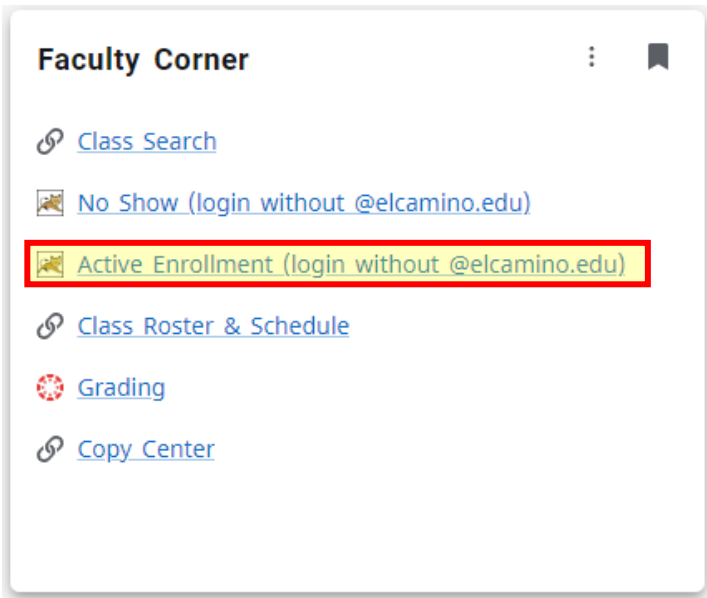
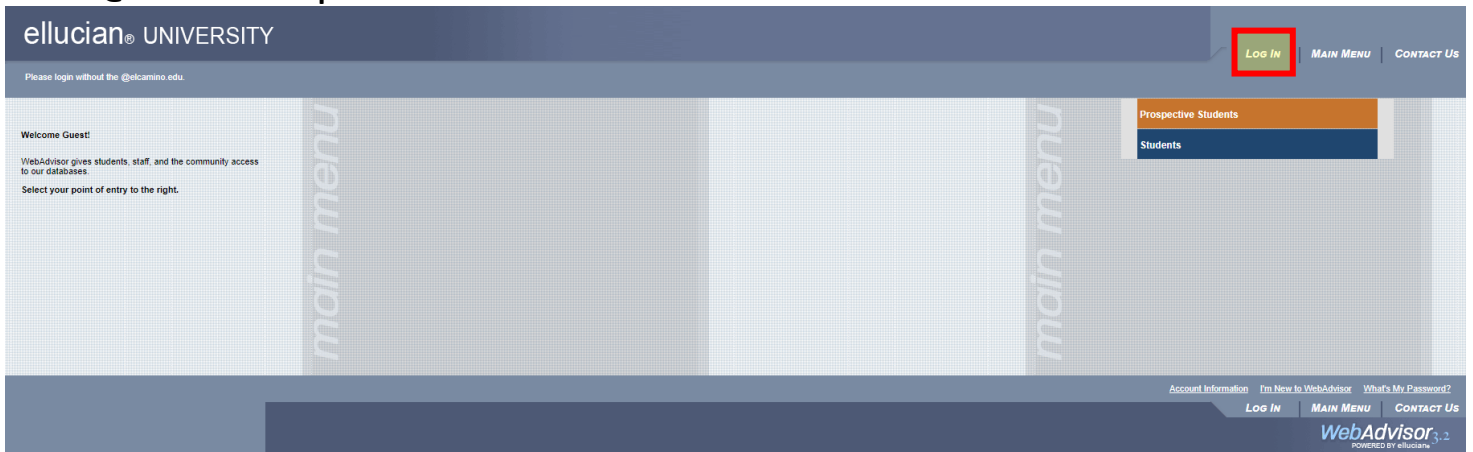


Drop Instructions for Faculty in New MyECC – Spring 2024

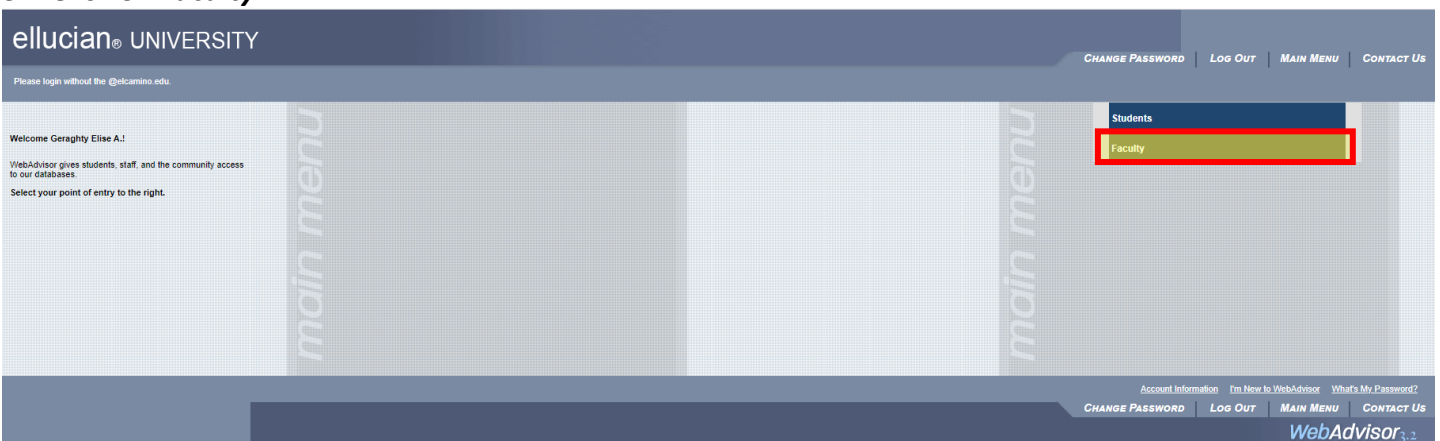
1. Click on *Active Enrollment*.



2. Go to *Log In* in the upper right-hand corner and log in with your ECC information—username without the @elcamino.edu part.



3. Click on *Faculty*.



4. Click on **Active Enrollment** again.

ellucian® UNIVERSITY

FACULTY - WEBADVISOR FOR FACULTY MENU

Faculty Information

- [Grading](#)
- [Course Search \(View Only\)](#)
- [My To Do List](#)
- [Active Enrollment](#)
- [Faculty Class Roster & Schedule](#)

5. Use the drop-down menu to select **Spring 2024**.

ellucian® UNIVERSITY

FACULTY

Active Enrollment

Select a term to restrict your class list

Term

SUBMIT

6. Select the course you are dropping the student from.

ellucian® UNIVERSITY

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP

FACULTY

Active Enrollment

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	CensusDt	Term
<input type="checkbox"/>	ENGL-1C-6582 Critical Thinking/Comp	02/10/24	06/07/24	H	216	06:30PM - 09:35PM	MW	02/26/24	2024/SP
<input type="checkbox"/>	ESL-51C-6634 Adv Listen, Spkng/Pronun	02/10/24	06/07/24	H	215	06:30PM - 09:00PM	T	02/26/24	2024/SP
<input type="checkbox"/>	ESL-53C-6680 Adv Essay Writing and Grammar	02/10/24	06/07/24	H	203	01:00PM - 03:30PM	MW	02/26/24	2024/SP
<input type="checkbox"/>	NESL-51C-6635 Adv Listen/Spkng/Pronun	02/10/24	06/07/24	H	215	06:30PM - 09:00PM	T	03/04/24	2024/SP
<input type="checkbox"/>	NESL-53C-6681 Advanced Writing and Grammar	02/10/24	06/07/24	H	203	01:00PM - 03:30PM	MW	03/04/24	2024/SP

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP

WebA

7. Select **Drop** for the student you are trying to drop, and then enter the last date they attended in the date box.

ellucian® UNIVERSITY CHANGE

FACULTY

Active Enrollment

Class Name: ENGL-1C-6582
Title: Critical Thinking/Comp
Location: On Campus At El Camino College
Term: Spring Semester 2024
Confirmation Email Address: egeraghty@elcamino.edu

Instructor
Ms. Elise A. Geraghty

Student	ID	Drop	Date	Status
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		Add
		<input type="checkbox"/>		Add
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New
		<input type="checkbox"/>		New

=====> Check this box if you have NO student to drop

SUBMIT

CHANGE