Date: November 8, 2019

To: Fall 2019 Teaching Faculty

From: Maria D. Escobar

RE: Drop Roster Clean Up

Dear Colleagues:

We are nearing the 75% mark of the term for full-term courses, and I would like remind you to clean up your rosters and drop students that are no longer attending/participating in your course(s). For students enroll passed the November 15, 2019, deadline you will have to assign a final grade to students. If you are unable to drop students via your portal complete the attached Add/Drop form, one per student, and submit to Diemanh Le, Diemanh.Le@missioncollege.edu from your district issued email.

Your due diligence on this matter is appreciated. Thank you.

CC: Deans
Administrative Assistants
VPI/VPSS