Dropping Students as No Shows

Step 1: Log in to banner web through Universal login by going to www.cos.edu and clicking the MyGiant icon (I MyGiant) on the upper right of the webpage.

UNIVERSAL LOGIN			
If you are not currently a student or Banner ID and PIN, please click here I	mployee at COS and only have your a login to BannerWeb directly.		
If you are having trouble logging in plea	e read our FAQ and Password Help pages.		
Username		A	
1		攀	
Password	(COS	
	COLLEG	E OF THE SEQUOIAS	
Login	Set Password	Foreot Password?	

Step 2: Once logged in to the COS Universal login, click on Banner Web icon (¹) then click on "Faculty & Advisors."

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.
Personal Information
View your address(es), phone number(s), emergency contact information, & marital status; View name change & social security number change information; Change your PIN.
Faculty & Advisors View Faculty Information
 Student & Financial Aid
Register and View your academic records - View your Financial Aid Info.

Step 3: Click on "Drop Roster." Faculty and Advisors

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Final Grades
COS Class Roster
Office Hours
Send Early Alert
Early Alert Instructions
Drop Roster

Step 4: On the Drop Roster Status page under Current Drop Roster Summary, click on the CRN of the class you would like to drop students from.



Step 5: To drop students who did not attend your first class meeting:

- Find the student you would like to drop.
- •Under the 'Action' column, click the drop down arrow button.
- •Select 'No Show.'
- •Repeat these steps until all of the students who have stopped attending are changed from 'None' to 'No Show.'

	Student Name	Current Registration	Action	
	Velasquez, Jose X.	**Web Registered**	No Show	
Submit Reset]			
Return to Previou	IS			

Step 6: Once completed, click on "Submit" at the bottom of the screen.

24	Vang, Mai D.	**Web Registered**	No Show
25	Velasquez, Jose X.	**Web Registered**	No Show
26	Wyckoff, Kimberly A.	**Web Registered**	No Show
27	Zaragoza, Ramiro	**Web Registered**	No Show
Submit Reset			

Step 7: The Drop Roster Maintenance Confirmation page will show all the students who have been selected to drop. Please verify that these drops are correct then click on 'Submit Changes.'

Drop Roster I	Maintenance C	Confirmation		
-				
Course Information	7			
CRN Title		Rule ID Roster Type	Census Type Dates Available	Roster Last Submitted
20104 Lifespan Deve	lopment - CFS 080 03	Opening Day Rost	er Not Applicable Jan 31,2014-May 12,2	014 09-APR-2014
ecord Student ID	Student Name	Pending Registration		
L	Vang, Mai D.	No Show		
2	Velasquez, Jose X.	No Show		
3	Wyckoff, Kimberly A.	No Show		
4	Zaragoza, Ramiro	No Show		
Submit Changes	Cancel			

Step 8: Once "Submit Changes" is clicked, the Drop Roster Maintenance page will appear with a confirmation of the number of students dropped from the selected class roster. Please repeat these steps for all your rosters to ensure accuracy.

Drop Roster Maintenance				
All students eligible to be dropped from the CRN are listed below. Update the registration status in the Action field list for each student you want to drop. After the appropriate students are updated, select the Submit button and a confirmation page will display listing only the students you selected to drop. If you want to clear your selections to start over without dropping anyone, select the Reset button to reset the Action field to None for all students.				
If you have no students to drop from the CRN, you still must submit the page without updating any student Action fields to record that you have reviewed this CRN and approve of its roster. Leave all students with None for the Action field, select Submit, and a confirmation page will display to verify this choice.				
Course Information				
CRN Title	Rule ID Roster Type	Census Type Dates Available	Roster Last Submitted	
20104 Lifespan Development - CFS 080 0	3 2 Opening Day Roste	er Not Applicable Jan 31,2014-May 12,20)14 29-APR-2014	
✓ You successfully dropped 4 student(s),	and it was recorded that you	reviewed the CRN roster.		