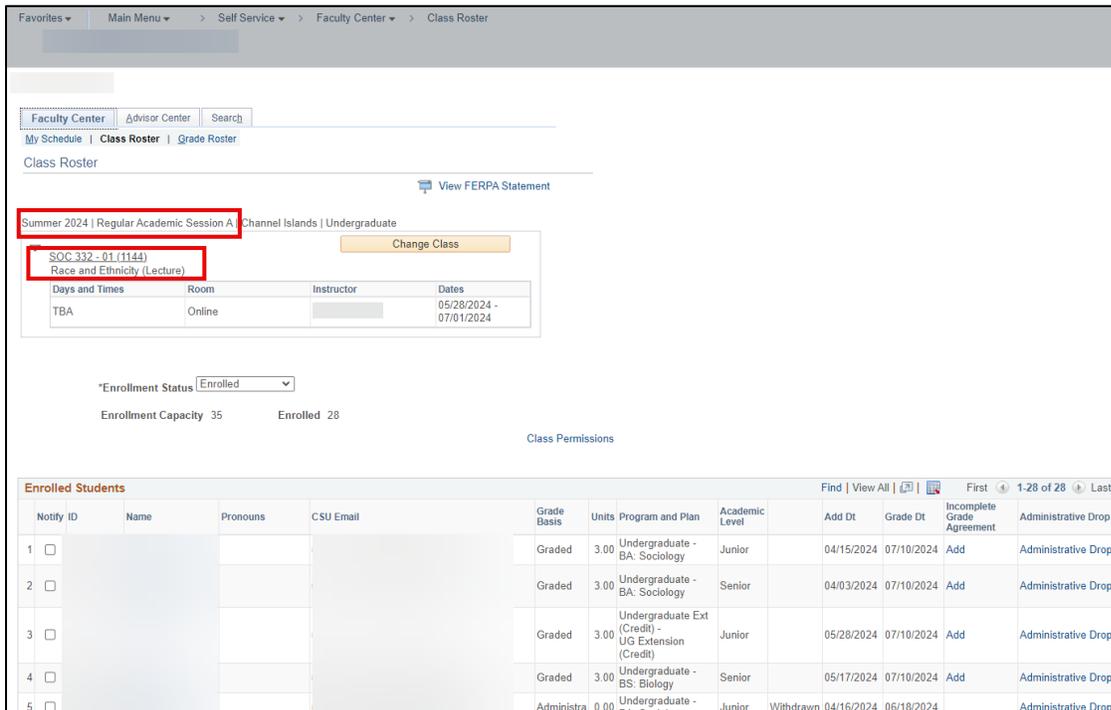


Faculty Administrative Drop Request

1. Log in to your myCI Account
 - a) Open your browser and go to <https://myci.csuci.edu> and click on the myCI icon.
 - b) On the sign-in page:
 - i) Enter your Dolphin Name* (ex. first.last)
 - ii) Enter your Dolphin Password*
 - iii) Click on "Sign in" to log in.

*Both are case sensitive.
2. Once logged in, navigate to the Class Roster for the course you would like to request an Administrative Drop for.
 - a) Verify the Term, Course, and Section are correct



The screenshot shows the myCI interface for a Class Roster. The breadcrumb trail is: Favorites > Main Menu > Self Service > Faculty Center > Class Roster. The page title is "Class Roster" with a "View FERPA Statement" link. The course details are: Summer 2024 | Regular Academic Session A, Channel Islands | Undergraduate, SOC 332 - 01 (1144), Race and Ethnicity (Lecture). A "Change Class" button is visible. The enrollment status is "Enrolled" with a capacity of 35 and 28 enrolled students. Below is a table of enrolled students with columns for Notify ID, Name, Pronouns, CSU Email, Grade Basis, Units, Program and Plan, Academic Level, Add Dt, Grade Dt, Incomplete Grade Agreement, and Administrative Drop.

Notify ID	Name	Pronouns	CSU Email	Grade Basis	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Grade Agreement	Administrative Drop
1				Graded	3.00	Undergraduate - BA: Sociology	Junior	04/15/2024	07/10/2024	Add	Administrative Drop
2				Graded	3.00	Undergraduate - BA: Sociology	Senior	04/03/2024	07/10/2024	Add	Administrative Drop
3				Graded	3.00	Undergraduate Ext (Credit) - UG Extension (Credit)	Junior	05/28/2024	07/10/2024	Add	Administrative Drop
4				Graded	3.00	Undergraduate - BS: Biology	Senior	05/17/2024	07/10/2024	Add	Administrative Drop
5				Administrative	0.00	Undergraduate - BA: Sociology	Junior	Withdrawn 04/16/2024	06/18/2024		Administrative Drop

3. Once on the Class Roster, navigate to the Administrative Drop link for the student that you would like to request a drop for and click it.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [Class Roster](#)

[Faculty Center](#) | [Advisor Center](#) |

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Class Roster [View FERPA Statement](#)

Summer 2024 | Regular Academic Session A | Channel Islands | Undergraduate

[Change Class](#)

SOC 332 - 01 (1144)
Race and Ethnicity (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online		05/28/2024 - 07/01/2024

*Enrollment Status:

Enrollment Capacity: 35 Enrolled: 28

Class Permissions

Enrolled Students [Find](#) | [View All](#) | [Print](#) | [First](#) 1-28 of 28 [Last](#)

Notify ID	Name	Pronouns	CSU Email	Grade Basis	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Grade Agreement	Administrative Drop
1				Graded	3.00	Undergraduate - BA, Sociology	Junior	04/15/2024	07/10/2024	Add	Administrative Drop
2				Graded	3.00	Undergraduate - BA, Sociology	Senior	04/03/2024	07/10/2024	Add	Administrative Drop
3				Graded	3.00	Undergraduate Ext (Credit) - UG Extension (Credit)	Junior	05/28/2024	07/10/2024	Add	Administrative Drop
4	001132002 Dolphin, Ekho			Graded	3.00	Undergraduate - BS, Biology	Senior	05/17/2024	07/10/2024	Add	Administrative Drop

4. On the Administrative Drop page, verify the ID and Name of the student for which you want to request an Administrative Drop.

- a) Once you have verified, select the reason you are requesting an Administrative Drop.
 - i) **Attended Req Not Met:** Student attended at least one class, but did not meet additional attendance requirements
 - ii) **Enrollment Req Not Met:** Student attended at least one class, but did not meet enrollment requirements* (e.g., course pre-requisites, preparation)
 - iii) **Never attended:** Student never attended the class

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [Class Roster](#)

Administrative Drop

Student ID: 001132002 Dolphin, Ekho

Academic Program: Undergraduate

Class Nbr: 1144 Term: 2245 Session: Regular A

Subject: SOC Catalog 332 Section: 01 Race and Ethnicity

Administrative Drop

Administrative Drop Requested?

Reason for Admin Drop:

Attended Req Not Met
 Enrollment Req Not Met
 Never Attended

5. If a Last Date of Attendance is required, please enter the date the student last attended the class.

a) Click Submit to send out the Administrative Drop Request

Favorites ▾ | Main Menu ▾ > Self Service ▾ > Faculty Center ▾ > Class Roster

Administrative Drop

Student ID: 001132002 Dolphin,Ekho

Academic Program: Undergraduate

Class Nbr: 1144 Term: 2245 Session: Regular A

Subject: SOC Catalog 332 Section: 01 Race and Ethnicity

Administrative Drop

Administrative Drop Requested? Yes

Reason for Admin Drop: Attended Req Not Met

Last Date of Attendance: 



6. After submitting the request, you will see the Administrative Drop requested for the student, along with who submitted it and when.

Favorites ▾ | Main Menu ▾ > Self Service ▾ > Faculty Center ▾ > Class Roster

Administrative Drop

Student ID: 001132002 Dolphin,Ekho

Academic Program: Undergraduate

Class Nbr: 1144 Term: 2245 Session: Regular A

Subject: SOC Catalog 332 Section: 01 Race and Ethnicity

Administrative Drop

Administrative Drop Requested? Yes

Did student attend class? Yes

Reason for Admin Drop: Attended Req Not Met

Last Date of Attendance: 07/01/2024

Submitted By: Faculty Name

Submitted On: 08/19/2024

7. Once the Drop request has been processed by the Registrar's Office, you will receive notification from them.