

LOS MEDANOS COLLEGE

Admissions and Records

DATE: August 7, 2017
TO: All Faculty Teaching Fall 2017 Courses
FROM: Robin Armour, Director of Admissions & Records

We want to welcome all faculty who are teaching Fall classes and give you some information that will help you to get students registered into your classes, post your grades and other essential information. **This memo changes every semester**, so please be sure you read it and contact us at (925) 473-7500 if you have questions.

New and exciting changes:

Preferred Name

In Spring 2017 semester, we began allowing students to use a “preferred name” on their records. We recognize that students may want to use names other than their legal name to identify themselves. We will authorize the addition of a preferred first name on student’s records except where the legal name is required. Students may contact Admissions & Records for more information.

New Mobile App “Ellucian Go”

Students can now download the new mobile app for iPhone and Android phones. Once the student downloads the “Ellucian Go” app, they search for “Los Medanos College” and log in using their User ID and password. Students can check their class schedule, register, manage their educational plan, manage their waitlist, access Canvas and much more.

Student Schedules on WebAdvisor

Students can view their schedules on their portal page once they log in. In addition, an emailed version of their class schedule will be sent to students 10 days prior to the semester start date, then again 5 days prior, and also a couple of days before the last day to add classes. This will also help to ensure students are in the right classes. Please help us to encourage students to use their InSite email accounts.

Text Message for Waitlists

Remind students to “opt-in” to receive a text message if they wish to be notified that a spot on the waitlist has opened up for them. They can also “opt-in” on the mobile app.

Opening Rosters, Wait lists and Add Codes by Email

At midnight the night before your class begins, WebAdvisor will send you an email with your course roster, your waitlist and late add codes. You must ensure you have a valid email account on the system in order to receive this automated roster. Although we don’t send out opening rosters, we developed this process to assist with the load on the system during the first week of the term. If you do not receive this roster, you can obtain your rosters, waitlists and late add codes through WebAdvisor or come to A&R.

Faculty Drops on WebAdvisor

Most of you have been using the drop roster feature on WebAdvisor.

- ◆ Once you select the students you wish to drop, you will receive a verification page confirming the drop (are you sure you want to drop these students?) then you must check the box and click submit to perform the action
- ◆ You will receive a confirmation page
- ◆ You will receive a verification email of the students who have been dropped
- ◆ A “no-show” box is provided for you to drop students during the refund period
 - If you check the “no-show” box after the refund period, you will receive an error message and can then select the appropriate drop box

Faculty may drop students beginning the first day of class through the last day to withdraw with a “W”. If you drop students during the refund period, it is essentially the same as a census roster drop. You will still need to turn in your signed census roster even though you dropped students online.

IMPORTANT NOTE: if the student has a hold on their account, you may not be able to drop the student through WebAdvisor. You will receive an error message that the student is not able to be dropped. In this case you can request a manual drop through Admissions & Records. The easiest method is to print out your email that states the students were not dropped, sign and date it and turn it into Admissions & Records.

You will still receive a paper census roster from Admissions & Records. If you have missed dropping any no-show students during the refund period, you may drop them on your census roster. Even if you are not dropping students, you must return your census roster with your signature to indicate the roster is correct.

We will **not** send out clean up rosters since you are able to drop students online at any time throughout the semester. Keep in mind that you will not be allowed to drop students past the last day to drop with a “W”.

NOTE: A&R will only distribute census rosters for weekly and daily census classes. Positive attendance classes will not receive census rosters (you will still have to submit positive attendance rosters at the end of the term) and you still need to drop your no-show students. If you need a roster to drop your no shows, please let us know.

Census Day

On the census date, the district takes a snapshot of all the students registered in classes and the state funds the district based on a formula (FTES). For weekly census courses for Fall 2017, the census date is September 5, 2017. For short-term classes, the census date is the 20% point of the class and will show on your WebAdvisor roster. **Please be aware that the state requires faculty to drop students who were no-shows, therefore the return of the census roster is mandatory.** A&R will contact you and your dean if you do not return your census roster on time. Even if you are not dropping students, you must return your signed census roster.

In addition, if you have students who are not listed on your census roster but have been attending your class AND you are allowing them to enroll, please list them at the bottom of your census roster. Your signature on your census roster indicates the roster is correct as printed—

unless you note otherwise. **Students still must register with a late add code or late add petition.**

Attendance Accounting

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

Roster Access/WebAdvisor Log-on

You can access an up-to-date copy of your class roster through WebAdvisor. From the website at www.losmedanos.edu, click on the InSite/WebAdvisor button. To log in, use the first letter of your first name, your full last name, and the last three digits of your faculty ID number (all lower case and no spaces). If you don't know your ID number, click on "User ID Help". Once you have logged into WebAdvisor, you can click on "Faculty Instructions and Tools" and View Roster is one of your options. The district has installed a new portal system and you will be asked to answer a series of security questions. For assistance there is a short tutorial under "[How to Login to InSite Portal](#)".

In WebAdvisor, you can post grades and positive attendance hours, view your class rosters and waitlists, obtain your late add codes, drop students, and many other tasks.

Student Email

All students are assigned an @insite.4cd.edu email account once they have applied to the college and their account is created. This email address will be listed on your faculty rosters. All college communications are sent through this email account. Please share this information with your students and reinforce the necessity to check student email regularly. Students are able to forward emails to their personal account and to receive a text message when they receive an email.

Enrollment

All students who are attending classes must be properly enrolled. Students can enroll via WebAdvisor, Student Planning, Ellucian Mobile App or in person at the Admissions & Records counter. Only official enrollment produces funding (FTES) for the college. **Auditing of classes is not allowed.**

If students are attending your class and do not appear on your class roster, they are **NOT** permitted to stay in class. Once they have officially registered they will appear on your WebAdvisor roster. It is **your responsibility** to ensure that every student attending your class is properly registered. This must be done by the end of the late registration period. The last date to add is printed on the upper left side of your WebAdvisor roster.

Late Registration: Add Approvals/Add Codes

During fall or spring terms, there is a specific time period for late adds. Please pay attention to this add period, as all students must be officially registered in the course in order to participate.

Add codes will be generated for all classes a few days before the start of the class, however, students are not able to use the add codes until the first day of your course.

To allow a student to add your class after instruction begins, give the student an add code (available on the faculty menu on WebAdvisor under Late Add Code Inquiry). The student can enter the late add code online through WebAdvisor to complete the enrollment process. ***This must be done by the last date to add the course (listed on your WebAdvisor roster).*** The student does not need to stand in line if you give them an add code, unless they are in high school. If you need assistance with your late add codes or you have other questions, please contact Admissions & Records.

All late enrollments using late add codes must be completed by the end of the late registration period.

Late Add Petitions

If the student has not registered by the last date to add, he/she will need to fill out a Late Add Petition and ask you to sign the form indicating both the course census date and the student's first date of attendance along with an explanation. The student must take the form to Admissions & Records for the Director to sign. The student has **5 working days** from the course census date to complete this procedure, or he/she will not be allowed to enroll (for full-term classes this extended date is September 12).

Keep in mind that students need to add into your class by the posted last day to add. The ability to register using a Late Add Petition is for special circumstances where the student failed to use the late add code.

Please be sure you adhere to all posted deadlines and that you check your WebAdvisor roster prior to census date to ensure all students attending your classes are on the roster, properly enrolled.

Drops - Withdrawals - No Shows

While it is the student's responsibility to drop courses officially through WebAdvisor, instructors **must** drop students who never show up. Faculty may also drop students throughout the term if the student stops attending classes. 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.

If you drop a student who later returns, you may reinstate the student at your discretion if you feel it is appropriate. Reinstates must be processed by the time you post your final grades. Reinstatement forms are available in Admissions & Records.

NOTE: Please be aware of your drop dates. Students have until the last working day before census to drop with no "W" on their record if they are dropping in person and the last day (Sunday or holiday) if dropping on WebAdvisor. These dates are listed on your WebAdvisor rosters and on the website for full-term classes.

Grade Types

LMC offers courses with three different grade types:

1. Pass/No Pass (P/NP) Solely for a pass or no-pass grade
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 a letter grade

The grade type of every course section is printed on the upper left side of rosters.

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. Students must submit a petition to choose the P/NP option to the Admissions & Records Office by the 4th week for full-term classes and the 30% point for short term classes. 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. The P/NP option does not mean the student does not have to perform the work in the class; it merely is a different grading option.

Note that for student choice (SC) sections, you will assign letter grades (A - F) on WebAdvisor and the system will make the conversion to P/NP as appropriate.

Final Grade Assignment

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. No student may be dropped on the final grade roster. All instructors are expected to enter final grades online on WebAdvisor within 3 business days from the end of the term. For short-term classes, this would be 3 business days from the last day of your class.

Positive Attendance

If you are required to post positive attendance hours, you must collect the actual hours of attendance for each student. Positive attendance is noted on the course roster in WebAdvisor. You should check prior to the start of the class so you know if you need to collect hours for your students. Once you have submitted your positive attendance hours at the end of your class, you will need to print each screen; sign and date, and turn these into A&R by the grade submission deadline. These rosters are mandatory for us to receive as documentation of your positive attendance hours.

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. Students have up to one year to complete the coursework in order to receive a grade. Incomplete contracts are available in the Admissions & Records Office. Students cannot re-enroll in a course in which they receive an "I" or incomplete and they cannot continue to the next level course in a series (MATH 025 to MATH 030 for example) until a grade (A-F) has been submitted.

If the student does nothing to complete the course within the year timeframe (or timeframe you

select at grading), the grade you have assigned at the completion of the course (IB, IC, ID, IF) will automatically populate on the student's record (B, C, D, F). You must also assign an "expire date" to every Incomplete. On the date you enter, the grade automatically converts if the student does nothing to complete the work. When you post the incomplete grade, you will receive an email with a reminder to submit the Incomplete Grade Contract.

When assigning an incomplete grade, instructors must file an Incomplete Grade Contract with Admissions & Records Office stating the requirements for completion of the course. On the Incomplete Grade Contract, you must provide an explanation as to what situation warranted the incomplete and list the work to be completed. The student also needs to sign the form. If the student is not available to sign the Incomplete Grade Contract, 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 you must obtain your dean's signature. Keep a copy for yourself.

Once the student has completed the course, you can fill out a regular grade change form and in this case indicate completed work as your reason.

Grade Changes

If you find you made a mistake while entering your final grades, you will need to file a Grade Change Form. The form can only be picked up in Admissions & Records by the instructor of record. The instructor must fill out the form and take the form to the Dean for signature. The Dean then returns the form to A&R for processing by the Director of Admissions & Records. 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 error, missed an assignment, or whatever the actual reason the grade change is being generated. You cannot list "student made up work" as the reason for the grade change listed on a grade change form.

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. Directory information may be released without the written consent of the student, unless he/she has requested privacy. If the student requested privacy, nothing is allowed to be released unless it is a health and safety emergency or the student signs a release. **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.
