



Introduction to Faculty Self-Service

Faculty Guide

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How To Access Faculty Self-Service

To access Colleague Faculty Self-Service, visit [Inside Delta for Employees](#), and click on the Tools drop down in the top right corner, then select [Self-Service - Faculty](#). You may also bookmark the link: <https://ss.delta.edu/Student/Student/Faculty>.

Faculty Overview

After signing in, review the list of your sections and select one to view more details.

FALL 2022			
Section	Times	Locations	Availability ⓘ
AUTO-101-FA229: AUTO ENG REPAIR I	TBD	TBD	12 / 12 / 0
MTH-118W-FA215: MATH EXPLOR	T/Th 1:00 PM - 3:00 PM 8/27/2022 - 12/18/2022	To Be Announced, TBA -	24 / 28 / 0
PSY-211W-FA110: INTRO PSYCHOLOGY	M/W 8:00 AM - 9:55 AM 8/29/2022 - 12/14/2022	To Be Announced, TBA -	17 / 25 / 0
MTH-161-FA820: ANAL GEOM & CALC I	TBD 8/29/2022 - 12/16/2022	Online, ONLN -	9 / 28 / 0
LWT-165-FA900: HRTSVR FIRSTAID CPR	TBD 9/1/2022 - 9/2/2022	Online, ONLN -	16 / 16 / 0
AUTO-101-FA514: AUTO ENG REPAIR I	TBD	TBD	11 / 12 / 0
SPRING 2022			
Section	Times	Locations	Availability ⓘ
ASL-111-S5310: AM SIGN LANGUAGE I	M/W 5:00 PM - 6:30 PM 5/9/2022 - 8/17/2022	J-Wing - Main Campus, J140 -	8 / 16 / 0
COM-114W-SS800: INTERPRSNL COMMUNCTN	TBD 5/9/2022 - 8/18/2022	Online, ONLN -	16 / 20 / 0
MTH-208W-SS815: ELEM STATISTICS	M/W 1:30 PM - 2:55 PM 5/9/2022 - 8/18/2022	Online, ONLN -	21 / 25 / 0

Within Section Details you can choose from the following informational and interactive tabs:

- Roster
- Attendance
- Grading
- Permissions
- Waitlist



Roster

Click on the Roster tab to view all active students. You can also use the Print, Email All, or Export options in the upper-right corner for convenience.

[Daily Work](#) > [Faculty](#) > [Faculty Overview](#)

Section Details
[Back to Courses](#)

ORI-001-FA800: ORIENTATION
FALL 2026
Online - Scheduled Times
M/W 8:00 AM - 10:00 AM
8/29/2026 - 12/20/2026
To Be Announced, TBA -
Seats Available ⓘ 96 / 100 / 0

Deadline Dates
Last Date to Add to Section (only with Instructor Permission) 9/6/2026
Last Date for Student Drop with Refund (no grade on transcript) & Last Date for Never Attended Drop forms
Last Date for Student Withdrawal (W grade on transcript) 11/27/2026

Roster Attendance Grading Permissions Waitlist

[Print](#) [Email All](#) [Export](#)

Student Name	Student ID	Class Level	Preferred Email
 Myiah One Jc90r0lrs Privacy Flag: All Records	██████████	Freshman	deltatestone@delta.edu
 Jane Student HcHmHs	██████████	Freshman	joestudent@delta.edu
 Deltatest Three	██████████	Freshman	deltatestthree@delta.edu
 Deltatest Two They/Thers/Their	██████████	Freshman	deltatesttwo@delta.edu

Add, Drop, and Student Withdrawal Deadlines

Deadline Dates (on the right-hand side) will provide more details and section specific dates.

ORI-001-FA800: ORIENTATION
FALL 2026
Online - Scheduled Times
M/W 8:00 AM - 10:00 AM
8/29/2026 - 12/20/2026
To Be Announced, TBA -
Seats Available ⓘ 96 / 100 / 0

Deadline Dates
Last Date to Add to Section (only with Instructor Permission) 9/6/2026
Last Date for Student Drop with Refund (no grade on transcript) & Last Date for Never Attended Drop forms
Last Date for Student Withdrawal (W grade on transcript) 11/27/2026

Last Date to Add to Section (only with instructor permission): is the last date a student can register for the section with instructor permission. This includes re-registering after a non-payment drop. This must be processed by the Registrar's Office.

Last Date for Student Drop with Refund (no grade on transcript) & Last Date for Never Attended Drop forms: is the last date of the non-attendance reporting period. This is the last day of the refund period for the section. A W will not be assigned to the student transcript. Faculty may not drop a student after this date.

Last Date for Student Withdrawal (W grade on transcript): the 80% mark of the course after which students cannot withdraw. All withdrawals between the end of refund and last date to withdraw will be assigned a W on the transcript.



Attendance

Faculty Self-Service is Delta College's approved system of record for attendance tracking. Attendance is required to be logged weekly.

In-Person, Blended*, & Online – Scheduled Times sections

Class meeting dates are determined by the official schedule loaded in Colleague for all In-Person, Blended, and Online – Scheduled Times sections. It will not show future dates.

*Blended sections, when meeting asynchronously, record as an online class. You may need to contact registration@delta.edu to ensure this setting is in place.

Click on the Attendance tab to input or view student attendance for each scheduled class meeting.

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PSY-211W-SS700: INTRO PSYCHOLOGY

SPRING 2022
Delta Main Campus

M/W 11:00 AM - 12:55 PM
5/9/2022 - 8/18/2022
S-Wing - Main Campus, S035 -

Seats Available ⓘ 21 / 25 / 0

[Deadline Dates](#)

Waitlisted 0

Roster **Attendance** Grading Permissions Waitlist

Update All ▼ Select Date 8/17/2022 (Wednesday) ▼ Export ▼

Student	11:00 AM	Last Attendance Recorded	P	A	E	L
 Myiah Monster [REDACTED] 	Select Attendance ▼ 		0	0	0	0
 Joe D. Student, Jr. [REDACTED] 	Select Attendance ▼ 		0	0	0	0
 Mark Three [REDACTED] 	Select Attendance ▼ 		0	0	0	0
 Abbie Two [REDACTED] 	Select Attendance ▼ 		0	0	0	0

Online – No Meeting Times sections

If you are teaching an online course with no meeting times scheduled, there will be no dates listed automatically. You will select a date each week to assign attendance. The attendance roster will appear



the day following the official start date of the course.

Attendance Options: Present, Absent (no excuse), Absent (excused), and Late. Use these in accordance with your course attendance policy.

Comments may be added to provide more detail for each student. Comments should be used for any excused absences.

Update All: The Update All drop-down menu can be used to update empty attendance records in bulk, or you can enter or modify attendance for individual students:

- Update Empty Records to Present, or
- Update Empty Records to Absent, or
- You can enter or modify each student individually

Note: Once an attendance selection is made, the system automatically updates – there is no Save button.



Do not log attendance for students who have withdrawn, even though they remain on the list.

If using the Update All option, be sure to modify the dropped student's record back to "Select Attendance."

Roster Attendance Grading Permissions Waitlist

Update All

Student	9:00 AM	Last Attendance Recorded	P	A	E	L	
Myiah Monster 	Present		8/17/2022	6	0	1	0
Joe D. Student, Jr. (Dropped 7/1/2022) 	Select Attendance		6/29/2022	3	3	0	0
Mark Three 	Absent, excused		8/17/2022	5	1	1	0
Abbie Two 	Absent, no excuse		8/17/2022	5	2	0	0

What is considered attendance in class

Academic attendance and attendance at an academically related activity must include academic engagement, which includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academic engagement is active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students
- Submitting an academic assignment
- Taking an assessment or an exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution
- Interacting with an instructor about academic matters

What is not considered attendance in class

Attendance is not:

- Logging into an online class or tutorial without any further participation
- Participating in academic counseling or advisement



Finding Last Date of Attendance in D2L

Faculty may need to verify when a student was last active in the course. If this date is after the start of the term, faculty will then also need to check whether the student received any grades or participated in any activity that meets the definition of attendance above.

- In D2L, open the course and select Classlist from the course navigation bar.
- Select the Enrollment Statistics button at the top of the page.
- The Enrollment Statistics page will open, and a list of the students who have withdrawn from your course will appear on its lower half.
- Find the student in the Withdrawals list. On the far-right column, the last date the student accessed the course will be displayed.
- If this column is blank, the student never accessed your course site at all, so the student was not actively participating.
- If this column has a date that is before the term started, the student was not actively participating.
- Click the Done button on the top-right side of the page when you have finished checking access dates.
- **Note:** Last Date of Attendance is input under the Grading>Final Grade tab in Faculty Self-Service.

Student Attendance Questions

Students will be able to see attendance data in Self-Service but not dates.

If specific dates are in question, faculty can easily pull a log to be able to share details with a particular student using the Export button in the Attendance tab.

PSY-211W-SU830: INTRO PSYCHOLOGY

SPRING 2023

Online - Scheduled Times

M/W 10:00 AM - 11:55 AM

6/28/2023 - 8/17/2023

Online, ONLN -

Seats Available 23 / 25 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Grading Permissions Waitlist

	A	B	C	D	E	F
1	PSY-211W-SU830: INTRO PSYCHOLOGY					
2	SPRING 2023					
3	CSV Generated: 07/11/2023 1:12 PM					
4						
5	Student ID	Student Name	7/10/2023 (10:00 AM)	7/5/2023 (10:00 AM)	6/28/2023 (10:00 AM)	
6		Deltatest Three	E	L	P	
7		Deltatest Two	A	P	P	
8						
9						

Update All

Select Date 7/10/2023 (Monday)

Export

Download CSV

Student	10:00 AM	Last Attendance Recorded	P	A	E	L
Deltatest Three	Absent, excused	7/10/2023	1	0	1	1
Deltatest Two	Absent, no excuse	7/10/2023	2	1	0	0



Grading

Midterm Grades

The Registrar's Office will request mid-term grades for courses that run for 7-weeks or longer. Reminders will be sent 5 days prior to their due date; all requested mid-term grades will be due on Tuesdays.

Official Dates: An Important Semester Dates file is available online each term with the official dates, including when Midterm grades are due: <https://students.delta.edu/records-registration/documents/important-semester-dates.pdf>

Entering Midterm Grades

Mid-term grades can only be entered via Faculty Self-Service, in the Grading tab, then the Midterm tab.

Click the "Midterm Grading Complete" button once finished.

Note: Once marked complete, grades can no longer be edited.

Student Name	Student ID	Never Attended	Midterm Grade	Class Level	Credits
Deltatest Two	1309885	☐	Select Grade	Freshman	0

Entering Final Grades

Click on the Grading tab and select the Final Grades tab to enter and view Final Grades.

- When completing your grading process, please remember to enter the Last Date of Attendance for students who received a W or F grade in your class. Use MM/DD/YYYY format.
- If a student is showing a status of "Dropped" and no grade is assigned that means the student dropped within the refund period and no grade should be assigned.
- Once a selection is made, the system automatically updates. There is no Save button.

Grades for courses ending prior to Friday at 11:59pm are to be submitted to the Registrar's Office no later than the following Tuesday. Grades for courses ending on Saturday or Sunday will be due no later than the second Tuesday after the course ends. All courses ending the last week of the term will have until 2pm the following Tuesday to report grades to the Registrar's Office.

Official Dates: An Important Semester Dates file is available online each term with the official dates, including when final grades are due: <https://students.delta.edu/records-registration/documents/important-semester-dates.pdf>



Incompletes

Incomplete (I) grades will require a Last Date of Attendance and an Expiration Date. The Expiration Date field is only required when entering an “I” (Incomplete) grade. Use MM/DD/YYYY format. An [Incomplete Grade Form](#) is also still required.

Incomplete Grade Deadlines:

- For Fall courses, incomplete grades must be converted by April 1st of the following year.
- For Winter and Spring/Summer courses, incomplete grade must be converted by December 1st of current year.
- Extensions due to extenuating circumstances must be approved by the Registrar.

Once the student completes their coursework and you have a final grade to assign, you must submit an [Incomplete Grade form as a Conversion](#) to update the student’s grade.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Myiah Monster	[REDACTED]	☐	M/d/yyyy	Select C	M/d/yyyy	Freshman	3

Note: It is highly recommended to review the Final Grades Overview screen in Faculty Self-Service to ensure all grades are entered, regardless of submission method.

Entering Last Date of Attendance

Enter a Last Date of Attendance for a student who has received an F grade or withdrawn on the [Final Grading tab](#) in the [Grading section](#), not the Attendance section. Use MM/DD/YYYY format.

Never Attended

You can mark a student as Never Attended by using the available check box; however, **this does not drop the student from the course.**

Checking the “Never Attended” box reports that a student has not attended for Financial Aid and enrollment verification purposes, but it does not drop a student from your course roster.

Important: Submitting an [Instructor Initiated Never Attended Form](#) is required to drop a non-attending student during the nonattendance reporting period.



Roster
Attendance
Grading
Permissions
Waitlist

Overview

Final Grade

Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Myiah Monster	[REDACTED]	☐	M/d/yyyy	Select C ▾	M/d/yyyy	Freshman	3
Joe D. Student, Jr. (Dropped 7/1/2022)	[REDACTED]	☐	M/d/yyyy	W	M/d/yyyy	Freshman	3
Mark Three	[REDACTED]	☐	M/d/yyyy	Select C ▾	M/d/yyyy	Freshman	3
Abbie Two	[REDACTED]	☐	M/d/yyyy	Select C ▾	M/d/yyyy	Freshman	3

Faculty Permissions

Select the Permissions tab to access and enter any of the following options:

1. Requisite Waiver: Waiving prerequisite requirements for a specific student to enter a section.
2. Faculty Consent: Granting permission for a specific student to enter a section that requires faculty consent as indicated in Colleague.
3. Student Petition: This is currently a Counseling/Advising function at Delta College, intended for authorizing a student to register for specific classes while on Academic Caution or Probation.

Roster	Attendance	Grading	Permissions	Waitlist
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Faculty Permissions

User Options

Choose one of the categories below :

Requisite Waiver
Waive prerequisites so that a student can register for the course.

Faculty Consent
Review and manage faculty consent.

Student Petition
Review and manage student petitions.

Requisite Waiver

You are able to review all required and recommended prerequisites and corequisites listed on this screen before granting permission to a student.



To waive prerequisite or corequisite requirements for a specific student to enter a section (search by Student Name or ID in the search box at the top right). You can only waive all requirements from this screen, not partial requirements.

Note: If you would like to waive a specific course requirement but not all, you will need to contact your Division Support Staff for assistance to enter directly into Colleague (or the Registrar's Office for additional support). Associate Dean approval to waive prerequisites may be required.

MTH-208W-SS815: ELEM STATISTICS

SPRING 2022
Online - Scheduled Times

M/W 1:30 PM - 2:55 PM
5/9/2022 - 8/18/2022
Online, ONLN -

Seats Available 21 / 25 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Requisite Waivers

Student Waiver Information

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
High school GPA of 3.0 or higher within the last ten years OR completion of Guided Self-Placement (GSP) process.	Required	Previous

Corequisite Information

No corequisites

Once the student is located, click on the student name and complete the informational box that appears below. Select the status "Approve", enter a comment, and click Save.

Add Student Waiver

MTH-208W-SS815: ELEM STATISTICS SPRING 2022

Student **Deltatest Five**
Student 1309888
deltatestfive@delta.edu

☒ Approve ☐ Deny

Comments

Cancel Save



Roster Attendance Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Requisite Waivers

Student Waiver Information Student Name or ID

Student Name	Student ID	Authorized By	Updated On	Explanation
Deltatest Five	1309888	Katzer, K	8/21/2022 8:45:37 AM	Student has complete ... more

Prerequisite Information

Course	Enforcement	Timing
High school GPA of 3.0 or higher within the last ten years OR completion of Guided Self-Placement (GSP) process.	Required	Previous

Faculty Consent

Back on the Faculty Permissions screen, click on Faculty Consent to grant permission for a specific student to enter a section that requires Faculty consent as indicated in the section setup information.

Roster Attendance Grading **Permissions** Waitlist

Faculty Permissions User Options

Choose one of the categories below :

Requisite Waiver
Waive prerequisites so that a student can register for the course.

Student Petition
Review and manage student petitions.

Faculty Consent
Review and manage faculty consent.

Select a specific student (search by Student Name or ID in the search box at the top right).

Roster Attendance Census Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Faculty Consent

Faculty Consent Status Student Name or ID

No existing faculty consents

Once the student is located, click on the student name and complete the informational box that appears below. Select the status "Approved", enter a comment, and click Save.



Add Faculty Consent

NUR-101ALW-FA551: NSG FUNDAMENTAL L		FALL 2021
Student	Joe D. Student, Jr. Student 1187409 joestudent@delta.edu	
Status	Select a status...	
Additional Comments	Additional Comments	
Cancel		Save

Waitlist

Click on the Waitlist tab to view active waitlisted students and the date they were added to the waitlist.

This screen is informational for instructors only. **Waitlist positions should never be shared with a student.**

The standard waitlist permission-granting process is run daily (with a few exceptions) in the Registrar's Office to allow waitlisted student's permission to enroll when seats become available.

Waitlisted 1

Roster

Attendance

Grading

Permissions

Waitlist

Email All

Active Waitlist

Student Name

Student ID

Date Added

Waitlist Status

Status Date

Class Level

Preferred Email

Deltatest Five

1309888

8/21/2022 9:07:00 AM

Active

8/21/2022

Freshman

deltatestfive@delta.edu