**Department Chair Handbook from A&R Perspective 2010-2011**

**Census Rosters**

Census rosters are important and mandatory documents for return by each instructor teaching daily or weekly census classes. If the census roster is not returned, the state auditor can remove the apportionment for the entire class, which could be catastrophic to the college.

**Late Adds**

It is very important that the department chairs facilitate our new late add procedure with their departments.

**\*\*\*\*\*NEW EFFECTIVE FALL 2010 – NEW Late Add Procedure\*\*\*\*\***

If the student has not registered by the last date to add, he/she will need to fill out a Late Add Petition, ask you to sign the form indicating both your census date and the student’s first date of attendance along with an explanation. The student must then take the form to an instructional dean or to Admissions & Records for the director to sign. The student has 5 working days to complete this procedure, or he/she will not be allowed to enroll.

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

**Communication with Adjuncts**

There are many times that important communication comes from A&R, usually from me. Many adjunct faculty do not have an email on LMC, so they miss the email communication. If you have an email grouping set up for your department, especially adjuncts, please forward the email, so they are in full communication with new policies and procedures.

Also it’s important that adjunct faculty have access to WebAdvisor. We get many adjuncts who have no idea how to get into WebAdvisor or that they even have an account to view rosters and such.

**Sub waivers**

When a student wishes to substitute one course for another or to waive a course for a degree or certificate, they fill out a “sub-waiver” form and we forward this to the department chair. It is up to the department chair to review and approve or deny this request. As an example, a student may feel their General Psychology course at another school is equivalent to our Introduction to Psychology. Normally our evaluators have determined these courses are not equivalent before the student filled out the sub-waiver form. The student would like to place this course in the general education pattern or major.

The department chair must decide if this substitution should be done. Unfortunately many times there is not a lot of information provided. So the department chair should contact A&R and we will assist in the decision.

We are going to review this process this year to see if modifications in this system should take place.

**Prerequisite challenges**

If there is a prerequisite to a class and the student has not taken the prerequisite or cannot assess into the course, the student may fill out a prerequisite challenge form. The student must provide documentation to prove he/she has satisfied the prerequisite by other means. Many times the student “feels” he/she can pass the course, but this is not valid by state regulations. Also not valid is the instructor who speaks with the student and states the student will do fine in the class.

The prerequisite challenge process must begin at the A&R office. The student fills out the form, they are conditionally enrolled and we forward the form to the department chair. The department chair has 5 working days to return the form with approval or denial. If the form is not returned within this timeframe, the student is automatically allowed to remain in the class. Prerequisite challenges may only be filed through the first week of the term for full term classes or through the last day to add for a short term class.

Admissions & Records has been working with individual departments to help faculty to understand the regulations concerning prerequisite challenges.