

News You Can Use

Welcome to the Spring 2024 semester. Please use this FAQ sheet to help you assist students with registering in your classes, posting your grades, and any other faculty related essential admissions and records information you may need this term.

What is the “Classes” tile used for? To access your roster, login to InSite, click on the red “Classes” tile. From the drop-down menu, click “Multi-Purpose Roster” then select a course section. On the “Section Details” page there is a link for: [Deadline Dates](#), [Waitlisted Students](#), and [Dropped Students](#). On the same page there are tabs for each key function: Roster, Grading and Permissions.

- **What is the Roster Tab?** This tab provides a list of students registered for your class, their Student ID, major, and email address. You may email your entire class, print, or export the roster to Excel from this tab.
- **What is the Grading Tab?** You may drop students and post final grades in this tab. When dropping students, you can select “Never Attended” or enter the “Last Date of Attendance”. Once it is time to enter your final grades, you will enter them on this screen by using the drop-down arrow to select the grade for each student enrolled in your course. If you are assigning an Incomplete, you will also enter the expiration date.
- **What is the Permissions Tab?** Here you will authorize students for late registration into your class through Add Authorization. This replaced the Late Add Code process. See instructions below.



How do I grant students Late Add Authorization? Log in to InSite and click on the Classes tile to access your rosters. Click on the Permissions tab. Click on the box Add Authorization; enter the Student’s ID number in the search text box or search by student last name, first name. Once results are displayed, click on the student’s name you would like to grant authorization to add. A pop-up box confirming your selection will appear to ask, “Do you want to grant an Add Authorization for <student name>?” Click “Ok” to confirm your selection. Next, you will see the student’s name, ID number, Status Date, and Status in the Student Add Authorization box (the authorization codes are not shown after they have been assigned to a student). The status column will indicate when the student has registered.



How are students notified I approved late add authorization? An email is sent to the student letting them know that instructor permission has been granted and the specific start date (active date) and last date to add for your section is provided.

Add Authorization Notice for ENGTC-166-8019

You have been authorized by your instructor for late registration for ENGTC-166-8019. You can register from 08/22/2023 until 09/04/2023 at <https://vsb.4cd.edu/criteria.jsp?src=login>. (For instructions and information about late registration, visit www.4cd.edu/latereg).

The course will also show a message on the student’s educational plan through InSite of “Authorized for Add” beneath the section information.

When do add authorization expire? Assigned add authorizations must be used by students to complete registration within the first two weeks of the term as they **expire** at 11:59 p.m. on the last day to add.

Can faculty revoke add authorizations? Faculty may also revoke the Late Add Authorization on the same screen. Once revoked, the add authorization is unable to be used.

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
[Redacted]	[Redacted]	[Redacted]	12/19/2018 9:08:50 AM	Revoke



What if I have a student that missed the deadline to use add authorization? If you find there is a student attending your course, but they did not register using the assigned add authorization by the last date to add, you may complete an electronic Late Add Petition using the “LMC Faculty Forms” tile on InSite. This form requires your faculty attestation that the student has been in attendance **prior** to census. Once signed by you, the form will route to the student for their signature.



The form will be routed to the Director of Admissions & Records for approval and will require the Instructional Dean’s approval for any form submitted after **the 5th business day** from the course census date. Once all signatures have been collected, the Admissions & Records team will process the enrollment manually. This process is irreversible and for full-term courses this extended date is February 12, 2024.

Will I receive an opening roster? At midnight, the night before your class begins, InSite will send you an email with your course roster. If you do not receive this roster, you can obtain your rosters and waitlists through InSite using the “Classes” tile.

Do I need to submit a census roster? The state requires faculty to drop students who were no-shows, therefore the return of the census roster is mandatory. On the census date, the district takes a snapshot of all the students registered in classes. The state funds the district based on a formula (FTES). For Spring 2024, weekly census courses, the census date is February 5, 2024. For short-term classes, the census date is the 20% point of the class and will show on your InSite roster.

How do I submit my census rosters? An email will be sent to you when your census roster is ready to be completed. The link to access your roster is located in the red “LMC Faculty Forms” tile in InSite but will also be sent to you in the email memo.

When is my census roster due? Census rosters are due one week after census. A&R will contact you and your dean if you do not return your census roster on time.

What if I do not have any students to drop as of census? You must return your electronic signed census roster even if you are not dropping any students.

My class is positive attendance. Do I need to submit a census roster? A&R will only distribute census rosters for weekly and daily census classes. Positive attendance classes will not receive census rosters; however, faculty still need to drop their no-show students.

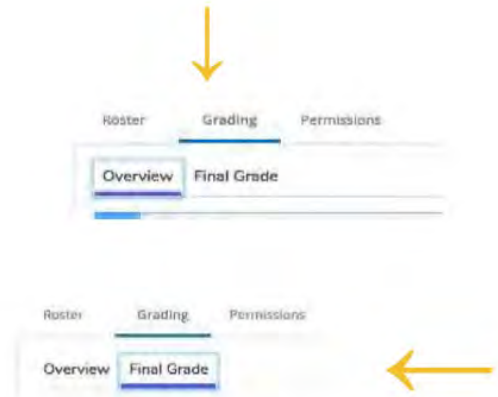
How do I drop no show students if I am teaching a positive attendance course? Drops for no shows on positive attendance classes may be processed using the red “Classes” tile on InSite. If you need help accessing a roster to drop your no shows, please let us know.

What is the difference between daily census, weekly census, and positive attendance? The method of attendance accounting of individual courses varies according to the class meeting schedule. It is important to understand the type of class you are teaching.

<u>Weekly Census</u>	Semester length classes with regularly scheduled hours (most full-term classes fall under weekly census).
<u>Daily Census</u>	Short-term classes with regularly scheduled class meetings
<u>Positive Attendance</u>	Classes with lab hours, irregularly scheduled class meeting days, or classes that meet less than 5 days

Can I allow a student to remain in the class if they did not register? LMC does not allow course audits. If students are attending your class and do not appear on your class roster, they are **NOT** permitted to stay in class.

What is the difference in drops - withdrawals - no shows? Instructors **must** drop students who never show up per Title 5. Using the red “Classes” tile on InSite drop students who never attend. The drop will be automatically processed within 2 hours.



Students in attendance through census may also be dropped with W up through the 75% point of the course (see deadline dates). If you do not drop a student and they do not drop themselves, you will need to give the student a grade at the end of the course. Drops are not permitted during final grading.

What if I drop a student in error or a student requests to be reinstated? If you drop a student who later returns, you may reinstate the student at your discretion if you feel it is appropriate. Instructor reinstate forms are available electronically in the red “LMC Faculty Forms” tile through InSite.



What grade types does LMC offer?

1.	Pass/No Pass (P/NP/SP)	Solely for a pass or no-pass grade (SP-noncredit only)
2.	Letter Grade (LR)	Solely for a letter grade (A - F)
3.	Student Choice (SC)	Student may choose to take the course for either pass/no pass or letter grade

How do I know which grade type is associated with my class? Courses offered as pass/no pass (P/NP) only or those that allow the student choice (SC) are identified in the course description section of the College Catalog and Schedule of Classes.

How do students submit a petition for P/NP on SC courses? Students must submit a petition to choose the P/NP option electronically through the InSite LMC Student Forms tile.

When is the deadline for students to elect P/NP?
For full-term courses: The Friday prior to the last day of the course.
For short-term courses: The second to last day of the course.

How do I submit the P/NP grade? You will assign letter grades (A - F) on InSite and the system will make the conversion to P/NP as appropriate. An A, B, or C is equivalent to a pass (P) grade, and a D or F is equivalent to a no pass (NP) grade.

When are the final grades due? Submit final grades through the InSite red “Classes” tile within **three business days** from the end of the term. For short-term classes, this would be **three business days** from the last day of your class.

Can I drop students during final grading? Students may **not** be dropped while you are entering final grades. After the last day to drop with a “W”, **all students on the final grade roster must receive a letter grade of A, B, C, D, F or P/NP/SP.**

What do I do if my course is listed as Positive Attendance? You must collect the actual hours of attendance for each student and submit your positive attendance hours through the InSite “Classes” tile at the end of your class. You will need to submit either a printed or PDF electronic version of each screen; sign and date and submit these forms to A&R by the grade submission deadline (**three business days**). Electronic signatures are accepted.

When is it acceptable to submit Incomplete Grades? An 'I' (Incomplete) may be given in lieu of a grade if there are incomplete assignments, projects or tests, as a result of an unforeseen emergency beyond the control of the student toward the end of a semester.

What do I enter as the expiration date of the Incomplete Grade? Students have up to one year to complete the coursework in order to receive a grade. Instructors must enter the incomplete expiration date in the red “Classes” tile through InSite.

How do I submit an Incomplete Grade Contract? Once the incomplete grade is posted, you will receive a reminder email to submit the Incomplete Grade Contract through the red “LMC Faculty Forms” tile.



What information do I need to include in the Incomplete Grade Contract? You must provide an explanation as to what unforeseen emergency occurred warranting the incomplete and list the work to be completed. The student also needs to sign the form electronically. If the student is not available you must attach an email from the student requesting the incomplete. **Under no circumstances can you assign an incomplete grade without communication from the student.** Once the form is

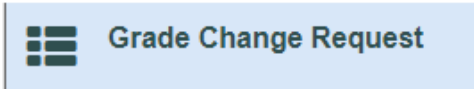
completed the routing will be directed automatically to obtain your dean’s signature.

Once the student completes the assigned coursework, how do I change their grade? You will complete a Grade Change Request form using the red “LMC Faculty Forms” tile in InSite and indicate “completed work per incomplete grade contract” as your reason for grade change.

What if the student does not complete the assigned coursework? If the student does nothing to complete the course within the year timeframe (or timeframe expiration date you designate at grading), the grade you have assigned at the completion of the course (IB, IC, ID, IF, INP) will automatically convert on the student’s record (B, C, D, F, NP).

How do I request a Grade Change? If you find you made a mistake while entering your final grades, you will need to submit a Grade Change Request Form. From the red “LMC Faculty Forms” tile through InSite, click on Grade Change Request. The instructor will complete the form and submit the electronic form to their dean for signature. The Dean returns the form electronically to the Director of A&R for signature and to A&R staff for processing.

The legal language regarding grade changes is as follows:



“The grade given to each student shall be the grade determined by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final” (Ed. Code § 76224).

You must indicate the actual reason for the grade change rather than just indicate instructor error. Please indicate if you made a clerical or calculation error, missed grading an assignment, or whatever the actual reason the grade change is being generated. Grades may not be changed to accept missing or late assignments.

What is FERPA – Family Educational Rights and Privacy Act?

Contra Costa Community College District complies with the [FERPA](#) regulations which require us to ask for written consent before disclosing a student's personally identifiable information. It also allows us to take key steps to maintain campus safety. FERPA guidelines allow a school official to disclose (without student consent) education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals.

NOTE: If you have high school students in your classes, you may not provide any information to parents about their students without written permission by the student.

Who can help me if I have additional questions?

Admissions & Records has helpful video tutorials and text instructions on our website here: [Faculty Resources](#).

You may also contact our office via phone (925) 473-7500 or email us at admissions@losmedanos.edu

Please feel free to reach out to our team if you have additional questions.

Have a splendid spring semester!

