# Entering NSW Drops via Faculty Portal

This help guide provides step-by-step instructions on how to enter, save and submit no-show withdrawals (NSW) Certifications and Drops via the faculty portal.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
</table>
| 1    | Login to the faculty portal at:  
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 midterm grades and NSW/ADW certifications.  
**NOTE:** Make sure that Pop Blockers are turned OFF, as you will be taken to a new browser page. |
6. Select the class roster icon ( ) corresponding to the class for which you want to enter NSWs.

7. The class roster will display:
   a) Ensure that NSW Request is displayed.
   b) Select the drop checkbox for students who should receive an NSW (no show withdrawal) for non-attendance per CCC policy.

8. a) When all NSW drops have been entered, certify the class.
    b) Check the “Certified” box. Note: “Attendance” will be selected automatically as the reason for NSW drops.
    c) Select the appropriate Confirmation (dropdown list), read the certification statement,
    d) Select button that appears after the “Certified” box is selected.
    e) Select “Return to class list” to choose the next class for processing.

Note: you will receive an error message if you have two NSW certification windows open at the same time (causes a caching issue).
Once submitted, 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.**

Note: as an alternative, you may also access this page through CS directly. To do so, login to the portal at my.ccc.edu. Select the **PeopleSoft Campus Solutions** link. **Make sure that Pop Blockers are turned OFF, as you will be taken to a new browser page.**

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 **Search** button.
e) Complete the process by following steps 6 – 8, above.

**END OF ALTERNATIVE PROCESS.**