HOW TO DROP STUDENTS
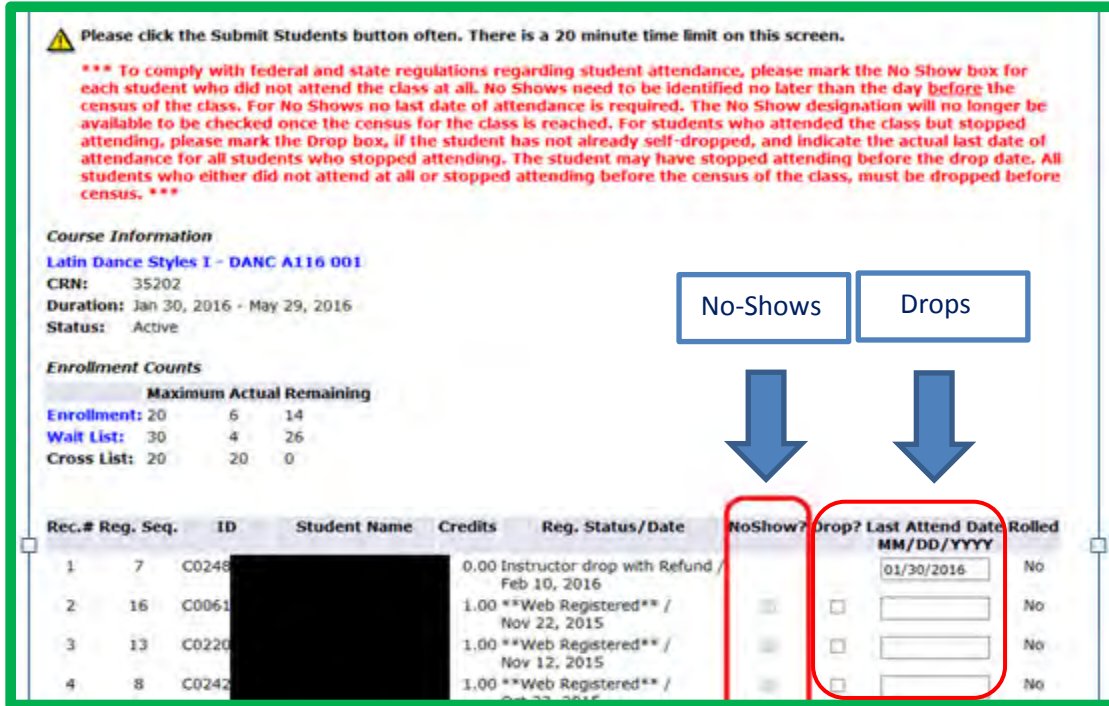

1.) Login to your MyGWC account.
2.) Click on the "Faculty Information" tab on the left side of your home page.
3.) Click on "Drop Rosters" under "Other Faculty Resources."
4.) Select the correct term.
5.) Select the course.
6.) Drop the student(s)

- **DROP A STUDENT THAT WAS A <u>NO-SHOW</u>: Click in the <mark>No-Show box</mark> next to the student(s) you wish to drop. <mark>(Not available once Census arrives.)</mark>**

NOTE: Once the Census date has arrived, you will not be able to check the No Show drop box. Also, you should be checking the No-Show Drop box even for those students who had already dropped themselves from the section before you were able to drop them, if you were going to drop them as No-Shows.

- **ROP A STUDENT <u>NOT CONSIDERED A NO-SHOW</u>: Click in the <mark>Drop? box</mark> next to the student(s) you wish to drop. <mark>(Not available after the drop with a "W" deadline.)</mark>**

7.) Click on "Submit" to update the drops and finish.