


Instructions for Inputting LDA, Administrative Withdrawal, and Roster Cleanup

Accessing Your Classes in MyOTC

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

**Faculty**
Here you can view your active classes and submit grades and waivers for students.

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.*)

Manage your courses by selecting a section below

| SPRING 2024 | | | | | |
|---|-------|-----------|----------------|-------|--------------|
| Section | Times | Locations | Availability ⓘ | Books | Census Dates |
| AGR-161-201: INTRODUCTION TO HORSES | TBD | TBD | 20 / 20 / 0 | | |

| FALL 2023 | | | | | |
|---|--|---|----------------|-------|---|
| Section | Times | Locations | Availability ⓘ | Books | Census Dates |
| AGR-160-W01: ANIMAL SCIENCE | TBD 8/21/2023 - 12/15/2023 TBD 8/21/2023 - 12/15/2023 | via, CANVAS LECTURE via, CANVAS LABORATORY | 9 / 35 / 0 | | 8/30/2023 Census - Certification Opens On 8/30/2023 |

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:
 - The last time they physically attended a seated class **or**
 - 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.




M/W/F 8:00 AM - 8:50 AM
8/2/2024 - 8/9/2024
Information Commons East, 234E LECTURE

Seats Available ⓘ 9 / 10 / 0

Roster Administrative Withdrawal **Grading** Waivers and Student Petitions Waitlist

Overview **Final Grade** Midterm 1

Final grading completed on 8/2/2024 at 12:38 PM by O'CONNOR, GAVIN C.

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Class Level | Credits |
|---|------------|-------------------------------------|---------------------------------------|--------------------------------|-------------|---------|
|  TEST, BENJAMIN J. (Dropped 8/2/2024) | 0898307 | <input checked="" type="checkbox"/> | <input type="text" value="M/d/yyyy"/> | <input type="text" value="W"/> | | 1 |
|  TEST, BEVERLY (Dropped 8/2/2024) | 0900010 | <input checked="" type="checkbox"/> | <input type="text" value="M/d/yyyy"/> | <input type="text" value="W"/> | | 1 |
|  TEST, MARY J. (Dropped 8/2/2024) | 0670945 | <input type="checkbox"/> | <input type="text" value="8/2/2024"/> | <input type="text" value="W"/> | | 1 |

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:

- 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**.
- Go to the **Administrative Withdrawal** roster and locate the student.
- Enter the **LDA** or mark them as **Never Attended** if missed during Roster Cleanup.
 - LDA must be in MM/DD/YYYY format** (a calendar picker is available).
 - If **Never Attended** is selected, no date is needed.
- If a grade is required, input a **W** grade.
- Click **Drop** next to each withdrawn student.

GEN-000-999: GEN ELECTIVES (GEN)
SUMMER 2024
SPRINGFIELD CAMPUS
M/W/F 8:00 AM - 8:50 AM
8/2/2024 - 8/9/2024
Information Commons East, 234E LECTURE
Seats Available 9 / 10 / 0

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Class Level | Credits | Drop |
|-----------------|------------|--------------------------|-------------------------|-------------|-------------|---------|------|
| TEST, MILLIE B. | 0853875 | <input type="checkbox"/> | 8/2/2024 | W | | 1 | Drop |

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

Drop Student

Drop student TEST, MILLIE B. from the section

Cancel Drop

- Once completed:
 - The withdrawn student will no longer appear in the **Administrative Withdrawal** list.
 - 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:
 - Contact **Gavin O'Connor** (oconnorg@otc.edu).
 - 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.

GEN-000-999: GEN ELECTIVES (GEN)
SUMMER 2024
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M/W/F 8:00 AM - 8:50 AM
8/2/2024 - 8/9/2024
Information Commons East, 234E LECTURE
Seats Available ⓘ 9 / 10 / 0

Roster Administrative Withdrawal Grading Waivers and Student Petitions Waitlist

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Class Level | Credits | |
|---|------------|-------------------------------------|-------------------------|-------------|-------------|---------|-------------|
|  TEST, MILLIE B. | 0853875 | <input checked="" type="checkbox"/> | M/d/yyyy | W | | 1 | Drop |

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

Drop Student

Drop student TEST, MILLIE B. from the section

Cancel Drop

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.