Entering ADW Certifications and Midterm Grades via Faculty Portal

This help guide provides step-by-step instructions on how to enter, save, and submit administrative withdrawals (ADW), active pursuit certifications, and midterm grades via the faculty portal.

**IMPORTANT:** the Midterm ADW process serves as CCC’s official, auditable record of students who are/are not actively pursuing completion of a class as of the Drop Date. Your decision whether or not to record an ADW should be based upon the published active pursuit measures for the class. Ultimately, CCC uses these records to make credit hour claims to the State of Illinois for reimbursement. By recording an ADW (or not), you, the instructor, are certifying that each student on your class roster either is not (or is) actively pursuing completion of the class, respectively. Accordingly, you should be aware and mindful of the vitally important role you play in this process.

1. **Login** to the faculty portal at: [https://my.ccc.edu](https://my.ccc.edu).

2. **Select** Faculty Center (top navigation bar).

3. **Select** MT grades, NSW and ADW Certifications.

**Notes:**
- MT grades = midterm grades
- NSW = no-show withdrawal (part of the same CS9 functionality)
- ADW = administrative withdrawal, given to students who the instructor deems are not actively pursuing course completion per measures
4 Click on the link shown to launch the mid-term grades and NSW/ADW certifications.
NOTE: Make sure that Pop-Up Blockers are turned OFF, as you will be taken to a new browser page.

5 Select the class roster icon ( ) corresponding to the class for which you want to enter ADWs and midterm grades.

6 The process will confirm that NSW Certification is finished.
NOTE: If you have already completed NSW Certification, continue to Step 7.
   a) If you have not previously certified NSWs for the selected class, you will be prompted to complete that process prior to submitting ADW/Midterm Grades.
   b) You can only use the automated process to confirm there are no NSW drops at this point in the class. If you wish to submit NSW drops, you must contact your VP or Dean prior to continuing.
   c) After you select Submit, you will receive a confirmation statement.
   d) When complete, select ‘Return to Class List’ to re-enter the ADW/Midterm Roster.
Enter ADW Drops and Midterm Grades.

a) Ensure that ADW/MID Request is displayed.

b) For each student on the roster, select Drop for ADW or enter the midterm grade.
   - Check the ‘Drop’ box for ADW
   - Enter the midterm grade in the Grade column

Sort on any column (e.g. Last Name) by clicking the link at the top of the column.

8 a) Select the appropriate Confirmation (dropdown list), read the certification statement, and select the ‘Certified’ checkbox.

b) Select the measures of active pursuit as documented in your syllabus.

c) Select the submit button that appears after the “Certified” checkbox is selected.

d) Select “Return to class list.”

9 Once submitted, ADW drops will be queued for the nightly drop batch process, which will drop students as requested and update the status with the enrollment request ID used to drop the student. **END OF PROCESS.**

10 Note: as an alternative, you may access the ADW/Midterm Grade Request page through CS directly. To do so, login to the portal at my.ccc.edu.

Select the PeopleSoft Campus Solutions link.

**NOTE:** Make sure that Pop-Up Blockers are turned OFF, as you will be taken to a new browser page.
11 Navigate to Self Service > Faculty Center > Class Rosters-MT, NSW and ADW:
   a) Enter the Academic Institution (CCCSA), unless it defaults.
   b) Enter your Instructor ID number (EMPLID), unless it defaults.
   c) Enter the Term.
   d) Click button.
   e) Complete the process by following steps 6 – 8, above.

12 END OF ALTERNATIVE PROCESS.