

DROP ROSTER

Faculty Dashboard: <https://prod-ssb9-faculty.riohondo.edu:8443/FacultySelfService/>

1. Click on “Drop Roster”



Río Hondo College Faculty Dashboard



Hello Allison Estrada,

Welcome to your Río Hondo College Faculty Dashboard! Here, you'll find everything you need to manage your courses, track student progress, and stay connected with your students. We're here to support you in making your teaching experience as smooth and efficient as possible.

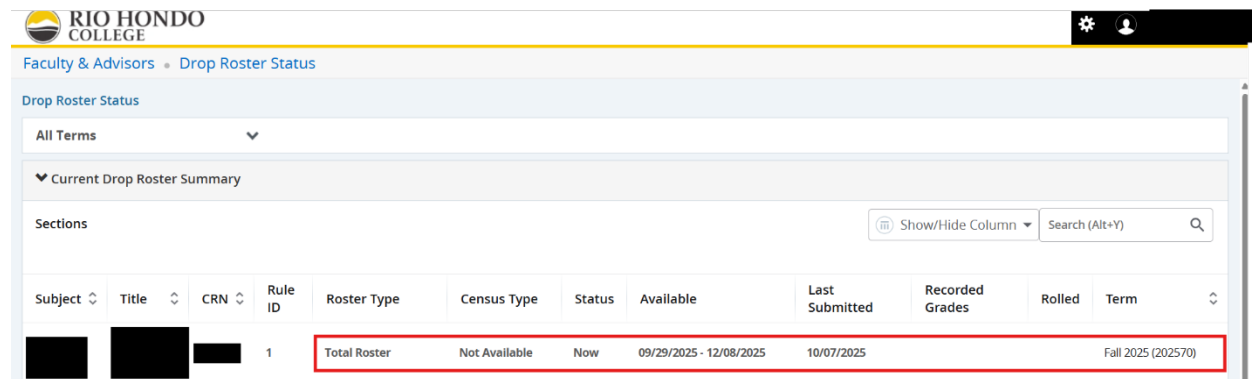
Faculty Self-Service Pages:

- **Drop Roster**
- Faculty Rosters
- Grade Entry
- Office Hours
- Student and Advisee ID Selection
- Student Week at a Glance
- Syllabus
- Week at a Glance
- Attendance Tracker
- Detail Schedule

Need assistance?

- Canvas support
- Information Technology Services support

2. Click on in the section highlighted to access the drop roster



Faculty & Advisors • **Drop Roster Status**

Drop Roster Status

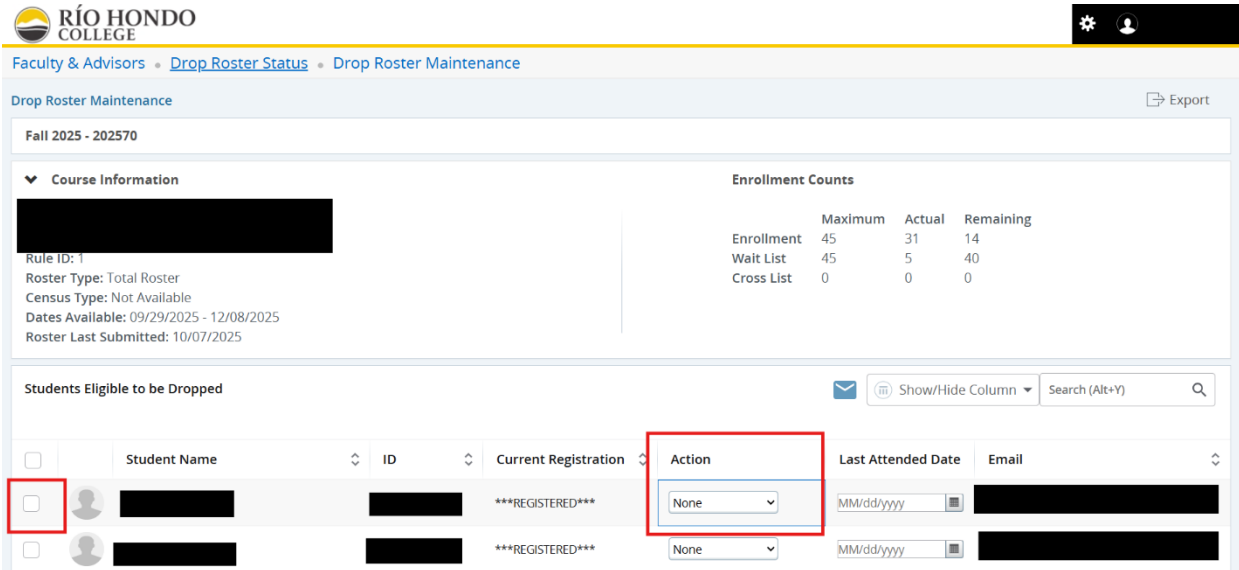
All Terms ▾

▼ Current Drop Roster Summary

Sections Show/Hide Column ▾ Search (Alt+Y) 🔍

| Subject | Title | CRN | Rule ID | Roster Type | Census Type | Status | Available | Last Submitted | Recorded Grades | Rolled | Term |
|---------|-------|-----|---------|--------------|---------------|--------|-------------------------|----------------|-----------------|--------|--------------------|
| | | | 1 | Total Roster | Not Available | Now | 09/29/2025 - 12/08/2025 | 10/07/2025 | | | Fall 2025 (202570) |

3. To drop:
 - a. Select the student
 - b. Go to the “Action” column and select the drop option



Drop Roster Maintenance

Fall 2025 - 202570

Course Information

Rule ID: 1
 Roster Type: Total Roster
 Census Type: Not Available
 Dates Available: 09/29/2025 - 12/08/2025
 Roster Last Submitted: 10/07/2025

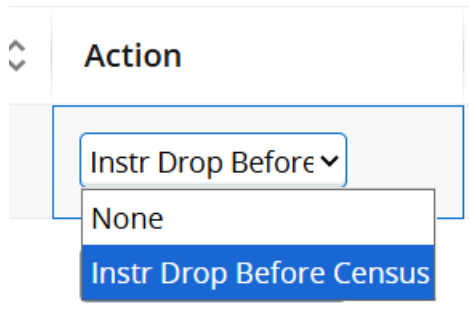
Enrollment Counts

| | Maximum | Actual | Remaining |
|------------|---------|--------|-----------|
| Enrollment | 45 | 31 | 14 |
| Wait List | 45 | 5 | 40 |
| Cross List | 0 | 0 | 0 |

Students Eligible to be Dropped

| <input type="checkbox"/> | Student Name | ID | Current Registration | Action | Last Attended Date | Email |
|--------------------------|--------------|------------|----------------------|--------|--------------------|------------|
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | ***REGISTERED*** | None | MM/dd/yyyy | [REDACTED] |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | ***REGISTERED*** | None | MM/dd/yyyy | [REDACTED] |

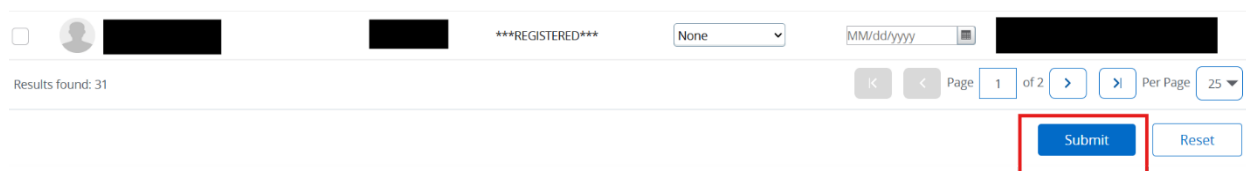
4. Click on the Drop option



Action

- Instr Drop Before
- None
- Instr Drop Before Census**

5. Click “submit”

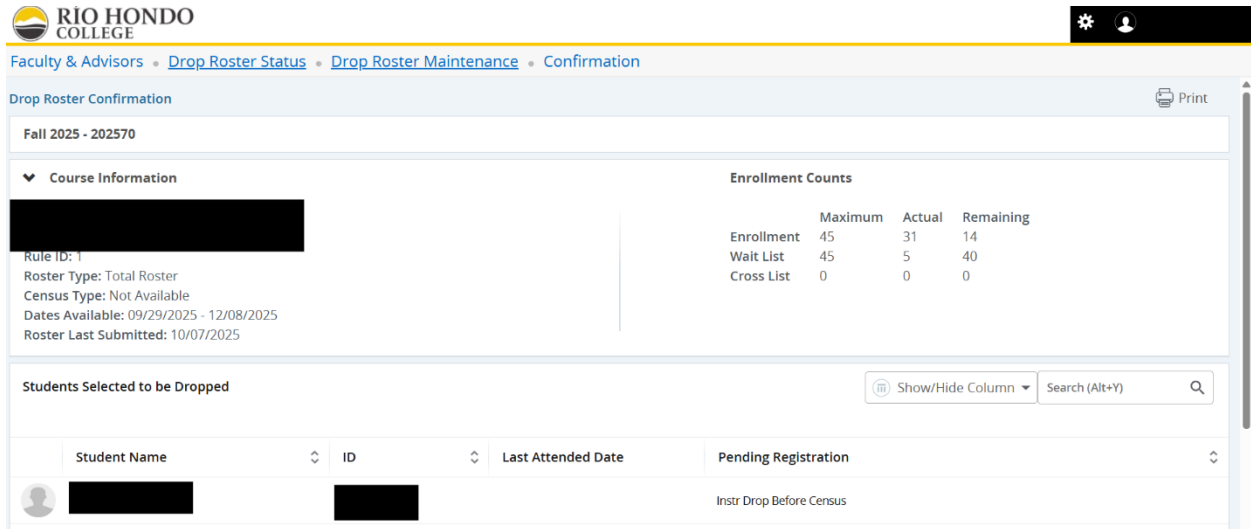


Results found: 31

Page 1 of 2 Per Page 25

Submit Reset

6. Then, you will see the student(s) selected, and an opportunity to confirm the student(s) to be dropped



RIO HONDO COLLEGE ⚙️ 👤

Faculty & Advisors • [Drop Roster Status](#) • [Drop Roster Maintenance](#) • Confirmation

Drop Roster Confirmation Print

Fall 2025 - 202570


Course Information

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 Census Type: Not Available
 Dates Available: 09/29/2025 - 12/08/2025
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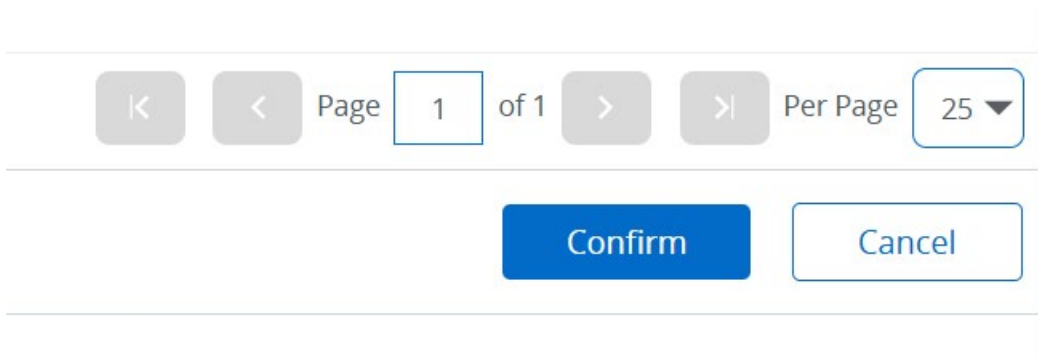
Enrollment Counts

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Students Selected to be Dropped Show/Hide Column Search (Alt+Y)

| Student Name | ID | Last Attended Date | Pending Registration |
|--|------------|--------------------|--------------------------|
|  [Redacted] | [Redacted] | | Instr Drop Before Census |

7. Once confirmed, click on “Confirm”



⏪ ⏩ Page 1 of 1 ⏪ ⏩ Per Page 25 ▼

Confirm
Cancel