

No Show Drop Process and Drop for Unmet Prerequisites

- 1) Log into ctcLink and navigate to Faculty Center (left sidebar of ctcLink Gateway)
- 2) Go to My Schedule on the left sidebar and select the class which needs to be reviewed.

My Teaching Schedule > WINTER 2020 > Clark College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CMST& 102-D01D (2339)	Intro To Mass Media (Lecture)	1	TBA	Online	Jan 6, 2020- Mar 13, 2020

View Weekly Teaching Schedule Go to top

Note: the Class Title and Class information can be copied from this section into the template. Open the faculty Center two times. Leave the first tab on My Schedule so you can copy information. Use the second tab to do steps 3 through 5.

- 3) Select the Class Roster Icon  Class Roster
- 4) Review the Enrolled Students listed at the bottom of the screen.
- 5) Use the checkbox to select a student (**only one student at a time**) to either No Show Drop or Drop for Unmet Prerequisites and then select the Notify Selected Students button.

Enrolled Students

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
<input checked="" type="checkbox"/>		201450119	Student,Stanley	Graded	5.00	Non-Award Seeking - Non-degree - Other/Non-degree - Other	Sophomore

Select All Clear All

Notify Selected Students Notify All Students

6) The email template will pop up. Students are included in the notification in the BCC line.

Leave the **From** line as it is.

Change the **To** line to registration@clark.edu

Add your own email to the **CC** line if you want to get a copy of these emails.

Leave the **BCC** line as it is. This is the preferred email for the student you are dropping.

Change the **Subject** line to **No Show Drop** or to **Drop for Unmet Prerequisites**.

The **Message Text** must start with the **name of the students** followed by their **ctcLink ID** in parenthesis. Then enter the following text:

No Show Drop: please use this additional text

Thank you for enrolling for [winter] term. Unfortunately, due to your non-attendance we are dropping you from [Class title] class [(Class)].

If you have any questions, please email Clark staff at registration@clark.edu

Drop for Unmet Prerequisites: please use this additional text

Thank you for enrolling for [winter] term. Unfortunately, you are being dropped from the [Class title] class [(Class)] because you have not met the prerequisites.

If you have any questions, please email Clark staff at registration@clark.edu

From cs_ctc1_1@qctclink.local

To registration@clark.edu

CC smaxwell@clark.edu

BCC sstudent@clark.edu

Subject No Show Drop

Message Text Stanley Student (201450119)
Thank you for enrolling at Clark College for winter term.
Unfortunately, due to your non-attendance we are dropping you from Introduction To Business (Lecture) (BUS& 101-D02D (5815)).
If you have any questions, please email Clark staff at registration@clark.edu.

Send Notification

Repeat this process for each student you need to drop from a class.

To protect student information and maintain FERPA compliance, only one student notification may be sent at a time due to the need for personally identifiable information being communicated.

If you require any assistance, email us at registration@clark.edu