Instructions How to Drop Students Using PeopleSoft

- Go to your Faculty Center and select the term 2014 fall
- Click the class roster icon for the class (🌌).
- In the Drop Date column, click “Drop” to drop students
- When you have finished you will need to submit your Enrollment Verification roster by scrolling all the way to the top of the page and click on the link that says “Due: 11/22/14, Saturday at 11:59 pm” (Click here)"

Dynamically Dated or Short Term Classes

If you are teaching a dynamically dated class (a class that is not offered during the full-term of August 18th to December 12th), your time frame for attendance verification will be different and it may have already passed. If you missed the deadline print a copy of your roster, sign it, date it and submit to the Admissions and Records Office at the college.

Attendance Verification for Online Classes

For online classes you may use the attached document to help you submit your attendance verification for your online classes using Moodle.

Help us be compliant by submitting your Attendance Rosters by the due date.