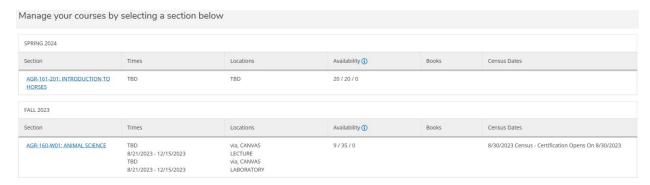
# Instructions for Inputting LDA, Administrative Withdrawal, and Roster Cleanup

### **Accessing Your Classes in MyOTC**

1. Log into MyOTC and navigate to the **Faculty** tab.



- 2. A list of all your assigned classes across all available semesters will appear.
  - o **Important:** Current semester classes are listed at the bottom. Ensure you select the correct semester. (Example: Spring 2024 appears before Fall 2023 in the list.)



3. Select the class you need to work on, then follow the instructions below.

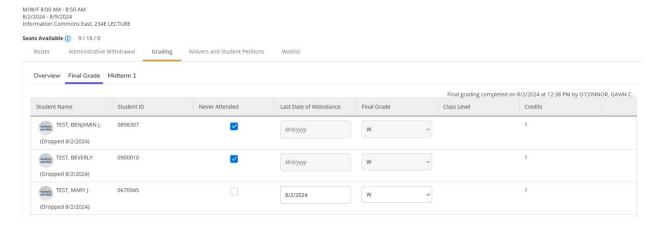
- Page 2 LDA updates (student dropped)
- Page 3 Administrative withdrawal (absent 14 days)
- Page 4 Roster Cleanup (Never attended at 10 days)

# Last Date of Attendance (LDA) Updates (For students who drop themselves from a class)

When a student drops your class, you must enter their **Last Date of Attendance (LDA)** or mark them as **Never Attended**.

#### Steps:

- 1. Determine the student's LDA based on:
  - o The last time they physically attended a seated class or
  - o The last time they completed an academically significant activity.
- 2. Go to the **Final Grading** tab in the course.
- 3. Review the list of dropped students. The system will show the drop date.
- 4. Enter the **LDA** in the required **MM/DD/YYYY** format. (Note: The system's date display may differ.)
- 5. If the student **never attended**, select **Never Attended**—no date or grade is required.
- 6. Once the LDA or Never Attended status is entered, no further action is needed.
- 7. **Dropped students will not appear in the Administrative Withdrawal tab** but will still be listed in the Roster tab as dropped.



## Administrative Withdrawal (For students who have been absent for 14 consecutive days)

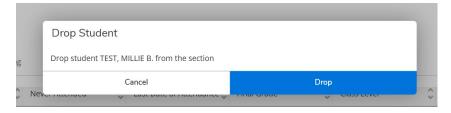
A student who has not attended class for **14 consecutive calendar days (including weekends)** must be administratively withdrawn.

#### Steps:

- 1. Administrative withdrawals can only occur after the 14th day of the term.
  - The system will open for withdrawals at Roster Cleanup, but you should not use it for this action until Day 14.
- 2. Go to the Administrative Withdrawal roster and locate the student.
- 3. Enter the LDA or mark them as Never Attended if missed during Roster Cleanup.
  - o LDA must be in MM/DD/YYYY format (a calendar picker is available).
  - o If **Never Attended** is selected, no date is needed.
- 4. If a grade is required, input a **W** grade.
- 5. Click **Drop** next to each withdrawn student.



6. A **confirmation pop-up** will appear. Review and confirm by clicking **Drop** again.



- 7. Once completed:
  - o The withdrawn student will no longer appear in the Administrative Withdrawal list.
  - o They will appear as **Dropped** in the **Grading** tab with their LDA and drop grade.

#### Reenrollment

- Instructors cannot reenroll withdrawn students.
- If a student needs to be reenrolled:
  - o Contact Gavin O'Connor (oconnorg@otc.edu).
  - o If a student dropped themselves by accident, they must request reenrollment through the **Registrar** (registrar@otc.edu).

### Roster Cleanup (For students who never attended within the first 10 days of class)

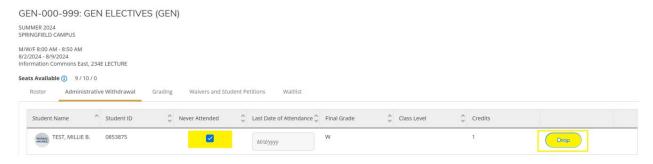
Students who **never attended** a class **within the first 10 calendar days** must be withdrawn. This ensures financial aid is disbursed accurately.

#### Why is this important?

- Students who remain on the roster after Roster Cleanup are assumed to be attending.
- If a student should have been withdrawn but wasn't, they may **receive financial aid in error**, which has serious consequences for both them and the college.

#### Steps:

- 1. Go to the Administrative Withdrawal list and locate the student.
- 2. Check the **Never Attend** box next to their name.
  - No grade is required.
- 3. Click **Drop** next to each student's record.



4. A confirmation pop-up will appear. Review and confirm by clicking Drop again.



- 5. Once processed:
  - The withdrawn student will no longer appear anywhere in the system after Never Attend is recorded.

#### Reenrollment

- Never attended students are removed from most records entirely.
- If a student should be reenrolled after being dropped for **Roster Cleanup**, contact **Gavin O'Connor** (oconnorg@otc.edu) with the student's details and course information.