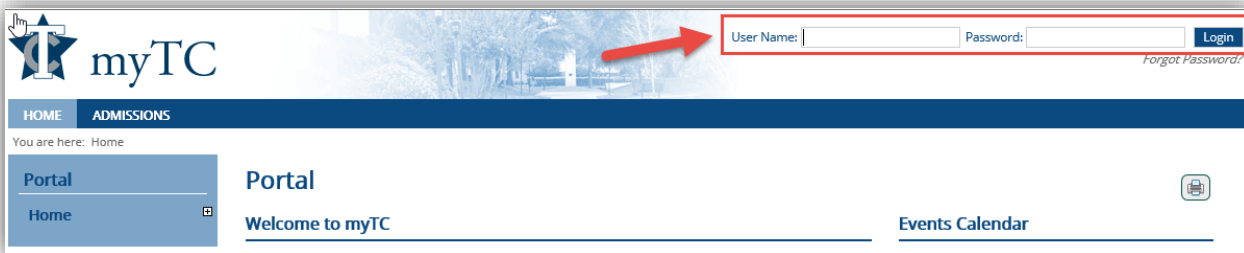
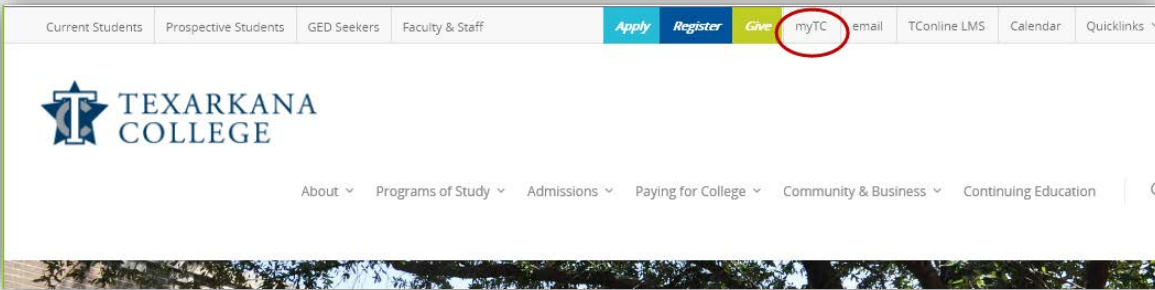
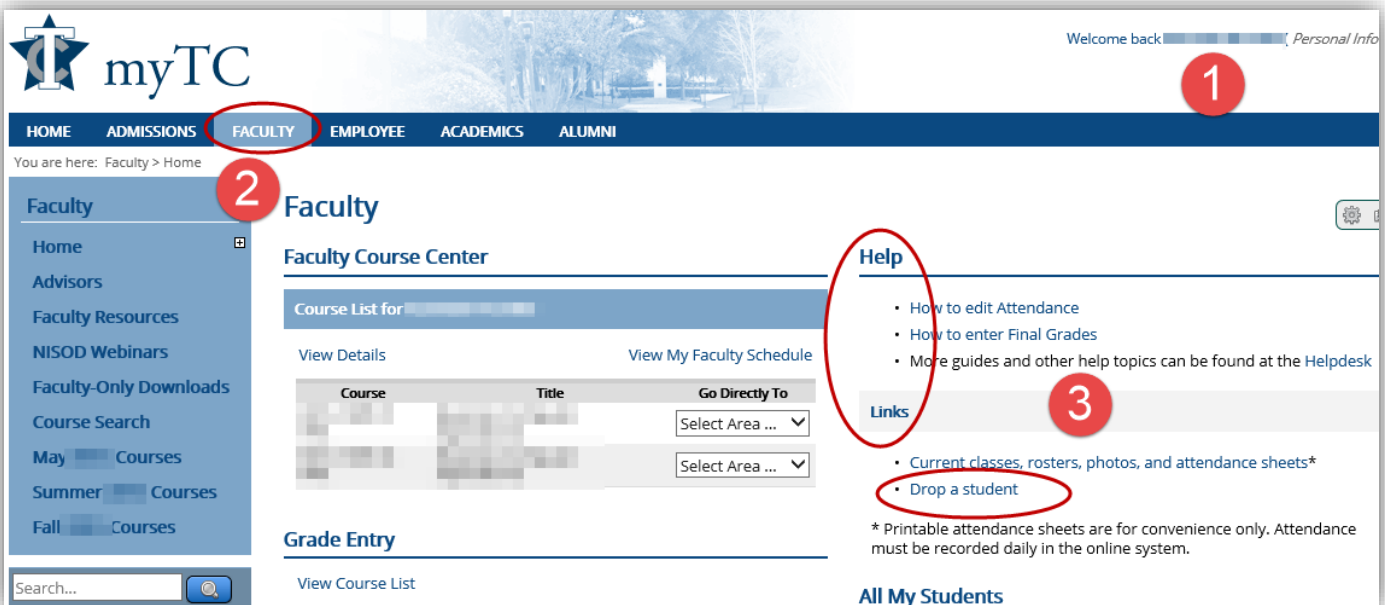
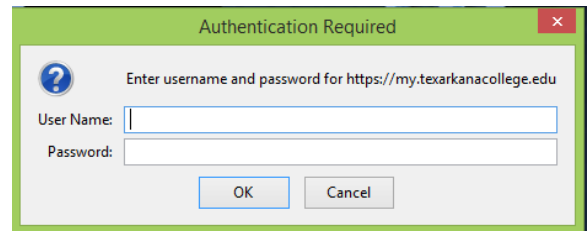


Faculty Instructions for Submitting Drops

From the Texarkana College website, www.texarkanacollege.edu, click on the myTC icon in the right hand corner. Login to my TC using your Texarkana College user name and password




1. After you log in,
2. Click on the **Faculty** tab.
3. Scroll down to the **Help – Links** section and click the **Drop a student** link (if you are off campus or not using Internet Explorer, you will have to login again as pictured).



Faculty Instructions for Submitting Drops

4. You should see a list of your current courses. Click on the appropriate course.


Drop Students


DROP STUDENT
TEXARKANACOLLEGE.EDU
MYTC

Classes XXXXXXXXXX may drop students from:

Term	CRN	Class List
XXXX	BCIS 1305	TRA BCIS1305. Business Computer Applications
XXXX	BCIS 1305	TRA BCIS1305. Business Computer Applications
XXXX	BCIS 1305	TRA BCIS1305. Business Computer Applications

4

5. Enter the **Effective Date**, which is the date the student exceeded the maximum allowed absences.
6. Enter the **Last Attended** date which is the date the student last attended the class.
7. Enter the reason of the drop (at least 10 characters). Please see highlighted text for reason if dropping with an F.
8. After completing the required sections, click **Update**.


Drop Form

DROP FORM
TEXARKANACOLLEGE.EDU
MYTC

[Return to class list](#)

To drop a student, you must enter BOTH dates associated with the student in the form below. If the student has stopped attending or exceeded the maximum absences as stated in the Absence Policy, the **Effective Date** is the date the student exceeded the maximum allowed absences. If the student is being dropped for some other reason, the 'Effective Date' is the date you determined the student was to be dropped from the class.

The **'Last Attended' date** is the date the student last attended the class. These dates must be reported accurately to meet Department of Education requirements. To drop with an F, prefix the 'Reason' with 'F.', ex: 'F: Academic misconduct'.


BCIS1305 -- Business Computer Applications [XXXXXX:BCIS 1305 TRA]

	Number	Name	Effective Date	Last Attended	Reason	Status
Edit	XXXX	XXXXXXXXXX				Ok
Edit	XXXX	XXXXXXXXXX	5	6	7	Ok
Edit	XXXX	XXXXXXXXXX A				Ok
Update Cancel	XXXX	XXXXXXXXXX	04/14/1	3/30/	T	Ok
Edit	XXXX	XXXXXXXXXX				W
Edit	XXXX	XXXXXXXXXX				Ok

8

Faculty Instructions for Submitting Drops

9. The screen will appear with a status of 'Pend' for that student until the Registrar processes the drop through the system.


Drop Form

DROP FORM
TEXARKANACOLLEGE.EDU
MYTC

[Return to class list](#)


To drop a student, you must enter BOTH dates associated with the student in the form below. If the student has stopped attending or exceeded the maximum absences as stated in the Absence Policy, the 'Effective Date' is the date the student exceeded the maximum allowed absences. If the student is being dropped for some other reason, the 'Effective Date' is the date you determined the student was to be dropped from the class.

The 'Last Attended' date is the date the student last attended the class. These dates must be reported accurately to meet Department of Education requirements. To drop with an F, prefix the 'Reason' with 'F.', ex: 'F: Academic misconduct'.

BCIS1305 -- Business Computer Applications [:BCIS 1305 TRA]

	Number	Name	Effective Date	Last Attended	Reason	Status	
Edit						Ok	
Edit						Ok	
Edit						Ok	
Edit			04/14/	03/30/	T	9	Pend
Edit						W	
Edit						Ok	

10. If you click on a student that has a status of Pend or W, you will receive the message shown in the red box below.
11. To drop another student, click on the ***Return to class list*** link.


Drop Form

DROP FORM
TEXARKANACOLLEGE.EDU
MYTC

[Return to class list](#)

To drop a student, you must enter BOTH dates associated with the student in the form below. If the student has stopped attending or exceeded the maximum absences as stated in the Absence Policy, the 'Effective Date' is the date the student exceeded the maximum allowed absences. If the student is being dropped for some other reason, the 'Effective Date' is the date you determined the student was to be dropped from the class.

The 'Last Attended' date is the date the student last attended the class. These dates must be reported accurately to meet Department of Education requirements. To drop with an F, prefix the 'Reason' with 'F.', ex: 'F: Academic misconduct'.

BCIS1305 -- Business Computer Applications [:BCIS 1305 TRA]

Contact Admissions to change the status of a student who has already been dropped.
10

	Number	Name	Effective Date	Last Attended	Reason	Status
Edit						Ok
Edit						Ok
Edit						Ok
Edit			04/14/	03/30/	T	Pend
Edit						W
Edit						Ok
Edit						Ok