Faculty Instructions
Online Instructor Drops

Instructors will be allowed to drop students that do not attend class or do not satisfy course requisites through the faculty center beginning the first day of classes through the second week of courses.

Steps:

1) Log into the Dominguez Hills Portal (my.csudh.edu).
2) Click on Faculty Center.
3) If needed, change your term to the correct term.
4) Click on the Class Roster icon next to the class you wish to view.
5) Select the students you wish to drop by checking the box to the left of the student's ID number and then click on the "DROP SELECTED STUDENTS" button.

6) A confirmation page will display with a list of student(s) you selected to drop.

Are you sure you want to drop the 2 student(s) from your class?
(1) Grace Y
(2) Brandon Dessau

Click the [OK] button to drop all 2 students.
Click the [Cancel] button to NOT drop any of the students.

OK Cancel

7) Verify that you have selected the correct students and click the "OK" button.
8) Drop Status of “Success” or “Messages” indicates that the students have been dropped from your class.

- A drop status of “Errors” indicates that there is some administrative reason that the student cannot be dropped online. If any of the students return with a Drop Status of “Errors” they were not dropped from your class. You will need to contact the Registrar’s Office (or College of Extended and International Education if the class is offered through CEE) to request the student to be dropped from your course.

9) Use your browser’s “Print” function to print any confirmation page you receive for your records.

10) Click the “RETURN” button to return to the Faculty Center.