# Dropping Students

## Grading (SSB)

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to the ACES webpage: <a href="http://aces.alamo.edu">aces.alamo.edu</a></td>
<td></td>
</tr>
<tr>
<td>1. Enter Username</td>
<td></td>
</tr>
<tr>
<td>2. Enter Password</td>
<td></td>
</tr>
<tr>
<td>3. Click on Login</td>
<td></td>
</tr>
</tbody>
</table>

## Step 2

Faculty>Web Services

1. Click on Faculty tab.
2. Click on the Web Services link.

## Step 3

Faculty>Final Grades

1. Click on the Faculty link.
2. Click on the Final Grades link

## Step 4

Select Term

1. Select a Term from the pull-down list by clicking on down arrow.
   
   In this example, grades will be entered for the “Spring 2013” Semester.
   
2. Click the Submit button.

To select a different term, do the following:

3. Click on the Faculty Services tab
4. Click on the Term Selection link.
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Step 5
Select CRN (Available only for Primary Instructor of Record)
1. Select a CRN from the pull-down list.
2. Click the Submit button.

Select a CRN

Step 6
Entering Final Grade
1. Select a grade of W from the pull-down list. It must be prior to the last date to drop.
2. Student’s 6-drop count must be less than 6 or XMPT (student is exempt from 6-drop).
3. Enter the last date of attendance in the Last Attend Date field (MM/DD/YYYY).
4. If student NEVER ATTENDED, enter the first date of class.
5. Attend Hours field will be left blank.
6. Click the Submit button at the bottom of the page.

Reset button will clear all previously entered information.

In the example below, W is not available because the student’s 6 drop count is too high.
It takes approximately 2-3 business days for the drop process to be completed. Once the process is complete you will see the following:

<table>
<thead>
<tr>
<th>Registration Status</th>
<th>Final Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal - 6 drop count</td>
<td>WS</td>
<td>Counts as one of the students allowed drops</td>
</tr>
<tr>
<td>Withdrawal - 6 drop exempt</td>
<td>WX</td>
<td>Student falls under 6-drop rule, but this drop has been exempted</td>
</tr>
<tr>
<td>Withdrawal - military reasons</td>
<td>WM</td>
<td>Student met criteria for military drop</td>
</tr>
<tr>
<td>Withdrawal - W</td>
<td>W</td>
<td>Student does not fall under 6-drop rule</td>
</tr>
</tbody>
</table>

**FAQs**

1. What if I need to drop students from another course (CRN)?
   - Refer to Step 2 - Step 7 to drop students from another course.

2. I dropped the wrong student, what do I do?
   - If you are able to change the W to “None” before the processing is complete, go ahead and do so.
   - If you are not able to change the W, work with your department or Admissions and Records to reinstate the student.
   - Submit a grade of W for the correct student.