

Faculty and Advisor Services

Hello Faculty Member,

Explore faculty and advisor tools using the links below.

Advising Tools

- [Browse Offered Classes](#)
- [Schedule Planner \(Advisor\)](#)
- [Student Profile](#)
- [Student Week at a Glance](#)

Faculty Tools

- [Registration Overrides](#)
- [Teaching Assignments](#)
- [Class List \(Roster and Waitlist\)](#)
- [Class List with Prerequisites](#)
- [Faculty Detail Schedule](#)
- [Faculty Week at a Glance](#)
- [Faculty Grade Entry](#)



UAA Links

- [DegreeWorks](#)
- [Navigate360](#)
- [Transfer Equivalency](#)



UAF Links

- [DegreeWorks](#)
- [Nanook Navigator](#)
- [Transfer Equivalency](#)
- [Drop Roster](#)

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UAS Links

- [DegreeWorks](#)
- [EAB](#)
- [Transfer Equivalency](#)

Navigate to the Faculty and Advisor Services landing page

- If you're already inside of UAOnline, click the Menu button in the top left, then select UAOnline, then Faculty and Advisors
- If you're not in UAOnline, navigate to the UAOnline login page and login under the "Employee Profile." Then, use the steps outlined above

From the Faculty landing page, click on "Drop Roster"

Faculty & Advisors • Drop Roster Status

Drop Roster Status

All Terms ▼

▼ Current Drop Roster Summary

Sections

Show/Hide Column ▼

Search (Ctrl+Cmd+Y)



Subject	Title	CRN	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted	Recorded Grades	Rolled	Term
ABUS F155, 001	Business Math	72200	1 3	Total Roster Total Roster	Not Available Not Available	Now	08/11/2025 - 12/15/2025 08/11/2025 - 12/15/2025	08/08/2025 Not Submitted	Total 1 of 1 A: 1		Fall 2025 (202503)
HIST F101, 901	Western Civilization before 1500	74927	1 3	Total Roster Total Roster	Not Available Not Available	Now	08/12/2025 - 12/15/2025 08/12/2025 - 12/15/2025	07/31/2025 Not Submitted			Fall 2025 (202503)
ASLG F202X, 701	American Sign Language II	76205	3	Total Roster	Not Available	Future	10/06/2025 - 12/15/2025	Not Submitted			Fall 2025 (202503)
ASLG F101X, 701	American Sign Language I	76206	3	Total Roster	Not Available	Now	08/11/2025 - 10/17/2025	Not Submitted			Fall 2025 (202503)

Results found: 4



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If you have access to Drop Roster, the page above will appear. If not, you will see a message about not having access to the functionality.

Each row on the "Drop Roster Status" page represents a course you are teaching, select a row to start the process

Rule ID: 1
Roster Type: Total Roster
Census Type: Not Available
Dates Available: 07/07/2025 - 12/15/2025
Roster Last Submitted: Not Submitted

Wait List

99

0

99

Cross List

0

0

0

Students Eligible to be Dropped

Show/Hide Column

Search (Ctrl+Cmd+Y)

<input type="checkbox"/>	Student Name	ID	Current Registration	Action	Email
		31302936	Registered - Web	None	
		31323431	Registered - Web	None	
<input checked="" type="checkbox"/>		31301866	Registered - Web	<div> <div>3</div> <div> <div>✓ None</div> <div>Drop - Web</div> </div> </div>	ua-banq-test-emails@alaska.edu
<input type="checkbox"/>		31287277	Registered - Web	None	ua-banq-test-emails@alaska.edu
<input type="checkbox"/>		31143025	Registered - Web	None	ua-banq-test-emails@alaska.edu
<input type="checkbox"/>		31304366	Registered - Web	None	ua-banq-test-emails@alaska.edu

Results found: 6

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Submit

Reset

Locate the Student in your Class Roster that you would like to drop or withdraw.
 Under the "Action" dropdown, select the appropriate option. This will either be a Drop code or a Withdraw code.
 Click "Submit" to review the roster changes you are taking.

Faculty & Advisors • [Drop Roster Status](#) • [Drop Roster Maintenance](#) • Confirmation

Western Civilization before 1500 - HIST F101 901

CRN: 74927

Rule ID: 1

Roster Type: Total Roster

Census Type: Not Available

Dates Available: 07/07/2025 - 12/15/2025

Roster Last Submitted: Not Submitted

	Maximum	Actual	Remaining
Enrollment	30	6	24
Wait List	99	0	99
Cross List	0	0	0

Students Selected to be Dropped



Show/Hide Column

Search (Ctrl+Cmd+Y)



Student Name



ID



Pending Registration



31301866

Drop - Web

Results found: 1



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Confirm

Cancel

Confirm (Ctrl+Cmd+N)

Confirm that the list contains the correct students from the correct course, and select "Confirm."

[Faculty & Advisors](#) • [Drop Roster Status](#) • [Drop Roster Maintenance](#) • Confirmation

Western Civilization before 1500 - HIST F101 901

CRN: 74927

Rule ID: 1

Roster Type: Total Roster

Census Type: Not Available

Dates Available: 07/07/2025 - 12/15/2025

Roster Last Submitted: 07/10/2025

	Maximum	Ad
Enrollment	30	5
Wait List	99	0
Cross List	0	0

✓ Students dropped successfully : 1

✓ Drop successfully completed.

Students Selected to be Dropped

⌵ Show/Hide Column ▾

Search (Ctrl+Cmd+Y)



Student Name



ID



Pending Registration



31301866

Drop - Web

Results found: 1



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[Back to Maintenance](#)

Review the drop process messages in the top right corner to ensure everything worked as expected.

Contact the UAF Office of the Registrar with any questions!