

LOS MEDANOS
COLLEGE
Admissions and Records

DATE: May 22, 2018
TO: All Faculty Teaching Spring 2018 Courses
FROM: Gilbert Rocha, Interim Registrar

Grades and positive attendance hours for the Spring 2018 semester are due no later than **Thursday, May 31, 2018**. You may access your grade roster at [InSite Portal](#) (aka WebAdvisor). It is critical that all grades and positive attendance hours are submitted on or before the due date. Your attention to this deadline is greatly appreciated not only by the Admissions and Records staff but most of all by our students.

REMINDERS:

- ✓ If you have positive attendance hours to report, select "Positive Attendance Roster" and input actual hours of attendance for each student. After submitting the hours, print the roster, then sign and date, drop off at the Admissions and Records Office (SS3 301) by **Thursday, May 31, 2018**.
- ✓ If you are assigning an incomplete grade, please enter the incomplete default grade (for example, IB, IC, ID, IF or IN) and the expiration date for completing the incomplete. You will receive an error message if you only enter an "I" or fail to enter an expiration date. The student may not re-enroll in the course or sit in the course to complete the incomplete. Any incomplete assignment must be accompanied by an Incomplete Grade Contract signed by the instructor, student or print and attach an email from the student requesting an incomplete, and your Dean. The incomplete documentation is necessary for audit purposes. Please submit the form to the Admissions and Records Office (SS3 301) by **Thursday, May 31, 2018**.
- ✓ All students remaining on your roster must receive a final grade.
- ✓ Once grades have been submitted, changes cannot be made online. If a grade change is required, you must go to the Admissions and Records Office and request a Grade Change Form; this form will then need to be submitted to your Dean for signature.
- ✓ If you have questions or issues, please call (925) 473-7500 (Pittsburg), (925) 513-1625 (Brentwood), or email: lmcadmissions@losmedanos.edu.
- ✓ Admissions and Records Office (SS3 301), summer office hours (May 29th through August 17):
Monday – Thursday, 8:30 am – 7 pm, closed on Fridays.

Online submission of grades; no later than Thursday, May 31st.

Thank you very much for your assistance and attention in meeting this deadline and I hope you have a great summer.