10:24:56 AM	Active	11/16/2022		laura.murphey@gcccd.edu	<button>Authorize Student</button>

- 6) Email Students on Waitlist:
- You may also email the entire waitlist by clicking the “Email All” button. **Note: This will place all the student emails in the BCC line for security. **
 - You may email a student individually by clicking on the student email in the “Preferred Email” column.
- 7) You may authorize the student from the waitlist to add your class by clicking the “Authorize Student” button, prior to census date.

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture


Seats Available ⓘ -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Active Waitlist

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
 Spicy Fake	0885782	11/16/2022 10:24:56 AM	Active	11/16/2022		laura.murphey@gcccd.edu	Add Authorization

[Email All](#)

[Authorize Student](#)

- 8) Once you click Authorize Student, you will need to confirm the Add Authorization by selecting Ok. Students who have been granted authorization to add the course, must complete the registration process in their Self-Service Account.

Add Authorization Confirmation

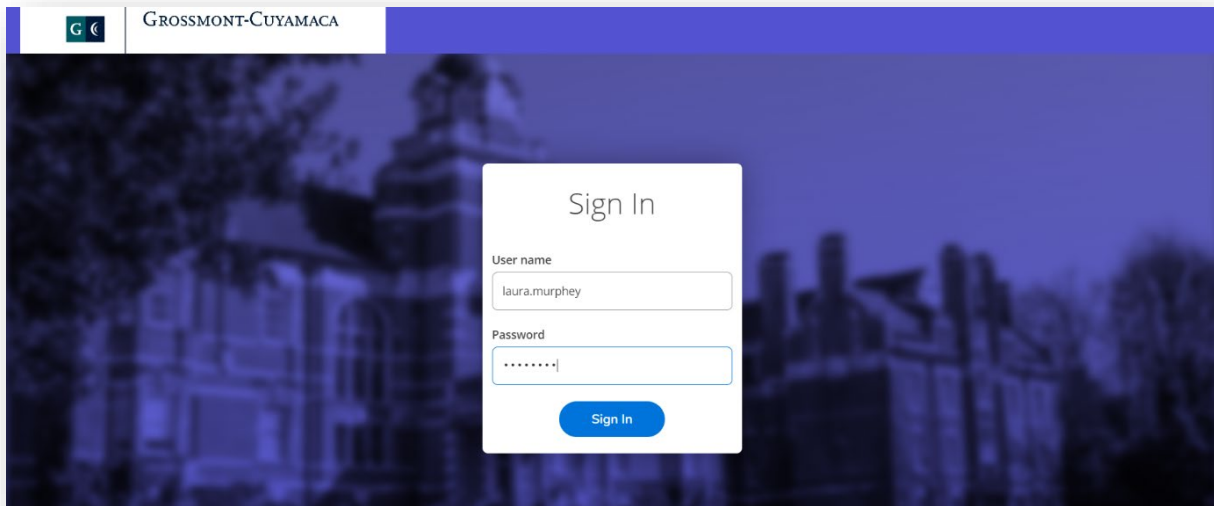
Do you want to grant an Add Authorization for **Student Fake, II?**

[Cancel](#) [OK](#)

- 9) Once you see a student registered into your course, you should revoke the Add Authorization as students could potentially drop and add themselves back into the course up to census.
- 10) Revoke any Add Authorization not used after census.

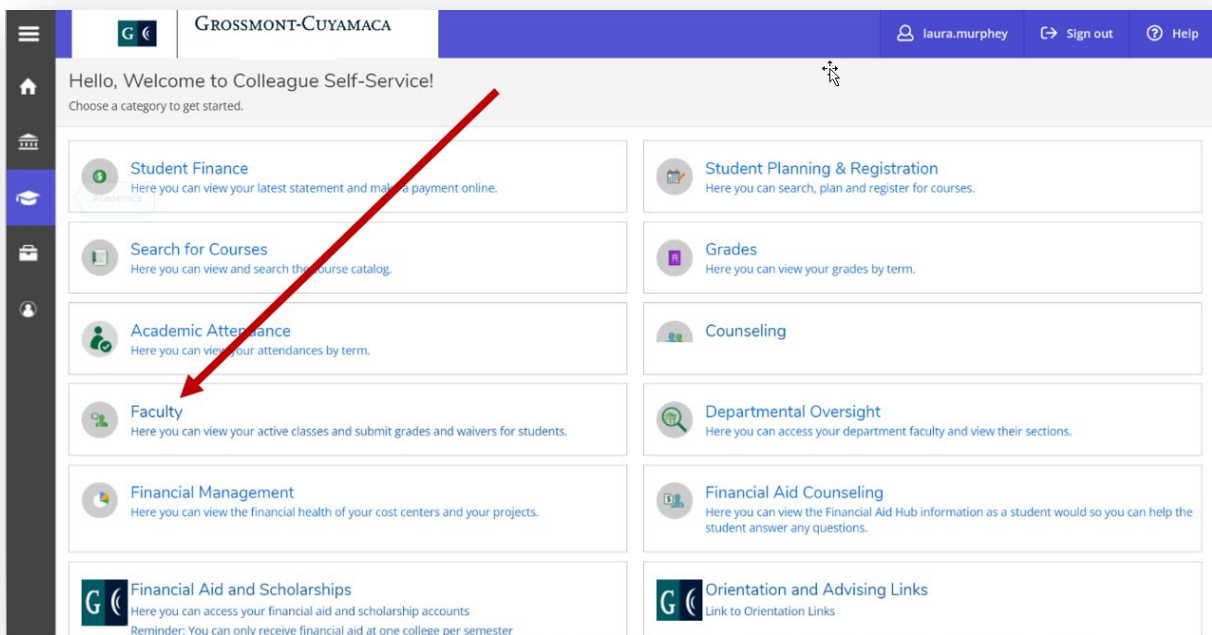
Add Authorizations/Permissions

1) Log into Self-Service by entering your credentials and click sign in.



The image shows the Grossmont-Cuyamaca College Self-Service login page. At the top, there is a header with the college logo and name. Below the header is a large blue banner with a building image. In the center, there is a white 'Sign In' box. Inside the box, there are fields for 'User name' (containing 'laura.murphey') and 'Password' (containing masked characters). Below these fields is a blue 'Sign In' button.

2) Click the “Faculty” tab



3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to give a student authorization to register for you class.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2023					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7008: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4) Click on the “Permissions” tab, followed by clicking on the “Add Authorizations” tab.

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1


[Deadline Dates](#)


Waitlisted 1

Roster Attendance Drop Roster Census Grading **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below:

 [Faculty Consent](#)
Review and manage faculty consent.

 [Add Authorization](#)
Review and manage add authorizations

5) Enter in the 7-digit Student ID number and the student’s name should display.

****Note:** A name search can be done, by entering the students name in the search box. If the name is a common name, then you may have many students to choose from. Please be careful to choose the correct one.

6) Click on the correct student and hit enter.

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Student Add Authorization

Currently there are not any Add Authorization Codes.

0070027

0070027
Student Fake, II
Undecided - 2 Year -
Conversion Blank-Blank
Accounting CC-AS
Accounting
Anesthesia Technology GC-
CA

- 7) After selecting the student, you will immediately be prompted if you want to give an Add Authorization to the student.
 - a. Choose 'OK' if the student's name is correct.
 - b. Choose 'Cancel' if the incorrect student is shown.

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Student Fake, II**?

Cancel OK

- 8) After you click okay, you can see all the students that you have authorized for the course. Students who have been granted authorization to add the course, must complete the registration process in their Self-Service Account.
- 9) Once you see a student registered into your course, you should revoke the Add Authorization as students could potentially drop and add themselves back into the course up to census.
- 10) Revoke any Add Authorization not used after census.

****Note:** If you have given the wrong student the Add Authorization you may revoke the authorization by clicking the revoke button. You may also view students who have registered for your course using their Add Authorization**

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont CollegeM/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1


[Deadline Dates](#)

Waitlisted 1

[Roster](#) [Attendance](#) [Drop Roster](#) [Census](#) [Grading](#) [Permissions](#) [Waitlist](#)[Back To Faculty Permissions](#)

0070027

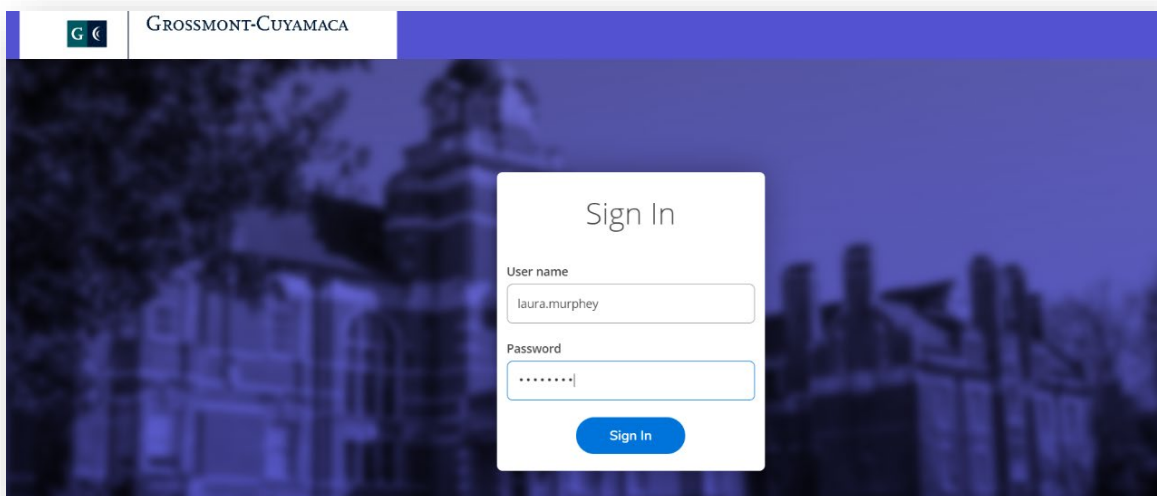


Student Name	Student ID	Status Date	Status
 Student Fake, II	0070027	12/1/2022 4:22:52 PM	Revoke

Instructor Drop Roster

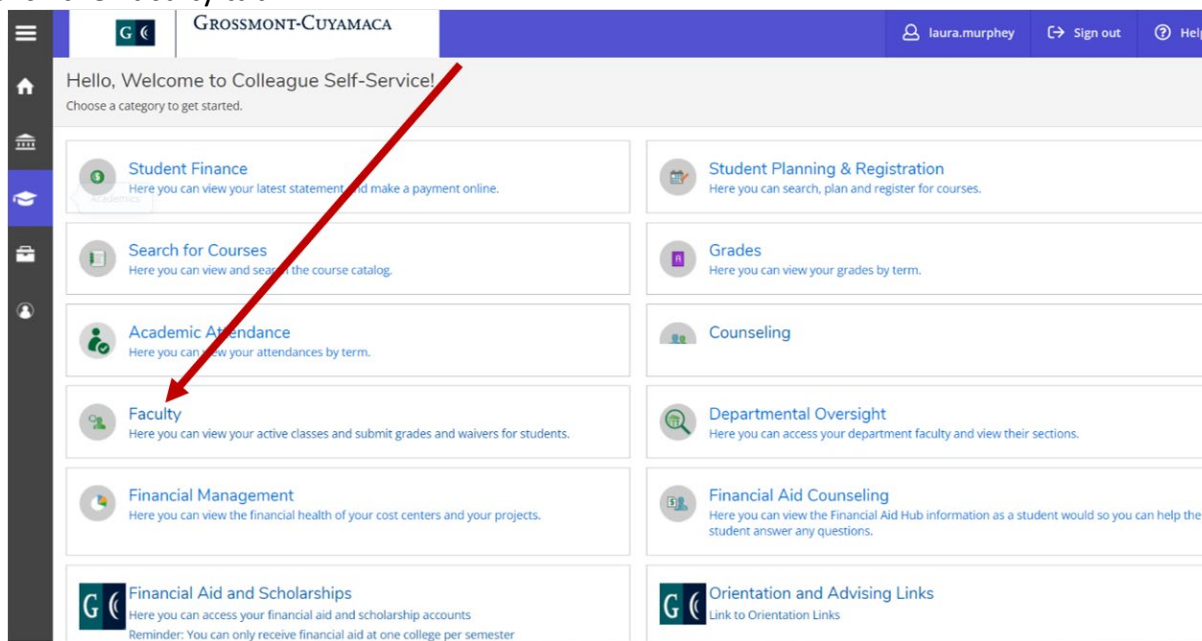
*** All drops must be processed using the Drop roster. The census roster is only used to certify enrollment as of census***

1. Log into Self-Service by entering your credentials and click sign in.



The screenshot shows the Grossmont-Cuyamaca Self-Service Sign In page. The header includes the Grossmont-Cuyamaca logo and name. The main content area features a 'Sign In' form with fields for 'User name' (containing 'laura.murphey') and 'Password' (containing masked characters). A 'Sign In' button is located below the password field. The background is a blurred image of a building.

2. Click the Faculty tab.



The screenshot shows the Grossmont-Cuyamaca Self-Service dashboard. The header includes the Grossmont-Cuyamaca logo and name, and a user profile section with the name 'laura.murphey', a 'Sign out' button, and a 'Help' link. The main content area displays a grid of service tiles. A red arrow points to the 'Faculty' tile, which is highlighted. The tiles include: 'Student Finance', 'Student Planning & Registration', 'Search for Courses', 'Grades', 'Academic Attendance', 'Counseling', 'Faculty', 'Departmental Oversight', 'Financial Management', 'Financial Aid Counseling', 'Financial Aid and Scholarships', and 'Orientation and Advising Links'.

3. This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to submit drops.

Daily Work Faculty Faculty Overview

Manage your courses by selecting a section below

Spring 2023

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 1/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4. Click the “Drop Roster” tab

ARBC-120-6370: Arabic I

Fall 2024
Grossmont College
8/19/2024 - 12/16/2024
Distance Education/Online, WEB Internet 100%

Seats Available ⓘ 0 / 30 / 30 / 13

Deadline Dates

Waitlisted 13 of 25

Roster Attendance **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended (use only prior to census)	Last Date of Academic Engagement	Grade Prior to Drop	Class Level	Credits	
		<input type="checkbox"/>	MM/dd/yyyy	Select Grade		5	Drop
		<input type="checkbox"/>	MM/dd/yyyy	Select Grade		5	Drop
		<input type="checkbox"/>	MM/dd/yyyy	Select Grade		5	Drop

5. This will allow you to drop students from this section. Note the Drop button will be grayed out until you either mark the student as Never Attended or enter the students Last Date of Academic Engagement.

a. **Drops Prior to Census**

- Never Attended box – Check the never attended box if the student never attended the class.
- Last Date of Academic Engagement- If the student attended or participated in the course at a certain point prior to census enter the date of **last date of academic engagement** in the following format mm/dd/yyyy.

- iii. ***Do not enter a grade prior to census drop as the system will convert the grade to a W.
- iv. Select Drop.

ARBC-120-6370: Arabic I

Fall 2024
Grossmont College

8/19/2024 - 12/16/2024
Distance Education/Online, WEB Internet 100%

Seats Available 0 / 30 / 30 / 13

Deadline Dates

Waitlisted 13 of 25

Roster Attendance **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended (use only prior to census)	Last Date of Academic Engagement	Grade Prior to Drop	Class Level	Credits	
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy			5	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	8/30/2024	Select Grade		5	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade		5	Drop

b. Drops After Census

- i. Never Attended Box - **Do no use the Never Attended Box as students should have been dropped prior to census.** You will receive an error if you check the Never Attended box **after** census and will be unable to drop the student.
- ii. Last Date of Academic Engagement– Enter the last date of academic engagement **post census** in the following format mm/dd/yyyy.
- iii. Grade Prior to Drop – Enter student’s current grade, the system will know the student is dropped after census date and will convert the grade to a “W” overnight. You will receive an error if you try to drop without a grade.
- iv. Click Drop.

ARBC-120-6370: Arabic I

Fall 2024
Grossmont College

8/19/2024 - 12/16/2024
Distance Education/Online, WEB Internet 100%

Seats Available 0 / 30 / 30 / 13

Deadline Dates

Waitlisted 13 of 25

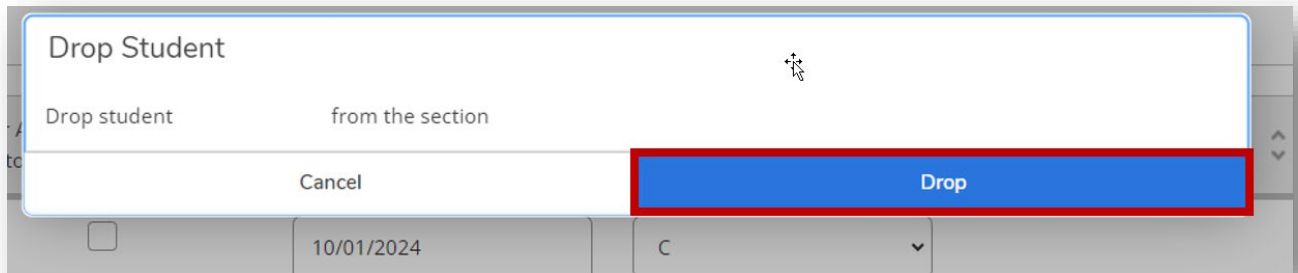
Roster Attendance **Drop Roster** Census Grading Permissions Waitlist

Student Name	Student ID	Never Attended (Use Only Prior to Census)	Last Date of Academic Engagement	Grade Prior to Drop	Class Level	Credits	
[Redacted]	[Redacted]	<input type="checkbox"/>	10/01/2024	C		5	Drop
Error no grade entered		<input type="checkbox"/>	8/30/2024	Select Grade		5	Drop
Grade and LDA Required (Never Attended Not Allowed After Census).							
Error never attended flag selected post census		<input checked="" type="checkbox"/>	M/d/yyyy			5	Drop
Grade and LDA Required (Never Attended Not Allowed After Census).							
Error invalid date formatting		<input type="checkbox"/>	08-30-2024	Select Grade		5	Drop
Please enter a valid date (M/d/yyyy).							

***Please Note: If the section you are teaching is linked to a different section, you will be unable to

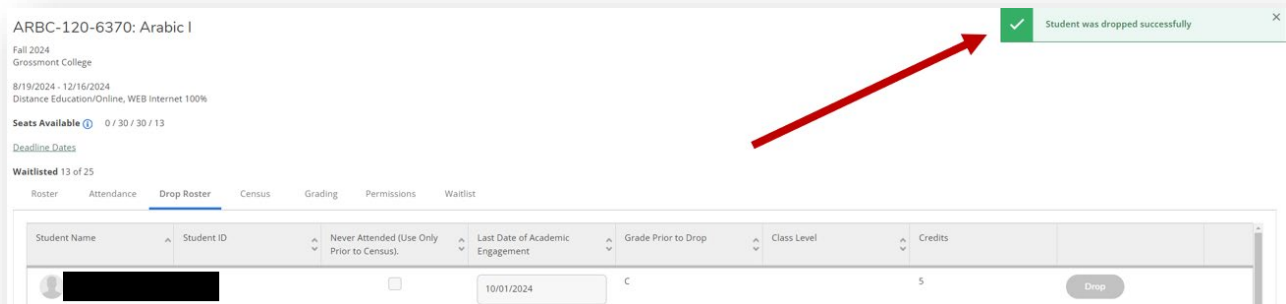
process the drop via the drop roster. Faculty who teaches linked sections will need to contact the Admissions and Records Systems Specialist at their campus for assistance.

6. Confirm drop



The screenshot shows a 'Drop Student' dialog box. It has a title bar 'Drop Student' and a subtitle 'Drop student from the section'. Below the subtitle are two buttons: 'Cancel' and 'Drop'. The 'Drop' button is highlighted with a red rectangular border. At the bottom of the dialog, there is a date field showing '10/01/2024' and a grade dropdown menu showing 'C'.

7. After clicking on the drop button, you will see that you have successfully completed the drop on the top right-hand corner.



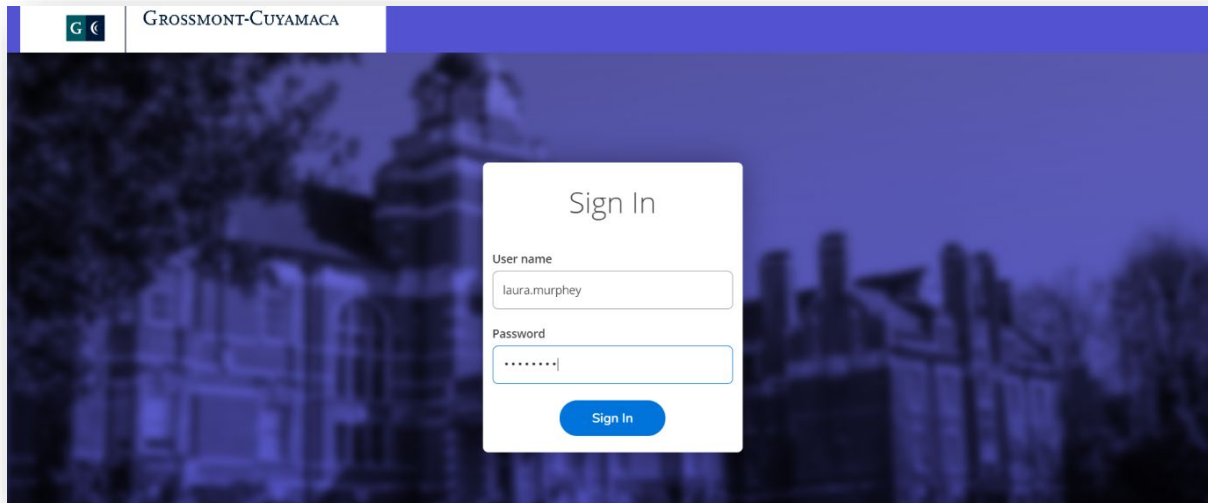
The screenshot shows the 'Drop Roster' interface for 'ARBC-120-6370: Arabic I'. The interface includes a sidebar with course details and a main table of students. A red arrow points from the 'Drop' button in the table to a green success message in the top right corner that reads 'Student was dropped successfully'. The table has columns for Student Name, Student ID, Never Attended (Use Only Prior to Census), Last Date of Academic Engagement, Grade Prior to Drop, Class Level, and Credits. A student is listed with a grade of 'C' and a date of '10/01/2024'.

8. You may use this drop roster until the last day to drop your students. **Students who remain on the roster after the withdrawal deadline must receive a letter grade.**

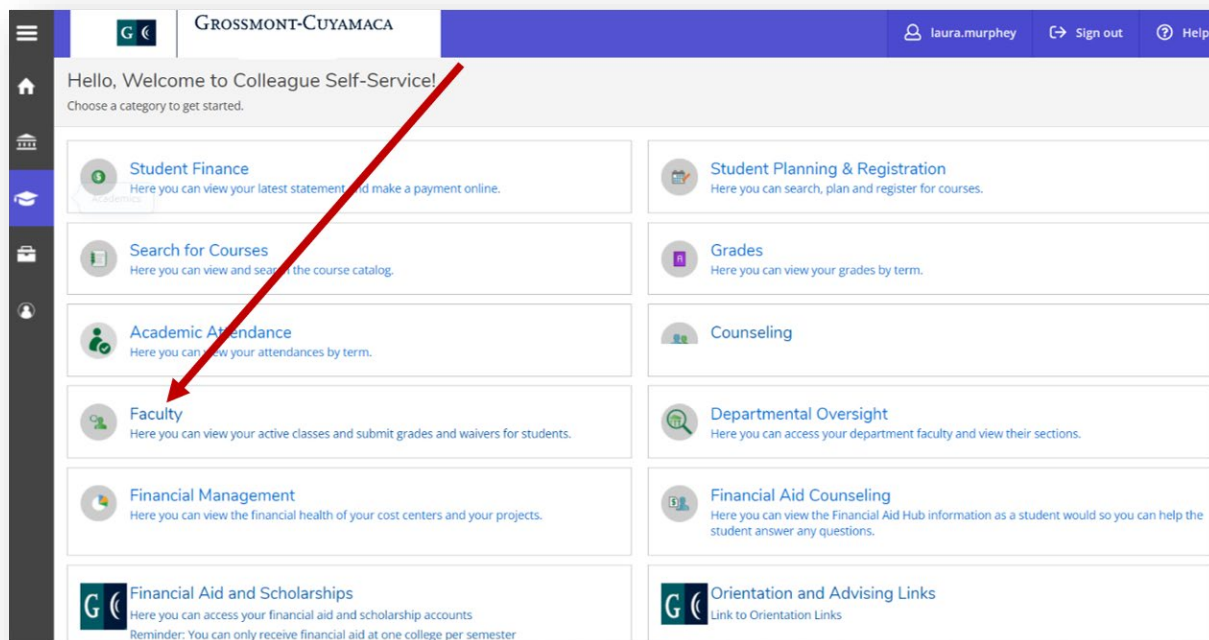
Census Roster

***** Note: This roster is only used to certify your enrollment as of the census. Faculty may access their census roster 4 days before the section's census date*****

- 1) Log into Self-Service by entering your credentials and click sign in.



- 2) Click the Faculty tab.



- 3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to certify.

Daily Work Faculty Faculty Overview

Manage your courses by selecting a section below

Spring 2023					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7108: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1811: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4) Click on the Census tab and review students on roster.

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster **Census** Grading Permissions Waitlist

Census Last Drop

ⓘ Census 12/3/2022

[Certify](#)

Student Name	Student ID	Class Level	Credits
			3
			3
			3

- 5) Prior to certification, Faculty must [drop](#) any inactive or “no show” students from roster. Inactive students include:
- Students identified as no-shows
 - Students who are no longer participating in the courses
- 6) Click the “Certify” button to submit and certify the students remaining on the roster are attending and/or academically engaged.

Daily Work > Faculty > Faculty Overview

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology
 Spring 2023
 Grossmont College
 M/W/F 8:00 AM - 10:00 AM
 12/1/2022 - 6/5/2023
 Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster **Census** Grading Permissions Waitlist

Census Last Drop

ⓘ Census 12/3/2022

Certify

Student Name	Student ID	Class Level	Credits
			3
			3
			3

7) You will be prompted to certify your census roster – Click submit

Certify Census Attendance

I certify all inactive students, as defined by California Code of Regulations, Title 5 section 58004 and local board adopted procedures, have been dropped on the class roster as of the census date or that positive attendance hours are based upon an accurate count of students present at each course meeting.

Cancel **Submit**

8) After clicking on the submit button, you will see that you have successfully completed the census submission in two places.

GROSSMONT-CUYAMACA
TFMP G131

laura.murphey Sign out Help

Daily Work > Faculty > Faculty Overview

Section Details

[Back to Courses](#)

ANTH-120-6370: Cultural Anthropology
 Spring 2023
 Grossmont College
 M/W/F 8:00 AM - 10:00 AM
 12/1/2022 - 6/5/2023
 Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster **Census** Grading Permissions Waitlist

Census Last Drop

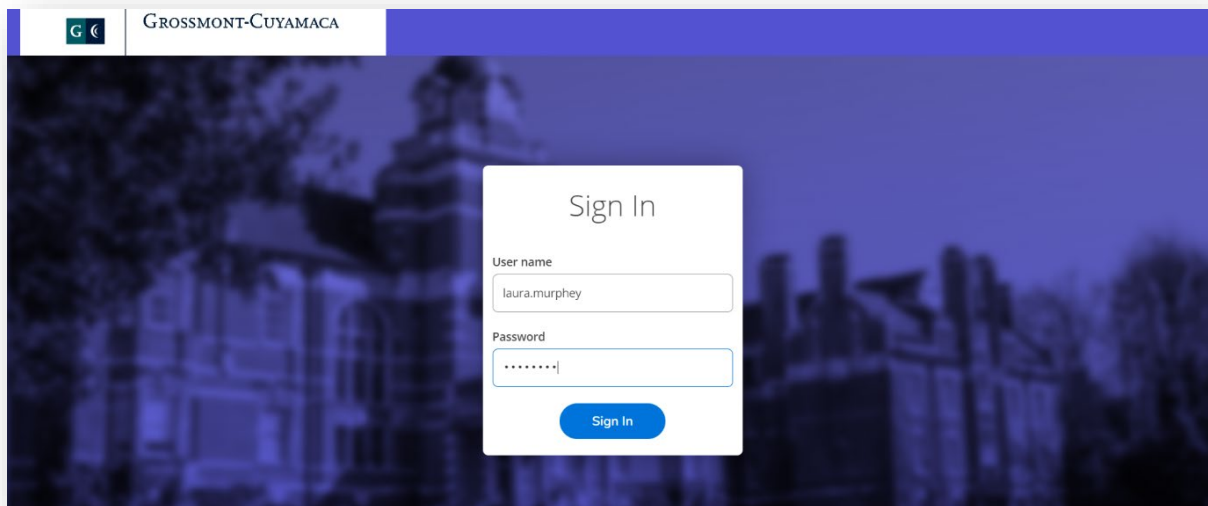
ⓘ Census 12/3/2022 Census Certified On 12/1/2022 3:22 PM

Student Name	Student ID	Class Level	Credits

Census Certification completed successfully

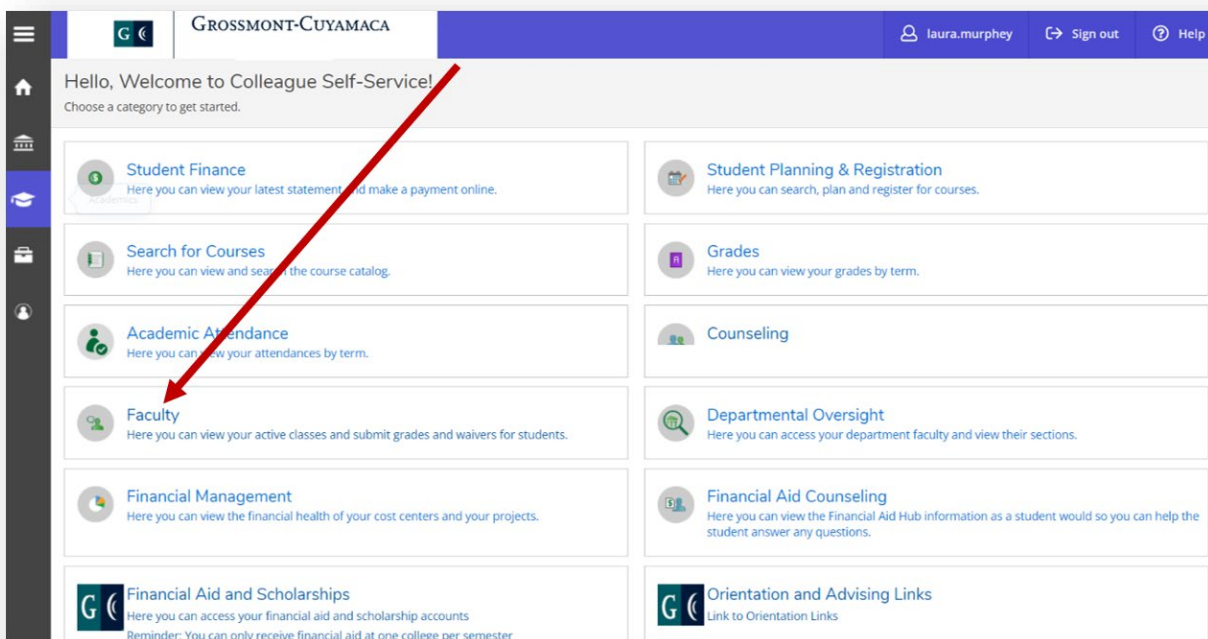
Attendance Rosters

1) Log into Self-Service by entering your credentials and click Sign In.



The image shows the login page for the Grossmont-Cuyamaca College Self-Service portal. The header includes the college logo and name. A central white box contains the 'Sign In' form with fields for 'User name' (laura.murphey) and 'Password' (masked with dots), and a blue 'Sign In' button.

2) Click the Faculty tab.



The image shows the dashboard after logging in. The header includes the college logo, name, and user information (laura.murphey, Sign out, Help). A welcome message says 'Hello, Welcome to Colleague Self-Service!'. Below this is a grid of service tiles. A red arrow points to the 'Faculty' tile, which is described as 'Here you can view your active classes and submit grades and waivers for students.' Other tiles include Student Finance, Student Planning & Registration, Search for Courses, Grades, Academic Attendance, Counseling, Financial Management, Departmental Oversight, Financial Aid Counseling, and Financial Aid and Scholarships.

3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to access.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2023					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/Th 10:00 AM - 11:15 AM 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4) Click the “Attendance tab”

Section Details

[< Back to Courses](#)

BUS-110-0103: Introduction to Business

Spring 2022
Grossmont College

M/T/W 11:00 AM - 12:00 PM
1/31/2022 - 6/6/2022
Bldg 30, 222 Lecture

Seats Available 0 of 1

[Deadline Dates](#)

Waitlisted 4

Roster **Attendance** Census Grading Permissions Waitlist

5) Your attendance roster will appear and you have several options to mark the students:

- Present
- Absent, no excuse
- Absent excused
- Late

AOJ-110-6719: Intro to Admin of Justice

Spring 2022
Grossmont College

T/Th -
1/4/2022 - 1/28/2022
Bldg 19, 100 Lecture

Seats Available 50 of 50

[Deadline Dates](#)

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Update All

Select Date 1/27/2022 (Thursday)

Export

Student	Time not specified	Last Attendance Recorded	P	A	E	L
	Absent, no excuse	1/27/2022	1	1	0	1
	Absent, no excuse	1/27/2022	2	1	0	1

6) If you forget to take attendance on a particular date you may click the drop-down menu to select a previous date.

AOJ-110-6719: Intro to Admin of Justice

Spring 2022
Grossmont College

T/Th -
1/4/2022 - 1/28/2022
Bldg 19, 100 Lecture

Seats Available 50 of 50

[Deadline Dates](#)

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Update All

Select Date 1/27/2022 (Thursday)

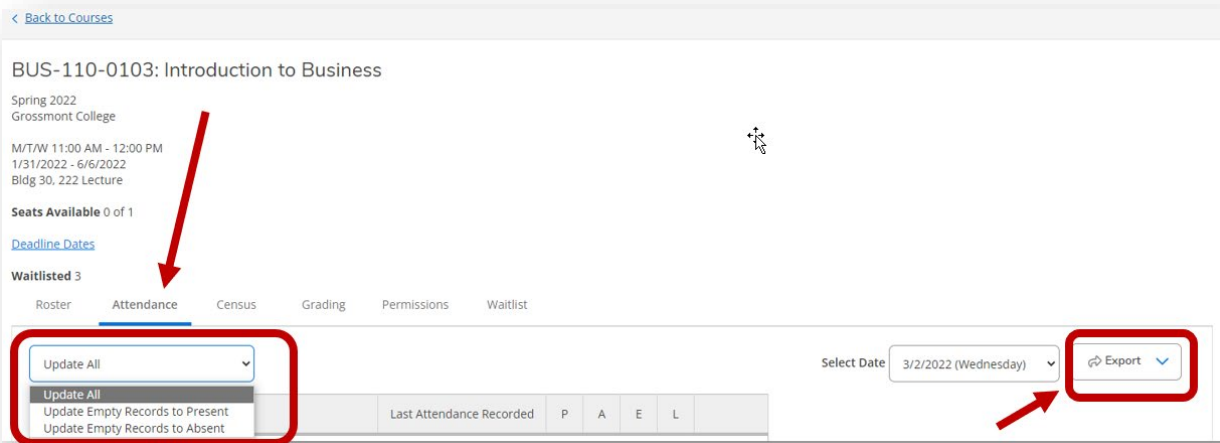
Export

Student	Time not specified	Last Attendance Recorded	P	A	E	L
	Absent, no excuse	1/27/2022	1	1	0	1
	Present	1/27/2022	2	1	0	1

- 1/27/2022 (Thursday)
- 1/25/2022 (Tuesday)
- 1/20/2022 (Thursday)
- 1/18/2022 (Tuesday)
- 1/13/2022 (Thursday)
- 1/11/2022 (Tuesday)
- 1/6/2022 (Thursday)
- 1/4/2022 (Tuesday)

****Notice:** If the student has dropped the section this screen will also show the date that the student dropped******

****Note:** You may mark all the students who are absent or late and then use the "Update empty records to present" option to update the rest of the class.******



7) After attendance is taken for a given day you may export the roster using the export button. This will open in excel. Below is a sample of the recorded attendance roster.

****Note:** The drop date of a student will also appear on the exported .csv file.

BUS-110-0103: Introduction to Business			
Spring 2022			
CSV Generated: 03/10/2022 3:54 PM			
Student ID	Student Name	3/9/2022 (11:00 AM)	3/2/2022 (11:00 AM)
0885782	Fake, Spicy	P	P
0816379	Fake, Caryn	A	P
0865698	Fake, David L.	A	P
0822723	Fake, Destiny	P	P
0858950	Fake, Delila (Dropped 3/10/2022)	P	P
0828196	Fake, Evon (Dropped 3/4/2022)	P	P

The options that appear on the roster for each meeting day are:

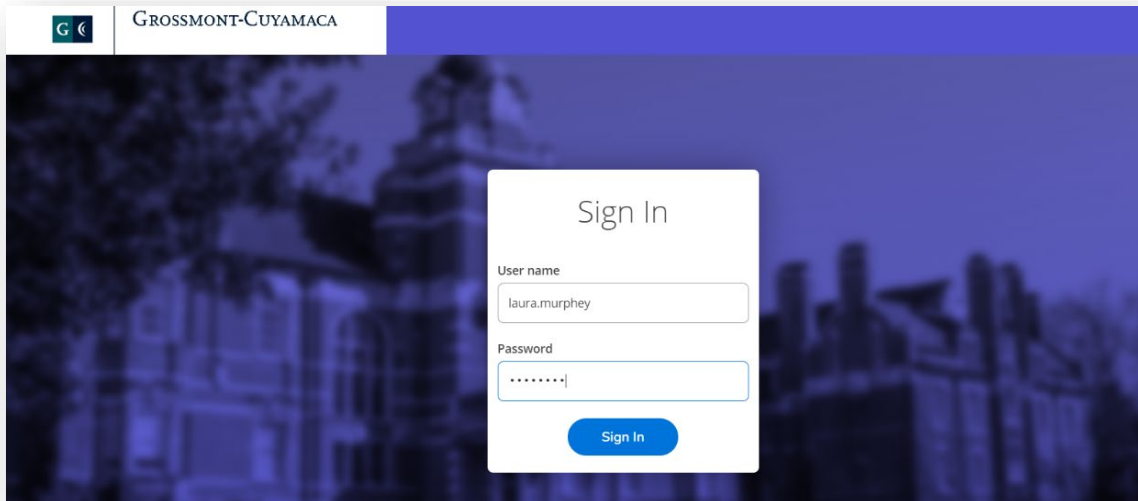
- Present
- Absent, no excuse
- Absent excused
- Late

Positive Attendance Rosters

There are 2 different types of positive attendance rosters depending on how your course is coded.

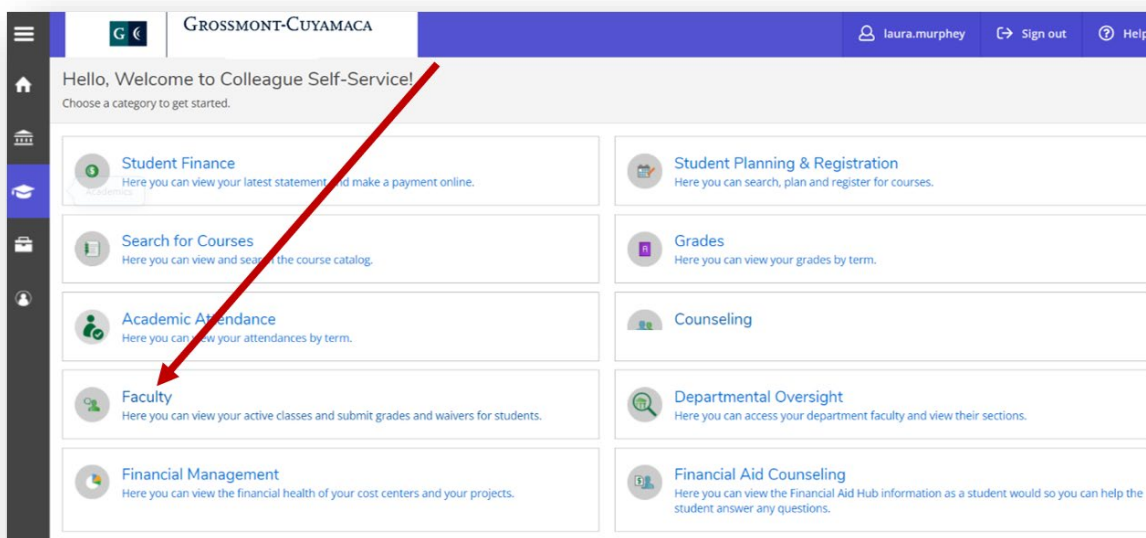
- Section meeting positive attendance = Positive attendance course with scheduled meeting days/times
- Non-scheduled positive attendance = Positive attendance course with no meeting times

1) Log into Self-Service by entering your credentials and click submit.



The screenshot shows the login interface for Grossmont-Cuyamaca. At the top, there is a header with the college logo and name. Below this is a large blue banner with a building image. In the center, a white 'Sign In' box contains two input fields: 'User name' with the text 'laura.murphey' and 'Password' with masked characters. A blue 'Sign In' button is at the bottom of the box.

2) Click the Faculty tab.



3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to access.

Daily Work Faculty Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3867: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

4) Click the “Attendance tab”

COUN-095-0373: Academic/Financial Aid Plan

Fall 2022
Grossmont College

9/14/2022 - 12/14/2022
Distance Education/Online, WEB Internet 100%

Seats Available ⓘ 46 / 2 / 48 / 0

[Deadline Dates](#)

Waitlisted 0 of 25

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Student Name or ID

Student	Overall Hours	Hours to (12/2/2022)		Date
	331:00	331:00	<input type="text" value="hh:mm"/> ⓘ	12/2/2022
	30:00	30:00	<input type="text" value="hh:mm"/> ⓘ	12/2/2022

- 5) If your class is a Positive attendance course with scheduled meeting days/times your roster will appears as follows. Please enter the number of hours attended for each student in each of the time slots. You may also update the entire class by entering the hours and minutes in the following format hh:mm and press the update all button. This will update the entire class.

MUS-038-3574: Chorale for Adult Learner

Fall 2022
Grossmont College

T 7:00 PM - 9:15 PM
9/14/2022 - 12/17/2022
Bldg 26, 225 Lecture

T 9:15 AM - 9:50 AM
9/14/2022 - 12/17/2022
Bldg 26, 225 Laboratory/Studio/Activity

TBD
9/14/2022 - 12/17/2022
TBD









Seats Available ⓘ 19 / 21 / 40 / 0

[Deadline Dates](#)

Waitlisted 0 of 25

Roster Attendance Drop Roster Census Grading Permissions Waitlist

hh:mm Update All 12/6/2022 (Tuesday) Export

Student	Overall Hours	Hours to (12/6/2022)	9:15 AM	7:00 PM
 	53:00	53:00	hh:mm 	hh:mm 
 	48:00	48:00	hh:mm 	hh:mm 

- 6) If your section is Positive attendance section with no scheduled meeting days/times then you will see the following. Please enter the total number of hours: minutes the student attended your section. You may also update the entire class by enter the number of hours: minutes and press the update all button.

COUN-095-0373: Academic/Financial Aid Plan

Fall 2022
Grossmont College



9/14/2022 - 12/14/2022
Distance Education/Online, WEB Internet 100%







Seats Available ⓘ 46 / 2 / 48 / 0

[Deadline Dates](#)

Waitlisted 0 of 25

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Student Name or ID  hh:mm Update All 12/6/2022  Export

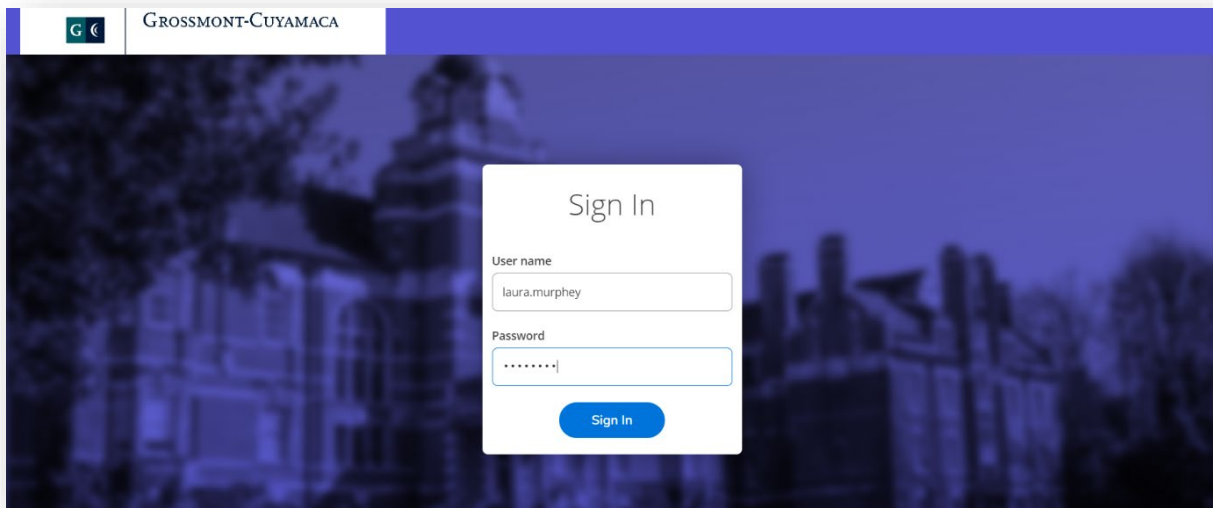
Student	Overall Hours	Hours to (12/6/2022)		Date
 	731:00	731:00	hh:mm 	12/6/2022
 	55:00	55:00	hh:mm 	12/6/2022

- 7) Whichever roster you have you may export the roster as a .csv. It will display the dates you entered hours for each student. Below is an example:

	A	B	C	D	E	F	G	H	I
1	COUN-095-0373: Academic/Financial Aid Plan								
2	Fall 2022								
3	CSV Generated: 12/06/2022 1:05 PM								
4									
5	Student ID	Student Name	12/6/2022	12/2/2022	11/29/2022	11/27/2022	9/28/2022	9/22/2022	9/19/2022
6			9:00	400:00:00			305:00:00	4:00	22:00
7			9:00		10:00	15:00	2:00	4:00	24:00:00

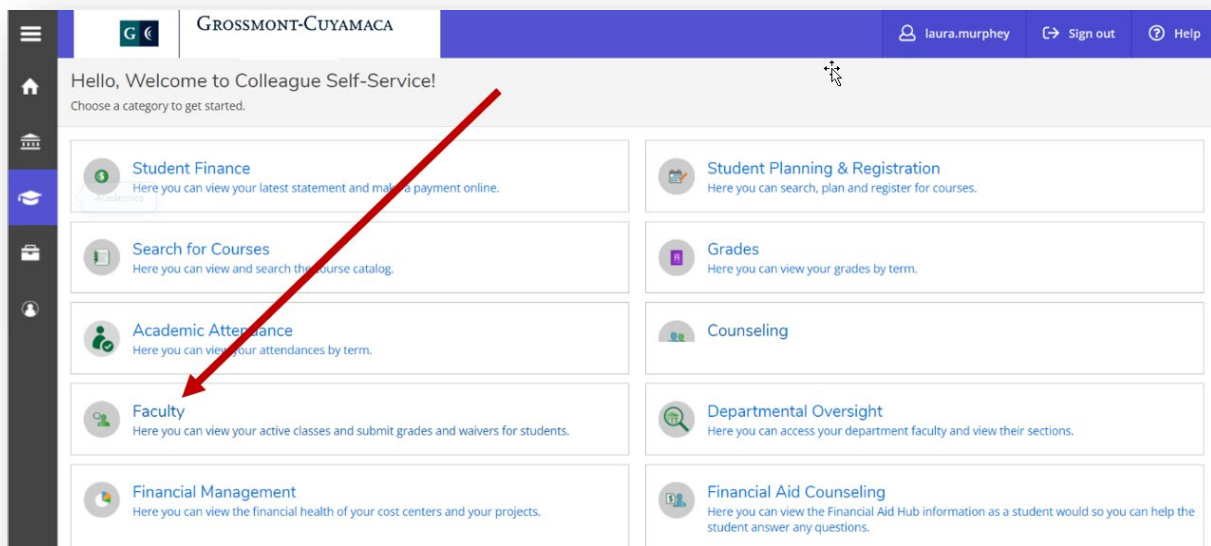
Grade Rosters

1) Log into Self-Service by entering your credentials and click sign in.



The image shows the login page for Grossmont-Cuyamaca College's Self-Service portal. At the top, there is a header with the college's logo and name. Below this is a large blue banner with a blurred image of a building. In the center, there is a white 'Sign In' box. Inside the box, there are two input fields: 'User name' with the text 'laura.murphey' and 'Password' with masked characters '*****'. Below the password field is a blue 'Sign In' button.

2) Click the Faculty tab.



3) This link will take your Self-Service Faculty Overview page where you can view your class schedule. Click on the link for the section you would like to submit grades.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2023					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
ANTH-120-6370: Cultural Anthropology	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
COMM-120-3764: Interpersonal Communication	T/Th 8:00 AM - 9:15 AM 1/30/2023 - 6/5/2023	Bldg 24, 263 Lecture	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
HIST-103-7098: Twentieth Century World Hist	M/W 9:00 AM - 10:15 AM 1/30/2023 - 6/5/2023	Bldg 51, 573 Lecture	-3 / 23 / 20 / 1		Census 2/13/2023 - Last Drop 4/30/2023 -
HUM-120-1872: European Humanities	1/30/2023 - 6/5/2023	Distance Education/Online, WEB Internet 100%	-1 / 21 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2022
SPAN-120-3810: Spanish I	M/W 8:00 AM - 10:20 AM 1/30/2023 - 6/5/2023	Bldg 53, 555B Lecture	-2 / 22 / 20 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -
ASL-121-0308: American Sign Language II	T/W/Th - 2/7/2023 - 6/1/2023	Helix Charter High School, HCHS Lecture	-21 / 21 / 0 / 2		Census 2/13/2023 - Last Drop 4/30/2023 -

- 5) Click on the “Grading” tab then click on the “Final Grade” tab. This will bring up the students in your class to grade.

ANTH-120-6370: Cultural Anthropology

Spring 2023
Grossmont College

M/W/F 8:00 AM - 10:00 AM
12/1/2022 - 6/5/2023
Bldg 51, 575 Lecture

Seats Available ⓘ -1 / 21 / 20 / 1

[Deadline Dates](#)

Waitlisted 1

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview Final Grade

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	[REDACTED]						3
[REDACTED]	[REDACTED]						3

- 6) The final grade roster will show you students who remained enrolled in the course and must receive an evaluative symbol.
- You must enter grades for all remaining students, including students taking the course as Audit.
 - Self-Service does not allow faculty to directly assign the AU grade. Instead, faculty must assign a standard letter grade (A–F) to audit students, including audit students, during final grade submission.
 - Colleague will automatically convert the submitted letter grade for any audit-designated student into an AU notation.

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College

8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available ⓘ 0 / 50 / 50 / 1

Deadline Dates

Waitlisted 1 of 25

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Post Grades

Student Name	Student ID	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	Mid/yyyy	Select Grade	Mid/yyyy		3
[Redacted]	[Redacted]	Mid/yyyy	Select Grade	Mid/yyyy		3
[Redacted]	[Redacted]	Mid/yyyy	Select Grade	Mid/yyyy		3

7) Below are the grades, or evaluative symbols that may be assigned to a student.

Select Grade

A	IA
A+	IA-
A-	IA+
B+	IB
B	IB-
B-	IB+
C+	IC
C	IC+
P	ID
D	IF
F	INP

a. F Grades: Required you to enter the students the last date of academic engagement.

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College

8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available ⓘ 0 / 50 / 50 / 1

Deadline Dates

Waitlisted 1 of 25

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Post Grades

Student Name	Student ID	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	10/01/2024	F	Mid/yyyy		3
[Redacted]	[Redacted]	Mid/yyyy	F	Mid/yyyy		3

Error LDA Missing ⓘ

Required Last Date of Academic Engagement.

- a. Incomplete Grades - If you enter an incomplete grade as shown below you must also:
 - i. Enter the date the Incomplete work must be completed, under “Expiration Date”. GCCCD students have one year to complete the work. **The expiration date for an Incomplete may not be more than one year from the current grade deadline.**
****Note: Incomplete forms must still be submitted to the Admissions and Records Office****
 - ii. Enter last date of academic engagement.

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College
8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available ⓘ 0 / 50 / 50 / 1

[Deadline Dates](#)

Waitlisted 1 of 25

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Post Grades

Student Name	Student ID	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	10/01/2024	IA-	12/18/2025		3
[Redacted]	[Redacted]	Error when dates note entered	IB-	Error when dates note entered		3

Expiration date is required
Required Last Date of Academic Engagement.

- 8) Once you have entered grades for the entire class, click the “Post Grades” button to submit your grades.

ART-100-0039: Art Appreciation

Fall 2024
Grossmont College
8/19/2024 - 10/12/2024
Distance Education/Online, WEB Internet 100%

Seats Available ⓘ 0 / 50 / 50 / 1

[Deadline Dates](#)

Waitlisted 1 of 25

Roster Attendance Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Post Grades

Student Name	Student ID	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	10/01/2024	F	M/d/yyyy		3
[Redacted]	[Redacted]	M/d/yyyy	A	M/d/yyyy		3
[Redacted]	[Redacted]	09/30/2024	IB+	12/18/2025		3

- 9) Once you click the “Post Grades” button you will receive a pop-up message asking you to confirm the grades you are submitting. Click Post Grades

Confirm grade posting

Grades cannot be modified after they are posted.

1 grade(s) will be posted

Please confirm that the grades you entered are correct before posting them.

Cancel
Post Grades

10)After you have submitted your grades, you may view the grades you submitted by clicking the “Overview” button.

*** If you have not submitted grades for all of the students in your class you will receive the following error message “Final grading is not complete. Please enter and post all of your grades.” ***

ART-100-0039: Art Appreciation

Fall 2024

Grossmont College

8/19/2024 - 10/12/2024

Distance Education/Online, WEB Internet 100%

Seats Available

0 / 50 / 50 / 1

Deadline Dates

Waitlisted 1 of 25

Roster

Attendance

Drop Roster

Census

Grading

Permissions

Waitlist

Overview

Final Grade

Final grading is not complete. Please enter and post all grades.

Student Name	Student ID	Never Attended	Last Date of Academic Engagement	Final Grade	Expiration Date	Class Level	Credits
			10/1/2024	F			3
				A			3
			9/30/2024	IB+	12/18/2025		3
							3

Faculty Frequently Asked Questions

Q: When is the last day a student can register for an open course?

A: Before the course starts.

❖ Waitlist

Q: What is the timeline for students to add themselves to a course from the waitlist?

When does the system stop prompting students to add from the waitlist?

A: Students can add from the waitlist prior to the start of the term. The system will prevent students to automatically enroll in the course from the waitlist after the section start date.

Q: Can I register students from my waitlist?

A: Once the term begins for your section, the waitlist will not be available and students no longer enroll from the waitlist. You may give an Add Authorization through your Active Waitlist. The student will then need to complete the add process within their Self-Service account.

❖ ADD AUTHORIZATION (SELF-SERVICE)

Q: What are Add Authorizations?

A: Add Authorizations replaced add codes. Once a class starts, a student will need an Add Authorization to register for the class section whether seats are available or not. Once you authorize the student to enroll in your section, tell the student to go to their Self-Service account to complete the registration.

Q: When can instructors begin granting “Add Authorization” to students?

A: Prior to the start of the term, however students with add authorization will NOT be able to register into the course until the first day of the course.

Q: When can students add through self-service, once the “Add Authorization” has been granted by the instructor? Is it the same with late start classes?

A: Students can use their “Add Authorization” permission in Self-Service on the first day of the course. Yes, it is the same process for late start courses.

Q: How can I grant “Add Authorization” to a student who is not on the waitlist?

A: In Self-Service under the permission tab, you can search students by their student ID number.

Q: Is there an automatic email that goes to students once faculty grant “Add Authorization” to a student?

A: Yes, the student will receive an email confirming that an “Add Authorization” has been granted and they can now register for the class in their student portal. The email does not include the course information.

Q: How did a student add my section, after I dropped them in Self-Service prior to census?

A: A student who was previously granted an Add Authorization, may readd themselves to the course up to census if the Add Authorization has not been revoked. Please revoke any Add Authorizations as students may use the add authorization to enroll/reenroll in your course up to census date.

❖ **Census ROSTER CERTIFICATION**

Q: What is the exact window when faculty can begin to certify their census rosters? Is the timeline the same for short-term classes or is it dependent on term length?

A: Faculty may access their Census Rosters 7 days prior to census. Example: census is on 2/18/25 faculty have a 7-day window from 2/11-2/18 to certify their census roster (20% of the length of the course). The roster should be certified with an accurate enrollment of those students who have attended or are actively engaged.

Q: Can faculty certify their census rosters more than once?

A: No.

❖ **Drops**

Q: Where should we properly drop a student from our rosters?

A: Under the drop roster tab in self-service. Note for “no show” students, you will mark the “never attended” option and enter the last day of academic engagement for students who stopped attending, but participated in your course.

Q: How do I Reinstate a student?

A: If you need to reinstate a student, **do not** issue an Add Authorization or Faculty Consent permission. Please contact the Systems Specialist at your college.