Instructions for Dropping Students in WebAdvisor

(Never Attended and Students Who Stopped Coming to Class)

Step 1: Click on WebAdvisor link http://www.muskegoncc.edu/webadvisor or Go to www.muskegoncc.edu, click on WebAdvisor

Step 2: Go to the LOG IN

Step 3: Enter your user ID and Password. (The Same as your Network ID and Password)
If you do not know your user id and or password, click on What’s My username and ID at the bottom of the MAIN Menu of WebAdvisor

**Step 4:** Select the Faculty Button

**Step 5:** Under Faculty Information, click on Grading

**Step 6:** Click drop down menu and choose term and then submit
Step 7: Click on the drop down menu and choose Final Grading and then pick the section in which you will be posting grades and Submit.

Step 8: To drop and student for Non Attendance or who Stopped Attending your course:

NEVER ATTENDED - If a student never attended your section, check the NEVER ATTENDED box and submit. (Do not enter a date) Never Attended students should be entered prior to the census date. A schedule of the semester census dates will be emailed to you by the Manager of Registration at the beginning of each semester. The Registration Office will generate the drop for you. Once the students have been dropped from your section, they will no longer appear on your Class Roster or Grading Roster.

TO DROP A STUDENT WHO STOPPED ATTENDING - If you choose to drop a student for excessive absence or if they stopped attending, please enter the Last Date of Attendance. This can be done anytime during the semester but must be done by the Friday before Final Exam Week for a 15 week class or by one day prior to end date of early ending sections. You do not need to enter a W grade as the Registration office will generate the drop (W) for you. Once the students have been dropped from your section, they will no longer appear on your Class Roster or Grading Roster.

Note: If a student stopped coming to class and you choose not to drop them, but choose to give an E, enter a grade of E at the end of the semester, and date student last attended. See Grading Instructions for more information.
The following Confirmation Screen will appear:

If you have any questions, please call

Patti D'Avignon, Manager of Registration at 231-777-0240 or email patti.davignon@muskegoncc.edu