Entering NSW Roster through Faculty Portal

This help guide provides step-by-step instructions to show how to enter NSW Roster Certification through the faculty portal.

**NSW Policy**

**NSW – No-Show Withdrawal**
- Instructors must monitor student attendance at the beginning of the term, record attendance for all students for the first-class meeting (including students who WTH after the class start date), and must complete the no-show withdrawal (NSW) certification online process (manual backup available) for each class no later than the provided deadline date. Instructors will enter an NSW for each student who did not attend the required initial class session(s). For more information about when to issue an NSW, see NSW – No-Show Withdrawal.
- Attendance in an online class is defined as class engagement or participating in an academic related activity.

Students will be issued a no-show withdrawal (NSW) under the following circumstances:
- Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.
- Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.

**Reinstatement after NSW drop**

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class. Instructor must complete the reinstatement process with the campus’ Office of Registrar Services.

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<th>Login to my.ccc.edu and navigate to Faculty Center.</th>
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2. Select MT grades, NSW and ADW Certifications.

Notes:
- MT Grades = Midterm Grades
- NSW = No-Show Withdrawal
- ADW = Administrative Withdrawal

3. Click on the link shown to launch NSW/ADW Certifications.
   
   NOTE: Make sure Pop Blockers are turned OFF, as you will be taken to a new browser page.
   
   For assistance to turn off Pop Up Blockers, proceed to step 4.
   
   If Pop Up Blocker is Off, skip to Step 5.

4. Turn off Pop Up Blocker by Browser:
   - Google Chrome
     - Click on Pop Up Blocker Icon
     - Check Always allow Pop-Ups
     - Click Done
   
   OR
   - Mozilla Firefox
     - Click Options
     - Select: Allow Pop-Ups
   
   OR
   - Microsoft Edge
     - Click: Allow Once or Always Allow
4a. Once the Pop Up Blocker has been turned off. Click on the link shown to launch NSW/ADW Certifications.

5. Select the class roster icon ( ) corresponding to the class for which you want to certify the NSW roster for.

6. The class roster will display:
   
   A) Select the drop checkbox for students who should receive an NSW (No-Show Withdrawal) for non-attendance per the policy.

   B) Update attendance for any student who did not attend the first class. Attendance defaults to Present.

Notes:
- Students who drop after the first day of class will appear on the roster and attendance must be certified.
- Online asynchronous classes: class presence is based on participating in an academic related activity or class engagement within the first week.
7 When all NSW drops have been entered, the class must be certified.
   a) Select the appropriate “Confirmation” on the dropdown list.
   b) Check the “Attendance Verified” box.
   c) Check the “Certified” box.
   d) The Attendance box will be selected automatically as the reason for NSW drops.
   e) Click Submit
   f) A confirmation message will appear once the roster has been successfully submitted.

8 Once submitted, drops will be queued for a nightly drop batch process, after the qualified refund date. This will drop students as requested and update the status with the enrollment request ID used to drop the student.

END OF PROCESS.