

FACULTY PDA

Getting Started with Banner (Bear Cub Hub)

A walkthrough for faculty: preparing for the semester, running your first weeks of class, and staying on top of Banner tasks all term.



Your Path Through Banner This Semester

1

Before the Semester

Log in, get oriented, find your schedule, set office hours, and waitlists.

2

The First Weeks

Rosters, emailing students, add codes, dropping no-shows, attendance.

3

Ongoing Responsibilities

Census / roster certification, and tracking drops.

4

Getting Help

Live training, drop-in hours, and where to ask questions all semester.



A Faculty Semester in Banner

Before the Semester

Log in, explore the Hub, confirm your schedule, monitor waitlists, set office hours & syllabus

1

2

Week One

Access rosters, email your class, and manage add codes

3

Weeks 2-4

Drop students, complete census / certify your roster by the deadline

4

Mid-Semester & Beyond

Monitor drops and final grades

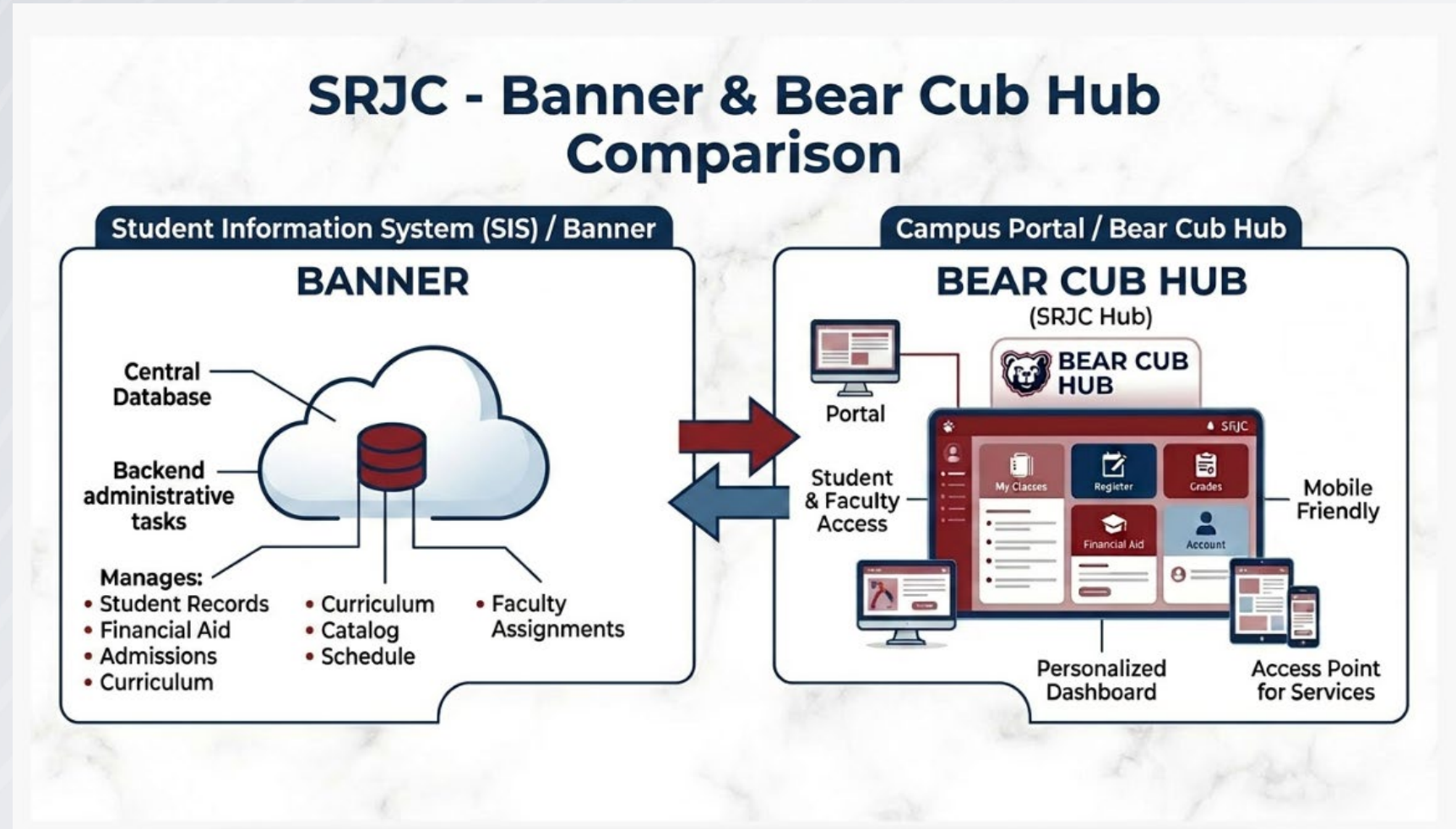


Let's Get Our Terminology Straight

In simple terms...

Banner =
Database for
managing college
information.

Bear Cub Hub =
The interface that
we use to interact
with that
information.



PART 1

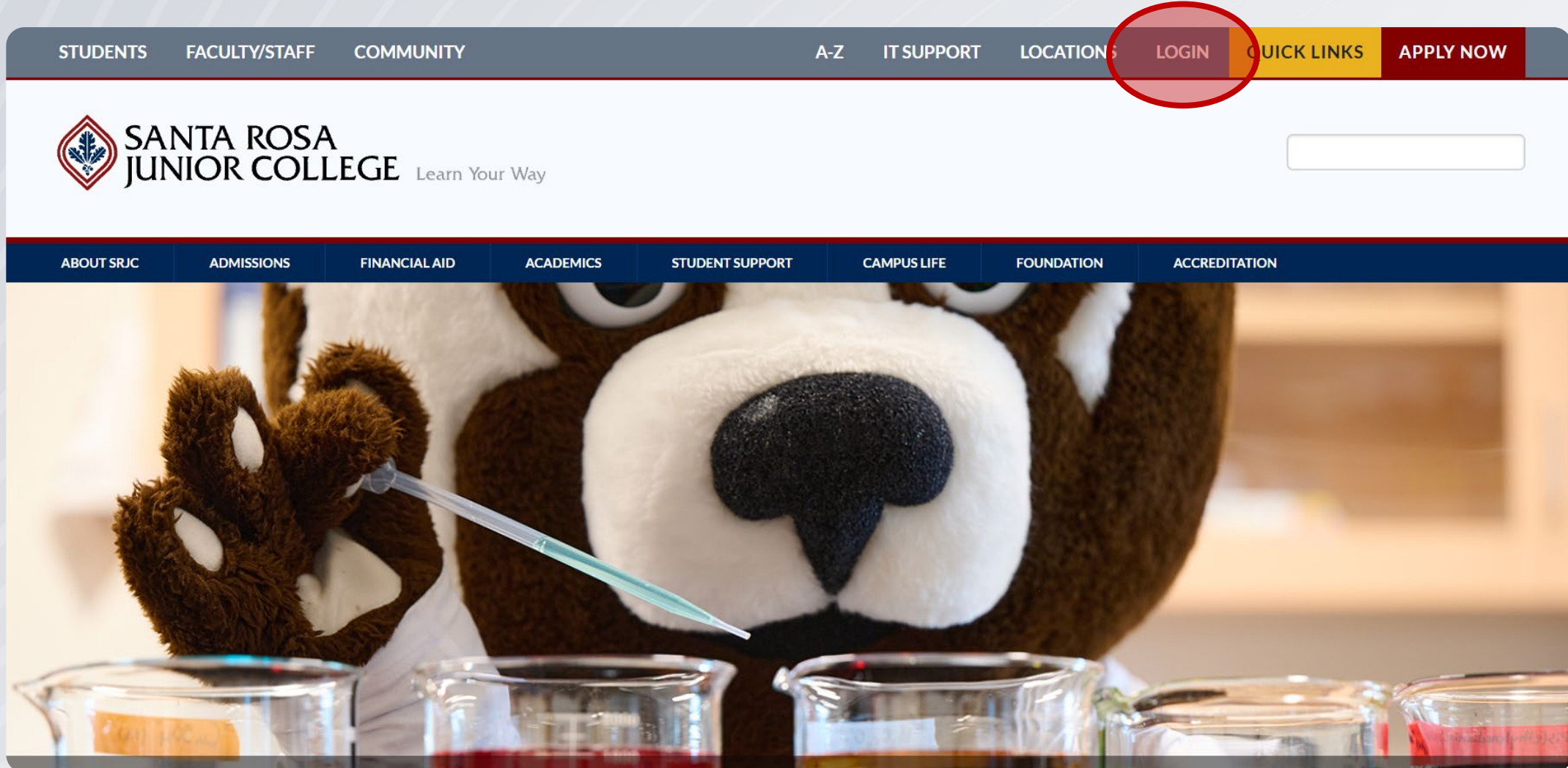
Before the Semester Starts

Everything to set up in Banner before your first class meeting — login, navigation, your schedule, office hours, and your syllabus.

Accessing the Bear Cub Hub (BCH), Logging In, & the BCH Landing Page



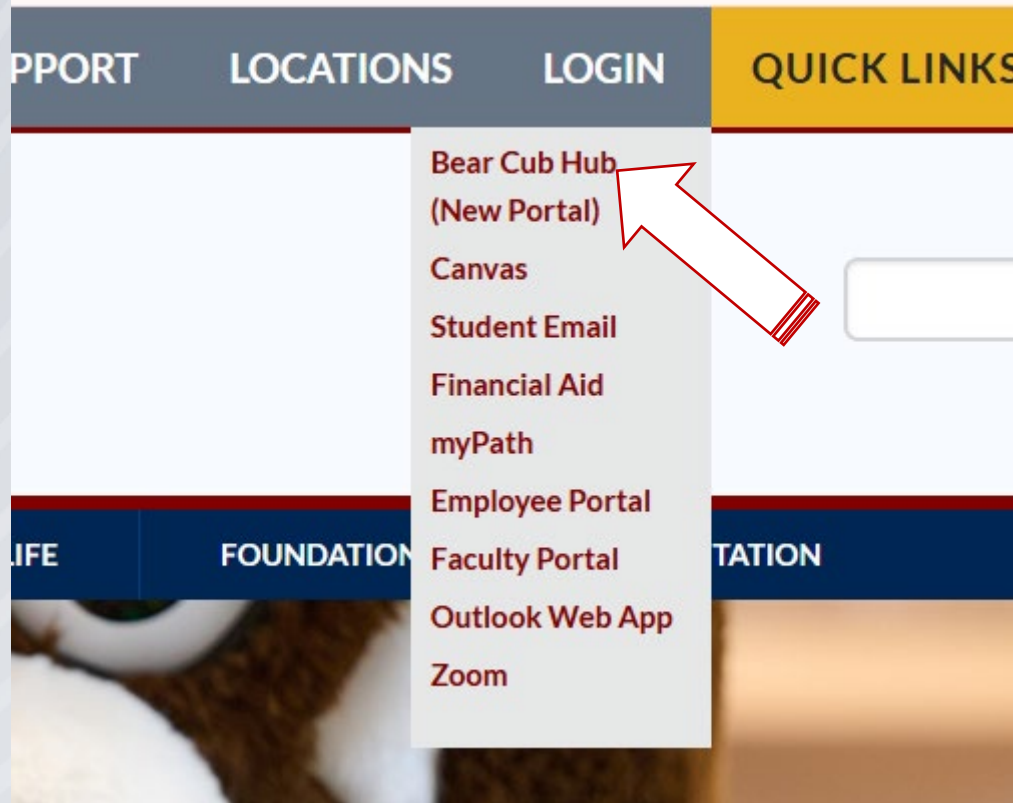
Navigate to santarosa.edu. Hover over LOGIN.



Click and log in using your credentials.



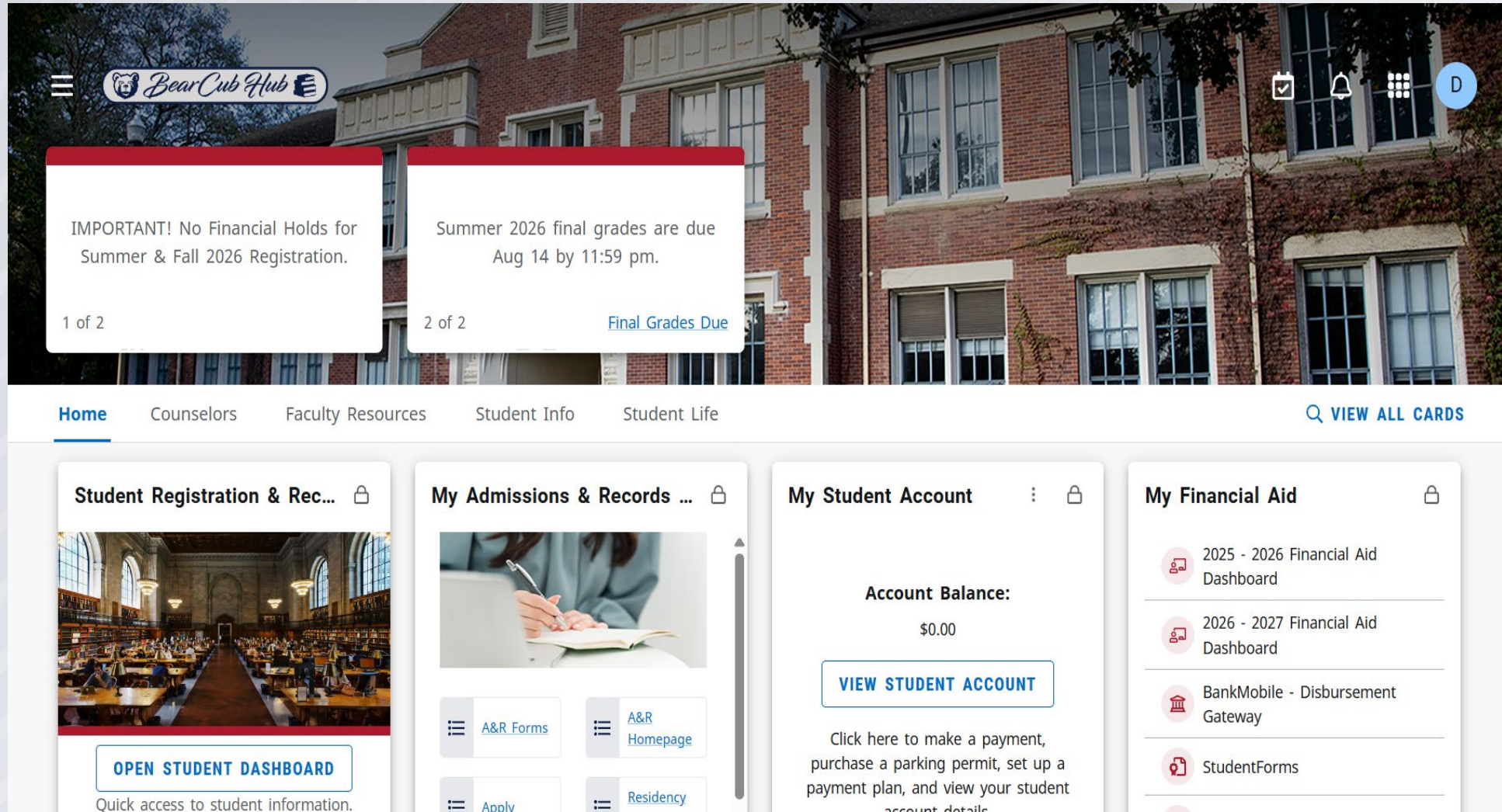
Click on Bear Cub Hub



Enter your login & password

A screenshot of the SRJC Login Portal. The form is titled 'SRJC Login Portal' and 'SANTA ROSA JUNIOR COLLEGE'. It contains two input fields: 'Username' and 'Password'. Below the 'Username' field, there is a note: 'SRJC Student ID (Example: SXXXXXXXX) or Faculty/Staff Username (Example: jdoe)'. Below the 'Password' field, there is a 'Login' button. At the bottom of the form, there are two buttons: 'Change Password' and 'Forgot Password?'. The background of the login portal shows a photo of a building and trees.

The Landing Page



The screenshot shows the BearCub Hub landing page. At the top, there's a navigation bar with a hamburger menu, the 'BearCub Hub' logo, and user icons (calendar, notifications, grid, and a profile icon 'D'). Below the navigation bar, there are two prominent white notification boxes with red borders. The first box states: 'IMPORTANT! No Financial Holds for Summer & Fall 2026 Registration.' with a '1 of 2' indicator. The second box states: 'Summer 2026 final grades are due Aug 14 by 11:59 pm.' with a '2 of 2' indicator and a link 'Final Grades Due'. Below these notifications is a horizontal navigation bar with links: 'Home' (underlined), 'Counselors', 'Faculty Resources', 'Student Info', and 'Student Life'. To the right of these links is a search icon and the text 'VIEW ALL CARDS'. The main content area is divided into four vertical panels. The first panel is titled 'Student Registration & Rec...' and features a photo of a library interior with a button 'OPEN STUDENT DASHBOARD' and the text 'Quick access to student information.' The second panel is titled 'My Admissions & Records ...' and features a photo of a person writing in a notebook, with links for 'A&R Forms', 'A&R Homepage', 'Apply', and 'Residency'. The third panel is titled 'My Student Account' and shows an 'Account Balance: \$0.00' with a 'VIEW STUDENT ACCOUNT' button and a description: 'Click here to make a payment, purchase a parking permit, set up a payment plan, and view your student account details.' The fourth panel is titled 'My Financial Aid' and lists four items: '2025 - 2026 Financial Aid Dashboard', '2026 - 2027 Financial Aid Dashboard', 'BankMobile - Disbursement Gateway', and 'StudentForms'.

Notification 1: IMPORTANT! No Financial Holds for Summer & Fall 2026 Registration. (1 of 2)

Notification 2: Summer 2026 final grades are due Aug 14 by 11:59 pm. (2 of 2) [Final Grades Due](#)

Navigation Bar: Home | Counselors | Faculty Resources | Student Info | Student Life | [VIEW ALL CARDS](#)

Student Registration & Rec...

[OPEN STUDENT DASHBOARD](#)

Quick access to student information.

My Admissions & Records ...

[A&R Forms](#) | [A&R Homepage](#) | [Apply](#) | [Residency](#)

My Student Account

Account Balance: \$0.00

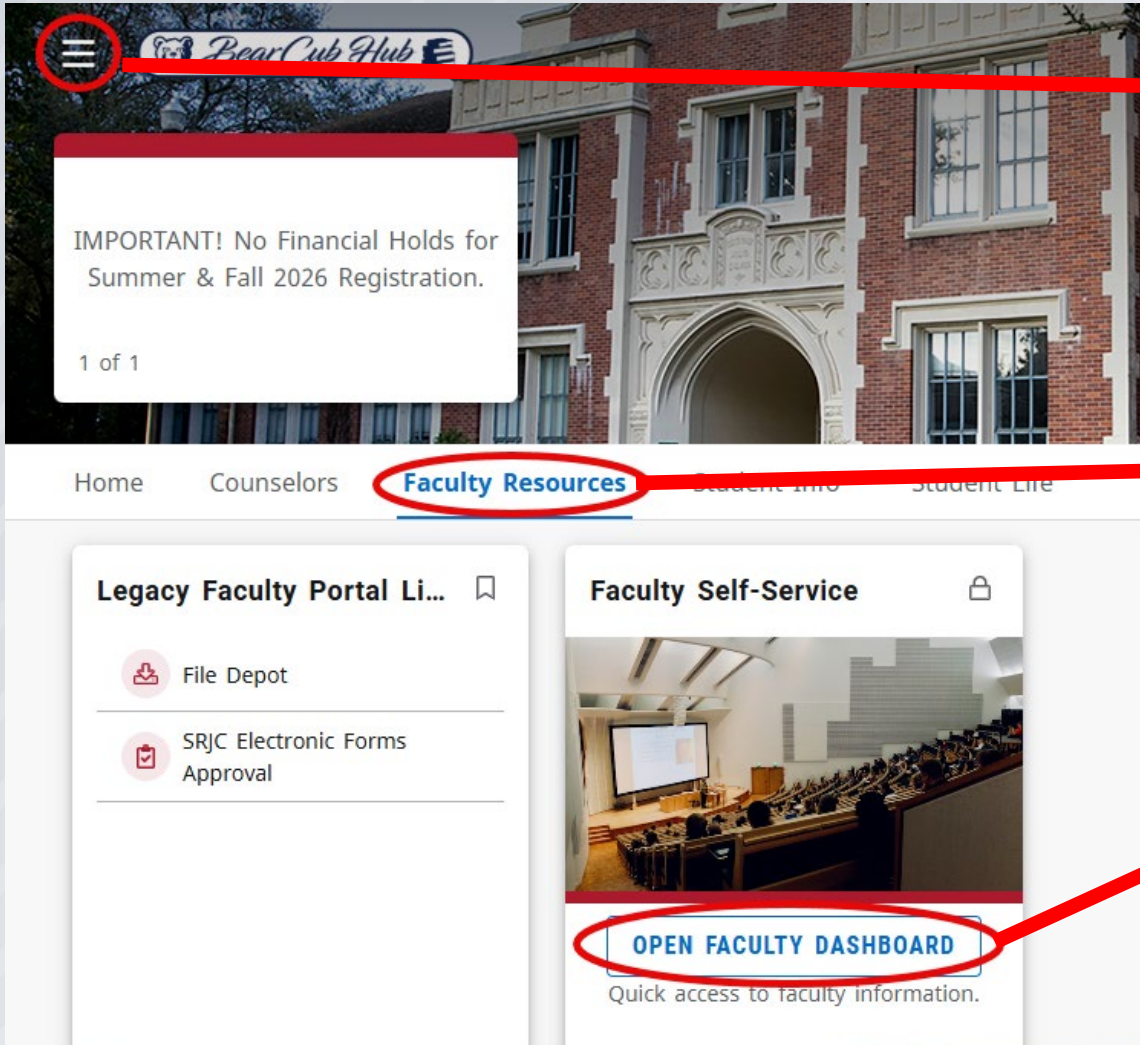
[VIEW STUDENT ACCOUNT](#)

Click here to make a payment, purchase a parking permit, set up a payment plan, and view your student account details.

My Financial Aid

- [2025 - 2026 Financial Aid Dashboard](#)
- [2026 - 2027 Financial Aid Dashboard](#)
- [BankMobile - Disbursement Gateway](#)
- [StudentForms](#)

The areas you will likely use most:



The Menu Hamburger

Click here to open a sidebar with lots of different tools, including HR's Employee Portal, Student Conduct, and B:CARE Reporting.

The Faculty Resources Tab

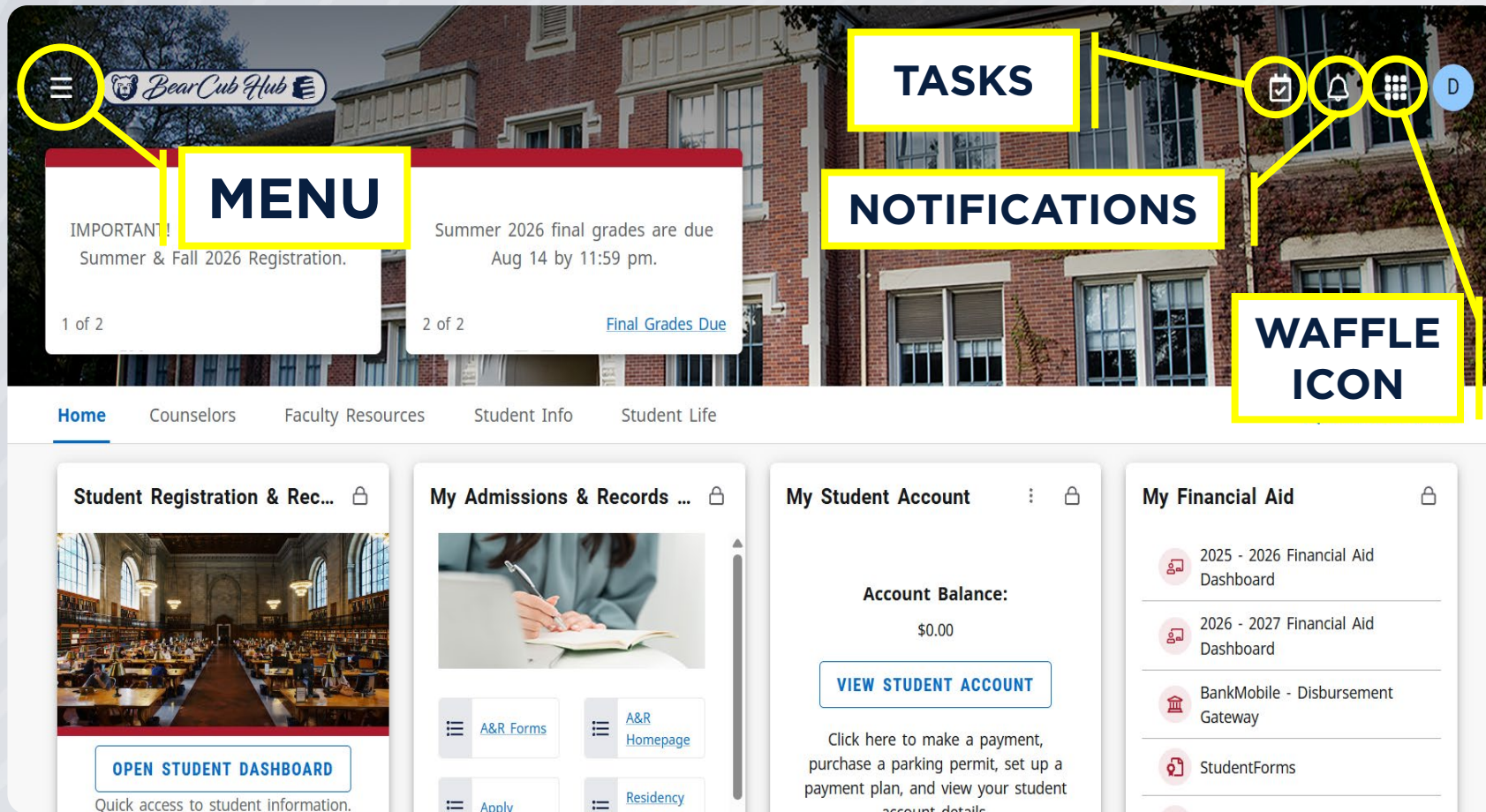
This is the quickest way to get to the Faculty Self-Service Card.

Open Faculty Dashboard

Click this link on the Faculty Self-Service Card to get to all your main course management tools.



A Tour Around the Bear Cub Hub Landing Page



1. Menu Icon
2. Waffle Icon
3. Notifications
4. Tasks

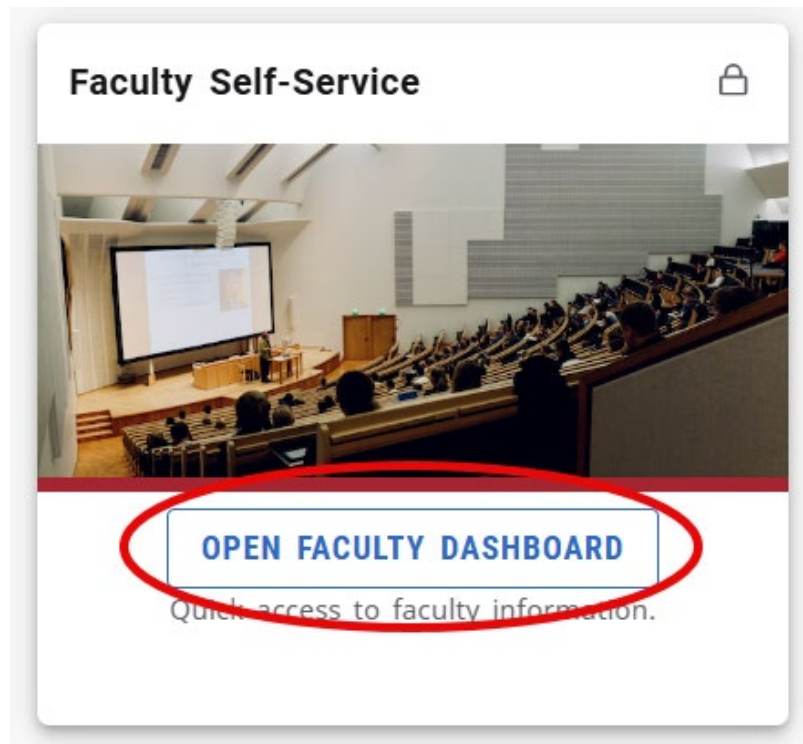
Viewing Your Schedule and Class Assignments

Accessing Class Rosters & Student Profiles

Accessing Class Lists (Rosters)



Scroll and find the
Faculty Self-Service Card



Faculty Dashboard

- Grade Entry
- Attendance Tracking
- Certify Census Rosters and Drop
- **Class List**
- Counselor Student Profile
- Faculty Feedback
- Faculty Feedback Admin
- Office Hours
- Syllabus
- Faculty Detail Schedule
- Active Course Assignments
- Course Assignment History

The "Personal Information" link will take you to your personal information, tax documents, and other important employee portal.

- Personal Information
- Employee Portal



The Class List Landing Page

1. Use the All-Terms drop-down at the top-right to filter by semester.

2. Click on the course name to see basic course information.

3. Click on the section number (or CRN) to view the specific section's details, such as the important dates, grading mode, etc.

4. To view the roster, click anywhere in the course's row. As you hover over a row, it will turn gray.

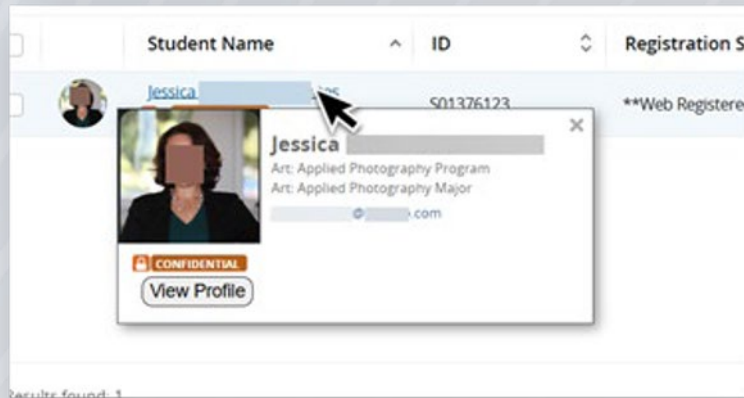
Course Name	CRN	Enrollment Count	Status	Duration	Term
THAR 11.1, 144 PERFORMANCE NON-MUSICAL	71144	0	Active	08/12/2026 - 12/18/2026	Fall 2026 (202670)
THAR 11.1, 149 PERFORMANCE NON-MUSICAL		0		12/2026 - 18/2026	Fall 2026 (202670)
THAR 11.1, 158 PERFORMANCE NON-MUSICAL	71158	0		12/2026 - 18/2026	Fall 2026 (202670)
THAR 2, 150 INTRO TO THEATRE ARTS	72150	21	Active		6 (202670)
CS 70.1, 0 PHOTOSHOP 1	9068	24	Active	06/15/2026 - 08/09/2026	Summer 2026 (202650)

Bear Cub Hub | Faculty Training Fall 26 PDA

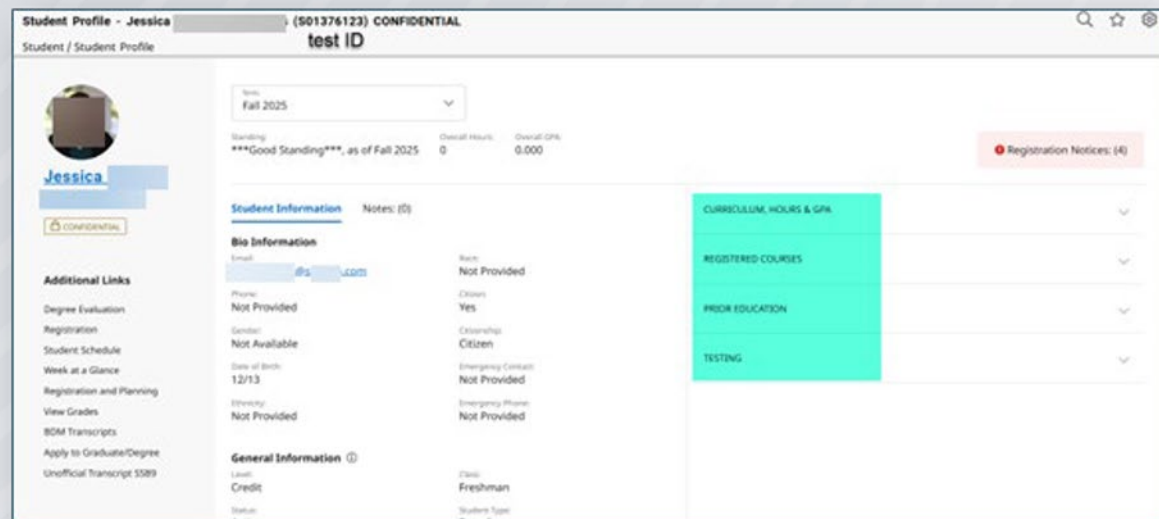


Checking Student Profiles

Hover over Name



Click on Name



- From the Class List:
 - Hovering over a name brings up a pop up that will display some student info
 - Clicking on the name will take you to a detailed student info page

Emailing Students



From the Class List Page, click on the box next to the student to select

Santa Rosa Junior College - Home

Class List

Faculty Class List / [CRN Listing](#) / Class List

Summer 2026 - 202650 EMLS 10 | 8057

Export Print

Course Information

EMLS COLLEGE COMP - EMLS 10 0

CRN:

Duration: 06/15/2026 - 08/09/2026

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	22	3
Wait List	22	3	19
Cross List	0	0	0

Class List Wait List

Summary Class List

Summary View

Search (Alt+Y)

Student Name

ID

Registration Status

Level

Credit Hours

Midterm

Final

Class

Roscoe Bear Cub

S00001918

Web Registered

Credit

4.5

No Access

[Enter Grade](#)

Sophomore

Roscoe Bear Cub

S00001918

Web Registered

Credit

4.5

No Access

[Enter Grade](#)

Freshman

Roscoe Bear Cub

S00001918

Web Registered

Credit

4.5

No Access

[Enter Grade](#)

Freshman

Roscoe Bear Cub

S00001918

Web Registered

Credit

4.5

No Access

[Enter Grade](#)

Freshman

Roscoe Bear Cub

S00001918

Web Registered

Credit

4.5

No Access

[Enter Grade](#)

Sophomore

Clicking on the box on the top row will select all students

- Clicking on the box next to the Student's name will select the student
- Clicking on the box on the top row will select all of the students



Click on the envelope icon to email

Santa Rosa Junior College - Home

Class List

Faculty Class List / [CRN Listing](#) / Class List

Summer 2026 - 202650 EMLS 10 | 8057

Export Print

Course Information

EMLS COLLEGE COMP - EMLS 10 0

CRN:

Duration: 06/15/2026 - 08/09/2026

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	22	3
Wait List	22	3	19
Class List	0	0	0

Envelope Icon

Class List Wait List

Summary View

Summary Class List

☒	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
☒	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Sophomore
☒	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Freshman
☒	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Freshman
☒	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Freshman
☒	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Sophomore

- Once students are selected, clicking the envelope icon will launch a message in your email
- Students names will appear in the BCC line of the message

Notes about emailing from the Class List page



- BCH will use whatever email client you have set to handle emails on your computer

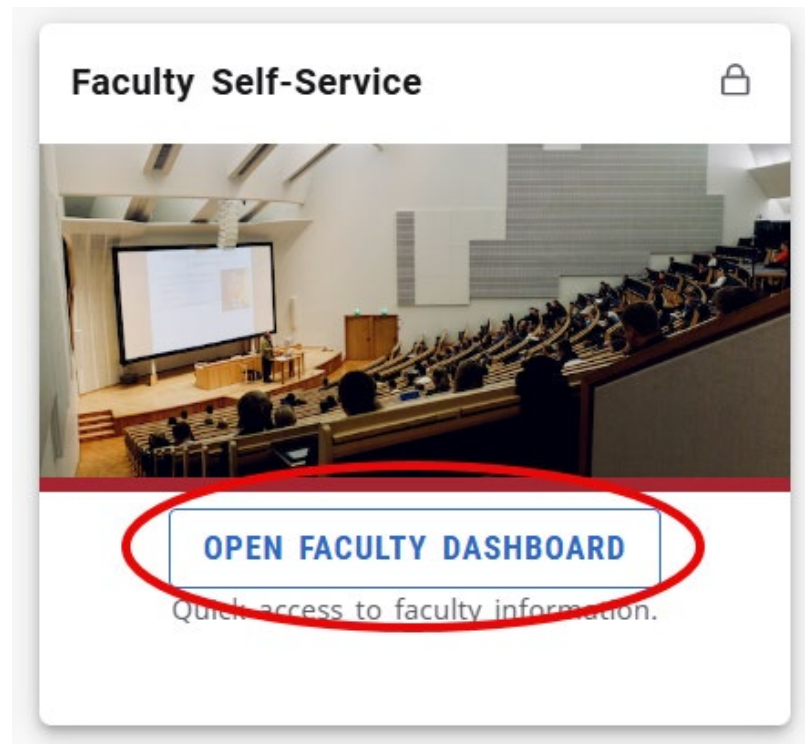
- If you have your personal email on your default email client and need help changing, contact IT
- If you want to use the web-based Outlook, contact IT to help set up your browser.

Accessing Course Details on “Faculty Detail Schedule” & Add Codes

Getting to the Faculty Dashboard



Scroll and find the
Faculty Self-Service Card



Faculty Dashboard

- Grade Entry
- Attendance Tracking
- Certify Census Rosters and Drop
- Class List
- Counselor Student Profile
- Faculty Feedback
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- Office Hours
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- Personal Information
- Employee Portal



Faculty Detail Class Schedule

 **Santa Rosa Junior College - Home**

Faculty Detail Schedule
Faculty and Advisors / Faculty Detail Schedule

Faculty Detail Schedule

Term

Summer 2026 - 202650

CRN

EMLS 10 0 EMLS COLLEGE COMP 8057 (22)

EMLS 10 0 EMLS COLLEGE COMP 8057 (22)

 Use this page to view your detailed schedule.

1. Select Term
2. Select CRN



Faculty Detail Class Schedule (cont.)

☰

Santa Rosa Junior College - Home

Faculty Detail Schedule

Faculty and Advisors / Faculty Detail Schedule

Faculty Detail Schedule

Term

CRN

Summer 2026 - 202650

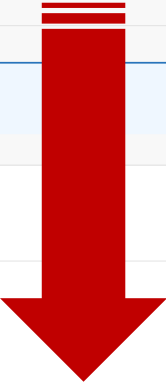
EMLS 10 0 EMLS COLLEGE COMP 8057 (22)

ⓘ

Use this page to view your detailed schedule.

Course : EMLS 10 0 College Composition for Multilingual Students 8057

Associated Term	CRN	Status	Available for registration
Summer 2026	8057	Active	04/16/2026 - 08/12/2026
College	Department	Part of Term	Credits
Santa Rosa Junior College	English for Multilingual Stude	5	4.5
Campus	Override	Instructional Method	Roster
Other Off Campus Locations	No	Exclusively Online	Classlist



Scroll down to view more info

- Faculty Detail Schedule
 - Add Codes
 - Add Syllabus and Office Hours info.



Faculty Detail Class Schedule (cont.)

Syllabus Data

Long Section Title
College Composition for Multilingual Students

Course URL

Learning Objectives
1. Read, analyze, and respond to a representative sampling of academic genres across the curriculum with consideration of context, audience, purpose, and culturally-bound references. , 2. Employ a variety of rhetorical strategies to write a comprehensive, well-developed, and coherent expository essay with a focused thesis and appropriate support. , 3. Summarize and discuss academic college-level non-fiction and fiction. , 4. Competently integrate multiple text sources for the purpose of developing a written argument, analysis, or interpretation. , 5. Locate, read, evaluate, analyze, and interpret primary and secondary sources, incorporating them into written essays using appropriate documentation. , 6. Self-edit for common second language errors such as verb usage, word forms, and sentence boundaries. , 7. Comprehend and use vocabulary from the Academic Word List.

Required Materials

Technical Requirements
[Maintain](#)

Office Hours

From Date	To Date	From Time	T
You have no office hours added yet.			

Results found: 0

[Add Office Hours](#)

- Syllabus Data Section
 - Click on the “Maintain” button to change
- Office Hourse
 - Click on the “Add Office Hours” button to change



Scroll to the bottom of Faculty Detail Schedule to view your Authorization (Add) Codes

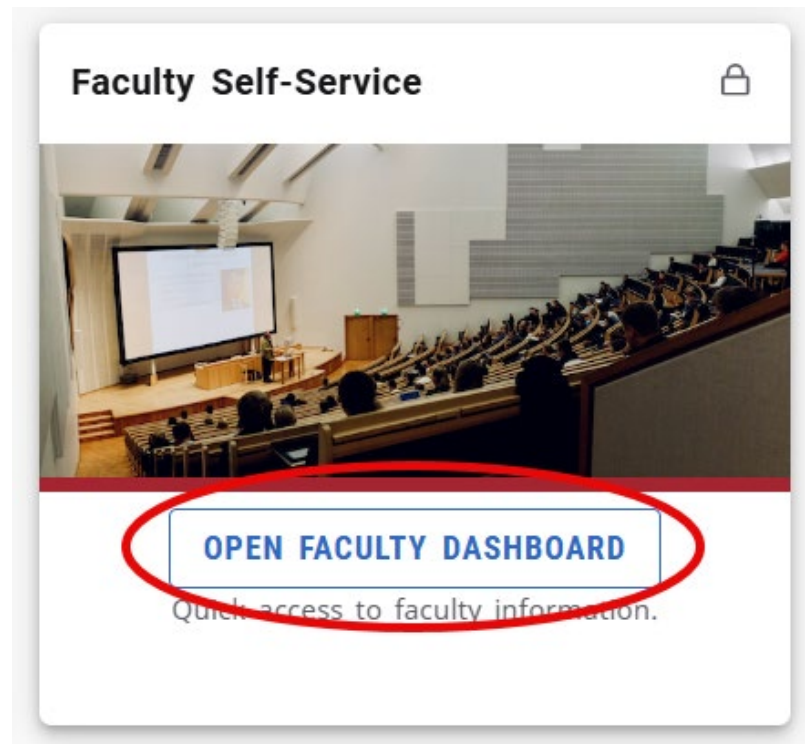
Registration Authorization Codes			
Authorization Code	Code Active	Student ID	Student Name
09PCMY	☒		
0GZEF3	☒		
195M2U	☒		
1RHHH2	☒		
25VZDJ	☒		
2HLD0H	☒		
2TUWHK	☒		
3CTO5S	☒		
3EIMP5	☒		
40FZ3R	☒		
50AWPC	☒		
5MOFRL	☒		
5MRW1A	☒		
69S9BL	☒		
6N6V4E	☒		
6Z3KXA	☒		
73LY5X	☒		

- Codes are automatically generated before semester start
- When students use the codes, their names will appear on the list

Getting to the Active Course Assignments



Scroll and find the
Faculty Self-Service Card



Faculty Dashboard

- Grade Entry
- Attendance Tracking
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- Faculty Feedback
- Faculty Feedback Admin
- Office Hours
- Syllabus
- Faculty Detail Schedule
- **Active Course Assignments**
- Course Assignment History

The "Personal Information" link will take you to your personal information, tax documents, and other important employee portal.

- Personal Information
- Employee Portal



Active Course Assignments

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Assignments

Faculty and Advisors / Assignments

Assignments

Active Assignments

Assignment History

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Course: College Composition for Multilingual Students - 8057 - EMLS 10 - 0

Associated Term	CRN	Status	Schedule Type
Summer 2026(202650)	8057	Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
Exclusively Online	Other Off Campus Locations	04/16/2026 to 08/12/2026	4.500
Syllabus	Office Hours	Roster	Detail Schedule
Maintain	Add	Class list	Display
Grade Mode	Course Level		
Letter	Credit		

- Active Course Assignments will show all courses that are currently live
- Assignments History Tab shows previous assignments

Cross Listing Courses

Cross-listing is now on Canvas



- Cross-listing course can be done by instructors in Canvas
- Cross-listing is open for a limited period:

The cross-listing dates are as follows for the 2026-27 academic year:

Fall 26: August 3rd - 21st, 2026

Spring 27: January 4th - 26th, 2027

Summer 27: May 31st - June 21st, 2027

For more information, visit the [cross-listing information](https://de.santarosa.edu/canvas-cross-listing) page on the DE website.

<https://de.santarosa.edu/canvas-cross-listing>

Managing Waitlists



Waitlist Policies and Procedures

- **Waitlist Limits:** Students may place themselves on a maximum of 10 waitlists total and 3 sections of the same course (even if they are currently registered for that course).
- **Prerequisites:** Students must meet all prerequisites to waitlist, unless currently enrolled in the prerequisite course at SRJC.
- **Tuition & Fees:** Students are not charged enrollment fees while on a waitlist. Fees are only applied once students officially register for the class.
- **Closing Window:** Waitlists only function up until 24 hours before the section/CRN starts. After this time, the waitlist becomes inactive.
- **Canvas Access:** Waitlisted students do not have access to the Canvas course. They must complete registration and pay their fees first.

Waitlists Before & After the Start of Classes



Before the Class Begins

- **Waitlist Entry:** Student adds themselves to the waitlist when a class is full.
- **Notification:** An automated email goes to the #1 student on the list as soon as a seat opens.
- **24-Hour Action:** Student has 24 hours to claim the seat.
 - *If missed:* Student is placed at the bottom of the list and must restart.
- **Next in Line:** The system moves to the next person until the class is full.
- **Deadline:** All waitlist notifications stop 24 hours prior to the class start date.

After the Class Begins

- **Post-Start Waitlist:** Once class begins, automated waitlist offers stop (faculty can still view the list).
- **Add Code Required:** Joining after the start date requires an **Add Code** from the instructor—even if seats are empty.
- **First-Day Attendance:** Waitlisted students must attend the first class (or email for online courses) to request an Add Code.
- **Instructor Discretion:** Add Codes are issued solely at the instructor's discretion.
- **Manual Removal:** Registering for one section **does not** automatically remove you from waitlists for other sections.



Navigate to Class Lists and select the course you want to view. Then click on the Waitlist tab.

Faculty Dashboard

- Grade Entry
- Attendance Tracking
- Certify Census Rosters and Drop
- **Class List**
- Counselor Student Profile
- Faculty Feedback
- Faculty Feedback Admin
- Office Hours
- Syllabus
- Faculty Detail Schedule
- Active Course Assignments
- Course Assignment History

The "Personal Information" link will take you to your personal information, tax documents, and other important employee portal.

- Personal Information
- Employee Portal

The screenshot shows the Santa Rosa Junior College Faculty Dashboard. The top navigation bar is red with the college name. The main content area is titled "Class List" and shows the "Faculty Class List / CRN Listing / Class List" path. The course information for "EMLS COLLEGE COMP - EMLS 10 0" is displayed. The "Class List" and "Wait List" tabs are visible, with the "Wait List" tab highlighted by a red circle. A blue box highlights the "Class List" and "Wait List" tabs, and a line points to the "Wait List" tab. Below the tabs, the "Summary Class List" table is shown, listing students and their registration status.

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
☐	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Sophor
☐	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Freshm
☐	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Freshm
☐	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Freshm
☐	Roscoe Bear Cub	S00001918	**Web Registered**	Credit	4.5	No Access	Enter Grade	Sophor

PART 2

After the Semester Starts

After the start of the semester – add codes, census roster certification, and grades.

Managing Authorization (Add) Codes



Managing Add Codes after the semester begins

- Reminder: Add Codes are listed in “Faculty Detail Schedule.” Select the term and course, then scroll down to the bottom to view.
- As mentioned earlier, Add Codes can be used by students after class starts
- Students that need assistance using Add Codes can contact the Welcome and Connect Center
- Add codes can be used up until the Census Roster date

Census Rosters (Certifying Rosters) & Drops

Getting to the Census Roster & Drop Page



- Certifying Rosters is now called the Census Roster
- Census Rosters must be done by a certain date

Click Drop & Census Rosters from Faculty Dashboard

- Grade Entry
- Attendance Tracking
- Drop & Census Rosters
- Class List
- Counselor Student Profile
- Faculty Feedback
- Faculty Feedback Admin
- Office Hours
- Syllabus
- Faculty Detail Schedule
- Active Course Assignments
- Course Assignment History

The "Personal Information" link will take you to a page where you can upload tax documents, and other important information to your employee portal.

- Personal Information
- Employee Portal



Drop & Census Roster Landing Page

Santa Rosa Junior College - Home

Drop Roster Status

Faculty Drop Roster / Drop Roster Status

All Terms

Current Drop Roster Summary

Sections	Subject	Title	CRN	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted	Recorded Grades	Rolled	Term
Active Classes	EMLS 10, 200	EMLS COLLEGE COMP	70200	1	Opening Day Roster	Not Available	Future	08/17/2026 - 08/17/2026	Not Submitted			Fall 2026 (202670)
				2	Census Roster	Census 1	Future	08/18/2026 - 09/15/2026				
				3	W Roster	Not Available	Future	09/16/2026 - 11/04/2026				
Types of Rosters	EMLS 10, 776	EMLS COLLEGE COMP	70776	1	Opening Day Roster	Not Available	Future	08/18/2026 - 08/18/2026	Not Submitted			Fall 2026 (202670)
				2	Census Roster	Census 1	Future	08/19/2026 - 09/15/2026				
				3	W Roster	Not Available	Future	09/16/2026 - 11/05/2026				
Submission of Status	EMLS 10, 0	EMLS COLLEGE COMP	71942	1	Opening Day Roster	Not Available	Future	08/17/2026 - 08/17/2026	Not Submitted			Fall 2026 (202670)
				2	Census Roster	Census 1	Future	08/18/2026 - 09/15/2026				
				3	W Roster	Not Available	Future	09/16/2026 - 09/16/2026				

Status of Roster

- You can focus on a term by selecting from the drop down
- Roster due dates are listed for each class
- To be safe, submit the roster the day before the final date on the listed availability

Once you've selected a class, the roster should appear



Santa Rosa Junior College - Home

Drop Roster Maintenance

Faculty Drop Roster / [Drop Roster Status](#) / Drop Roster Maintenance

Summer 2026 - 202650

▼ Course Information

EMLS COLLEGE COMP - EMLS 10 0

CRN: 8057

Rule ID: 2

Roster Type: Census Roster

Census Type: Census 1

Dates Available: 06/16/2026 - 07/07/2026

Roster Last Submitted: Not Submitted

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	25	0
Wait List	22	6	16
Cross List	0	0	0

Students Eligible to be Dropped

✉

Show/Hide Column

Search (Alt+Y)

☐		Student Name	ID	Current Registration	Action	Last Attended Date	Email
☐		[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu
☐		[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu
☐		[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu
☐		[REDACTED] CONFIDENTIAL	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu
☐		[REDACTED]	[REDACTED]	**Web Registered**	None	MM/dd/yyyy	[REDACTED]@bearcubs.santarosa.edu

Action and Last Attended Columns: Enter for each student



Santa Rosa Junior College - Home

Drop Roster Maintenance

Faculty Drop Roster / [Drop Roster Status](#) / Drop Roster Maintenance

Summer 2026 - 202650

Course Information

EMLS COLLEGE COMP - EMLS 10 0
CRN: 8057
Rule ID: 2
Roster Type: Census Roster
Census Type: Census 1
Dates Available: 06/16/2026 - 07/07/2026
Roster Last Submitted: Not Submitted

Students Eligible to be Dropped

	Student Name	ID	Current Registration	Action	Last Attended Date
☐	[Redacted Name]	[Redacted ID]	**Web Registered**	None	MM/dd/yyyy
☐	[Redacted Name]	[Redacted ID]	**Web Registered**	None	MM/dd/yyyy
☐	[Redacted Name]	[Redacted ID]	**Web Registered**	None	MM/dd/yyyy
☐	[Redacted Name] CONFIDENTIAL	[Redacted ID]	**Web Registered**	None	MM/dd/yyyy
☐	[Redacted Name]	[Redacted ID]	**Web Registered**	None	MM/dd/yyyy

Action

- None
- None
- Faculty Drop - Stopped Attend
- No Show - Never Attended
- None

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	25	0
Wait List	22	6	16
Cross List	0	0	0

- Select the drop action for each student
- For each student that is dropped, a “Last Attended Date” must be entered



After entering information for all students, scroll to the bottom of the page to submit

Results found: 22

		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	

Page 1 of 1

Submit Reset

- If the button is not selected and colored blue, then information is missing
- Selecting “Reset” will clear all data entered



After clicking “Submit” you must then view the list of students being dropped

Course Information

CERT. NURSE ASSISTANT - NRA 150A 675

CRN: 8675

Rule ID: 1

Roster Type: Opening Day Roster

Census Type: Not Available

Dates Available: 06/09/2026 - 06/09/2026

Roster Last Submitted: Not Submitted

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	25	0
Wait List	22	20	2
Cross List	0	0	0

Students Selected to be Dropped

Show/Hide Column Search (Alt+Y)

Student Name	ID	Last Attended Date	Pending Registration
 [Redacted Name]	[Redacted ID]		Faculty Drop - Stopped Attend

Results found: 1

Page 1 of 1 Per Page 25

Confirm **Cancel**

- Once reviewed, click on “Confirm” to finalize the drops



To Certify a Roster, all drops must first be completed

		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	
		Web Registered	None	MM/dd/yyyy	

ts found: 22

Page 1 of 1

Per Page 25

Submit Reset

- Navigate to your Drop Roster for the class with drops completed
- Scroll down and click “Submit” again

This time, the drop page will list no students selected to drop



Santa Rosa Junior College - Home

J

Drop Roster Confirmation

Faculty Drop Roster / [Drop Roster Status](#) / [Drop Roster Maintenance](#) / Confirmation

Summer 2026 - 202650

Print

▼ Course Information

EMLS COLLEGE COMP - EMLS 10 0

CRN: [8057](#)

Rule ID: 2

Roster Type: Census Roster

Census Type: Census 1

Dates Available: 06/16/2026 - 07/07/2026

Roster Last Submitted: 06/21/2026

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	22	3
Wait List	22	5	17
Cross List	0	0	0

Students Selected to be Dropped

Show/Hide Column

Search (Alt+Y)

Student Name	ID	Last Attended Date	Pending Registration
There are no students selected to drop.			

Scroll down and click on “Confirm”



EMES COLLEGE COMP - EMES 100

CRN: 8057
Rule ID: 2
Roster Type: Census Roster
Census Type: Census 1
Dates Available: 06/16/2026 - 07/07/2026
Roster Last Submitted: 06/21/2026

	Maximum	Actual	Remaining
Enrollment	25	22	3
Wait List	22	5	17
Cross List	0	0	0

Students Selected to be Dropped

Show/Hide Column Search (Alt+Y)

Student Name	ID	Last Attended Date	Pending Registration
There are no students selected to drop.			

Results found: 0

Page 0 of 0 Per Page 25

Confirm Cancel



After you click "Confirm," in the location where the "Confirm" button was previously located a button should now say, "Back to Maintenance." Click on this button to return to the Drop Roster Status Page.

EMIS COLLEGE COMP - EMIS 100

CRN: 8057
Rule ID: 2
Roster Type: Census Roster
Census Type: Census 1
Dates Available: 06/16/2026 - 07/07/2026
Roster Last Submitted: 06/21/2026

	Maximum	Actual	Remaining
Enrollment	25	22	3
Wait List	22	5	17
Cross List	0	0	0

Students Selected to be Dropped

Show/Hide Column Search (Alt+Y)

Student Name	ID	Last Attended Date	Pending Registration
There are no students selected to drop.			

Results found: 0

Page 0 of 0 Per Page 25

Back to Maintenance



Withdrawl Census Roster

- You will notice another roster titled “W Roster”
- This roster is for students who drop after the date; students will get a W (withdraw) if they drop the course after this date
- This census is active AFTER the Census Roster
- Use the same process for submitting Drops and Census Roster

EMLS 10,0	EMLS COLLEGE COMP	8057	1	Opening Day	Not Available	Expired	06/15/2026 -	Not Submitted 06/21/2026 Not Submitted	Summer 2026 (202650)
			2	Roster	Census 1	Expired	06/15/2026		
			3	Census Roster		Expired	06/16/2026 -		
				W Roster	Not Available	Expired	07/07/2026 07/08/2026 07/27/2026		

Submitting Grades



Waitlist Policies and Procedures

- The new system for submitting grades will look and feel different than the previous version, and certain pieces of information not required previously are now required. Some items to note about the new system and grade entry:
- **Mid-term Grades:** In Bear Cub Hub, you will see columns and tabs for Midterm grades. Midterm grades cannot be entered using the Bear Cub Hub. However, midterm grades used for the evaluation of student progress shall be issued in accordance with regulations established by the faculty and the District. Instructors shall notify students at mid-semester regarding their progress toward successful completion of the course objectives.
- **Importing Grades from Canvas:** To import grades from Canvas, use the [Canvas Grade Submission Tool](#).
- **Needing to Drop Students:** The **Last Day to Drop with a W** date on your section's **Important Dates** area is the deadline to drop students. If a student needs to be dropped after this deadline has passed, send an email to registrar@santarosa.edu.
- **Submitting Grades on Behalf of the Primary Instructor:** If you are not the primary instructor listed when the Scheduling Office created your class, then you will only be able to read rosters. If you need to enter grades for a course and are only in read-only status, contact your department chair who will then contact the Scheduling Office.

Getting to the Grade Entry Page



- **Importing Grades from Canvas:** To import grades from Canvas, use the [Canvas Grade Submission Tool](#).

Click Grade Entry

- **Grade Entry**
 - Attendance Tracking
 - Drop & Census Rosters
 - Class List
 - Counselor Student Profile
 - Faculty Feedback
 - Faculty Feedback Admin
 - Office Hours
 - Syllabus
 - Faculty Detail Schedule
 - Active Course Assignments
 - Course Assignment History

On the landing page, select the course you want to submit grades for.



My Courses							
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
IN PROGRESS	Not Started	ANSC - Animal Science	29	0	DAIRY CATTLE SCIENCE	202570 - Fall 2025	2100
COMPLETED	Not Started	SPAN - Spanish	1	0	ELEMENTARY SPANISH-1	202570 - Fall 2025	2123

Records Found: 2

Page 1 of 1 Per Page: 10

- If you do not see your class, you may not be listed as the primary instructor for the course
- Contact your chair for further assistance



If importing from Canvas, the grades should be loaded. If not, you can enter grades from the dropdown.

Enter Grades

Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comments
TestS1_Cinderella	S01585915		B		11/18/2025		
TestS2_Mickey	S01585916		A		11/18/2025		
TestS3_Dalsey	S01585917						

- Select the final grade from the dropdown
- A last attended date must be entered for all students
- Dropped students may show on the list; select the last attended date

BEFORE YOU GO

Key Takeaways

- 1 You already have everything you need to log in — your SRJC SSO credentials.
- 2 Faculty Self-Service is your home base for rosters, grades, attendance, office hours, and syllabi.
- 3 Two hard deadlines to protect: your census/roster certification window and grade submission dates.
- 4 When something feels clunky (like dropping no-shows), it's not you — use this deck or ask for help.
- 5 Live training, drop-in hours, and the Ask a Question form are there all semester.

BEFORE YOU GO

Further Assistance

CANVAS COURSE STEP-BY-STEP

This self-paced training will walk you through the basics of the Cub Hub: login, navigation, accessing rosters, sending class emails, how waitlists work, how to add/drop, census, and submitting grades. [Self-Enroll here.](#)

WALK-IN / ZOOM DROP-IN HOURS

Bring us your questions in-person or on Zoom. Monday-Friday (8/10-21), 10-11 am and 3-4 pm — no Drop-Ins on PDA Day (8/14).

Location: In-Person - CETL, 3rd Floor of Doyle Library or via [Zoom by Appointment.](#)

PDA DAY

We will have a session on this information for Session 1 of PDA Day. We will also have a hands-on session for Session 3. You can view more info on the [PDA Day Event Schedule](#)

BEFORE YOU GO

Further Assistance (cont.)

SUBMIT A QUESTION

Feel free to submit your question via the [Ask a Question form](#) and a DE support member will contact you in a timely manner.

USE THE BOT

Try out the [SRJC Faculty Banner Q&A bot](#).

BROWSE THE FAQ

Use the [Faculty FAQ](#) for the BCH for how to do common tasks

Thank You!

Your support and patience are greatly appreciated as we navigate this transition together!