Faculty Guide:
Enrollment Services

2012-2013 Academic Year

An Attendance Accounting and Grade Reporting Manual that provides information and instructions about district attendance accounting and grade reporting, including forms and methods, in accordance with the California Education Code and Title 5 Code of Regulations.

Last Revised: 01-08-2013
PREFACE

This Faculty Enrollment Services Guide provides information and instructions about District attendance accounting and grade reporting, including forms and methods, in accordance with the California Education Code and Title 5, California Code of Regulations.

NOTES

The accuracy of attendance record keeping and timeliness of reporting student drops are critical for funding purposes, records maintenance, managing enrollment, and planning for subsequent terms. They are also a major consideration in the evaluation of contract faculty and part-time faculty.

Federal law requires that a student receiving federal aid or VA benefits return money to the Federal Government if the student receives an ‘F’ or ‘FW’ grade due to non-attendance. The district is required to report the last date of “known activity” for these students. Therefore, faculty members should enter the last date of “known activity” for students on the roster when ‘F’ or ‘FW’ grade is assigned to students who do not complete the course. Last date of “known activity” is the last date of physical presence in the classroom or last date of participation in an online class.

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law that protects the privacy of student educational records. In accordance with FERPA and District policy, all student information such as name, ID number, mailing/e-mail address, telephone number, grade(s) and/or attendance should NOT be accessible to any other individuals, including parents, without the written consent of the student, even if the student is a minor.
# Table of Contents

1. Syllabus Information.................................................................................................................. 3

2. Rosters ......................................................................................................................................... 4

3. Attendance Accounting................................................................................................................5-7
   Official Grade and Attendance Rosters.......................................................................................... 5
   Admission to Class......................................................................................................................... 5
   Add Codes – Students Attempting to Add a Class after Opening Day...................................... 5
   Wait Lists....................................................................................................................................... 6
   Student Telephone/Email Information .......................................................................................... 6
   Independent Study.......................................................................................................................... 6
   Petition to Challenge a Prerequisite or Co-requisite ................................................................. 6
   Reporting Student Drops............................................................................................................. 7
   Reinstatement of Student After Drop........................................................................................... 7

4. Grade Reporting.......................................................................................................................... 8-9
   Grade Submission Deadline......................................................................................................... 8
   Online Faculty Grading System..................................................................................................... 8
   Assignment of Incomplete “IF”...................................................................................................... 8
   Grade Assignment/Change............................................................................................................ 9
   Late Grade Assignment................................................................................................................ 9

5. Frequently Asked Questions....................................................................................................... 10-11

6. Resources Available to Faculty.................................................................................................. 12
1. SYLLABUS INFORMATION

STRONGLY RECOMMENDED INFORMATION TO BE INCLUDED IN EACH SYLLABUS

It is strongly suggested that faculty include the following statements in the class syllabus:

- It is the student’s responsibility to drop all classes in which he/she is no longer participating or attending.
- It is at the instructor’s discretion to drop a student for excessive absences or non-participation any time during the allowed drop/withdrawal period for the course.
- Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, must receive an evaluative letter grade in the class. (A ‘W’ grade cannot be assigned during final grading for students still appearing on the roster.)

HOURS BY ARRANGEMENT (TBA)

- If the class includes any TBA hours, the syllabus should clearly explain how the hours are to be scheduled, that these hours are required of all students, where the students will meet for these hours, and what instructional work will be done during these hours.

ATTENDANCE

- If the final grade in a class is affected by attendance (active participation in the class), it must be stated in the class syllabus as follows:
  - The final grade in this class will be affected by active participation, including attendance, as follows: (instructor to define specifically how attendance, including participation, will affect final grade in the class).

CHEATING/PLAGIARISM

- Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of the Student Conduct Standards and Procedures will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Student Disciplinary Procedures.
2. ROSTERS

OFFICIAL GRADE AND ATTENDANCE ROSTER

- Daily attendance must be recorded up to the census date for each census class. It is recommended census drops be completed online via WebAdvisor no later than the census date for the course.
- Faculty must maintain paper or electronic attendance rosters for two (2) years following the term in which the class is held. These rosters must be available on request by the College administration or external auditors.

POSITIVE ATTENDANCE ROSTER

- Faculty teaching positive attendance classes must record attendance for every day the class meets for the entire semester in preparation for end of term reporting of positive attendance hours via WebAdvisor at the time of final grading.

STUDENTS ON ROSTER – NON-ATTENDANCE/NON-PARTICIPATION

- Students appearing on your roster are deemed as enrolled. Following the census date, it is at the discretion of the instructor to drop students for non-attendance/participation. It is important to note the last date of attendance for reporting during final grading. The date last of attendance provides for the District’s compliance in meeting federal requirements in relation to federal programs.

GRADE AND POSITIVE ATTENDANCE REPORTING

- Faculty teaching positive attendance classes must post and submit attendance hours for actively enrolled students as well as those who have dropped at the time of final grading at the end of the semester, indicating assigned grades and student total attendance hours.
- Faculty teaching all other classes must post and submit final grades within five (5) days after the last class meets or the end of the semester or whichever is first.
3. ATTENDANCE ACCOUNTING

A. OFFICIAL GRADE AND ATTENDANCE ROSTERS

IMPORTANT - Rosters are legal documents that can be audited or subpoenaed by the court.

- The Official Grade and Attendance Rosters maintained electronically in Datatel are the permanent record of attendance for all students registered in regular college classes.
- Faculty must record daily student attendance up to the census date for census classes, and throughout the duration of positive attendance classes.
- The Census Drop Roster must be submitted by or before the census date of the course online via WebAdvisor by selecting the applicable options on the roster: Census Roster – Drops Submitted or Census Roster – Have Reviewed – No Drops.
- The Final Grade and Positive Attendance (if applicable) Roster that includes the last date attendance for students who have dropped must be submitted via WebAdvisor within 5 days of the last class or the end of the term, whichever is earlier.
- Enrollment Services continues to implement quality assurance practices to ensure the accuracy of student records and district compliance pursuant to California Code of Regulations, Title 5 Section 58030.

B. ADMISSION TO CLASS

For important legal and liability reasons, only officially registered students appearing on the class roster should be permitted to attend the class. Faculty should verify that all students sitting in the classroom are officially enrolled. If the student is NOT on the class roster, the student is NOT registered.

ADD CODES – Students Attempting to Add a Class after Opening Day

- After the start of the semester students must have an add code issued by the instructor to add classes that were closed before the semester start date.
  - Classes not closed prior to the start of the semester will not require an add code. Students may add these available courses via WebAdvisor.
- Faculty whose courses are filled the week prior to the beginning of the semester will be provided (via their District email account) an Add Code List.
- The Add Code List contains a set of uniquely assigned add codes that are tied to the section of the class.
- The add codes are valid ONLY until the last day to add the class. The instructor should inform students of the add deadline for the class.
- When an add code is assigned, the name and the add code number should be recorded next to the student ID number on the roster.
- Note that add codes must be processed before the last day to add. Due to State budget constraints and District adherence to State and federal regulations, petition to add classes AFTER the last day to add may not be approved. Faculty should monitor their online rosters carefully.
- Courses that have restricted enrollment may only be added using an add code (example: Nursing). Add codes for restricted courses are available well in advance of the session. Contact your Dean’s office for additional information.
3. ATTENDANCE ACCOUNTING (CONTINUED)

WAIT LISTS

- The wait list function allows students who attempt to register in a class that is closed to place their name on the wait list for that class.
- Currently there is a limit of six (6) seats available on each wait list.
- Students remaining on the wait list after classes begin MUST attend the first class meeting to have their wait list priority considered by faculty. Waitlisted students should be given first priority to add the class if space becomes available.

STUDENT TELEPHONE/EMAIL INFORMATION

- By selecting student profile in WebAdvisor you may obtain the telephone number on file for the student.
- The @mycod.us email account is the formal method of communication used by the college. It is available from the roster.

INDEPENDENT STUDY

- The appropriate division dean must approve the project before the paperwork is generated. Once approved, the Independent Study paperwork can be obtained from the college Class Scheduling Office. Independent Study Projects for 3 units must be fully approved and generated via the Class Scheduling Office prior to the 4th week of the semester; for 2 units, prior to the 7th week; and for 1 unit, prior to the 10th week. Please call your Division Office for further information.

PETITION TO CHALLENGE A PREREQUISITE OR CO-REQUISITE

- Students may challenge a prerequisite, co-requisite, and or other limitation on enrollment for any course. The burden of proof is on the student to demonstrate that grounds exist for a challenge. Challenge forms may be obtained in the Counseling Office or Online.

C. REPORTING STUDENT DROPS

- It is the instructor’s responsibility to clear rosters of inactive enrollment including “no shows” before census, since apportionment (FTES) may legally be claimed only for students who are actively enrolled.
- All faculty drops are submitted via WebAdvisor. These drops flag the section as meeting census requirements when the applicable option is selected. Select students to be dropped then complete submission with Census Drop option found at the bottom of your WebAdvisor Roster, or no drops at census is flagged by selecting the Reviewed Roster – No Drops- Census selection.

D. REINSTATMENT OF STUDENT AFTER DROP

Faculty may reinstate a student only if the student had been officially registered in the course and had dropped or been dropped in error. To reinstate a student, a faculty may submit an email to facultyreinstatement@collegeofthedesert.edu that includes the student’s acknowledgement of the reinstatement, student’s full name, student’s student ID number and the section number. Or, the student can submit to Admissions and Records a Petition to Reinstate that includes both the instructor’s and student’s signature.
4. GRADE REPORTING

A. GRADE SUBMISSION DEADLINE

If the semester end date is on Friday or Saturday, the grade submission deadline is the following Monday. When the semester/class ends any other day of the week, the grade submission deadline will be five (5) business days after the end date of the semester/class.

B. ONLINE FACULTY GRADING SYSTEM

The online Faculty Grading System is a web-based tool for faculty to drop students, post final grades, and positive attendance hours (when applicable).

- Faculty should be aware of the last day to drop the class. It is recommended faculty access their online roster via WebAdvisor by or before the last day to drop the class and drop students who are actively enrolled but not attending or participating. It is important to remember that all students officially registered in each class beyond the drop deadline must be assigned an evaluative grade. A “W” cannot be assigned during final grading; only P, NP, A, B, C, D, F, or FW are allowed as final grades.
- Once grades and positive attendance hours (where applicable) are submitted online, the rosters will be flagged as accepted and official. Faculty should print the following documents and keep these copies for a minimum of two (2) years:
  - Official Grade and Positive Attendance Roster
  - Assignment of Incomplete Grade – Incomplete Grade Contract
  - Independent Study Contract

C. ASSIGNMENT OF INCOMPLETE

- In accordance with Title 5, Section 55023, a grade of “Incomplete” may be assigned for incomplete academic work by a student due to unforeseeable emergency and justifiable reasons at the end of the semester. An Incomplete grade (IB, IC, ID, IF, or IN) can be entered via WebAdvisor only if a Request for Incomplete Grade form is submitted to the Admissions and Records Office when final grades are entered. The default grade must be specified as part of the Incomplete grade. A grade of “T” without the default grade will not be accepted. The student’s grade will be automatically changed to the default grade if the instructor does not submit a Change of Grade form before the expiration date.
- The Request for Incomplete Grade form must be completed and signed by both the instructor and student. The form is available at the College of the Desert faculty/staff portal, click forms under the Enrollment Services-Admissions and Records section. This form must be submitted to the Admissions and Records Office within five (5) days after the end of the term or class, whichever is first. It may be scanned and emailed to the Admissions and Records Office at srodriguez@collegeofthedesert.edu.
D. **GRADE ASSIGNMENT/CHANGE**

- Grades may only be changed in accordance with the California Code of Regulations, Title 5, Section 55025: “in any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.”
- The Grade Change Form is used whenever it becomes necessary for an instructor to change a student’s grade. The form is available at the Admissions and Records office, as well as the faculty/staff portal and click forms under the Enrollment Services section. No grade may be changed for a completed class after two years without supportive evidence and approval of the designated division dean and Enrollment Services Dean.

**NOTES:**

**District policy will not permit a change to a student’s grade beyond two years.**

Grade changes from “F” to a Drop will not be accepted. In accordance with Title 5, Section 58004, it is the instructor’s responsibility to clear rosters of inactive enrollment including “no shows” before census.

E. **LATE GRADE ASSIGNMENT**

No grades will be accepted for students who were not officially enrolled as of census.

**NOTE:** No late add will be processed during the final grading period of the class or semester, whichever is first.
5. FREQUENTLY ASKED QUESTIONS

The purpose of this section is to provide answers to frequently asked questions by faculty.

Q. **What is a Primary Term?**
A. The fall and spring semesters are the primary terms. The primary terms are 16 weeks in length for a total of 32 weeks of instruction.

Q. **What are Short Term Classes?**
A. Includes classes that are not scheduled conterminously with the primary term session. Often referred to as DSCH or “non-primary term” session classes.

Q. **What is FTES?**
A. Full-time equivalent student. FTES is calculated and reported to the State for district funding purposes; 525 hours of student attendance comprise 1 FTES.

Q. **What is the “Census Date”?**
A. The census date is a date that is about 20% of the class meetings. The date varies depending on how a class is scheduled. It is the barometer used to clear officially enrolled students who have not attended or participated from the roster by dropping them from the class.

Q. **What is the Add/Drop Deadline?**
A. The add/drop date is a business day immediately preceding the census date. Students must process and pay for all classes by this date. This date varies depending on how a class(es) is/are scheduled. The add/drop date for your class can be found on the college website under Admissions - Course Dates link provided.

Q. **What is the Withdrawal Deadline?**
A. The withdrawal deadline (last day to drop) is a date that is about at 75% of the class meetings. This date varies depending on how a class is scheduled. To find the withdrawal deadline (last day to drop) reference the Course Dates link provided on the Admissions webpage.

Q. **Whose Responsibility is it to Drop?**
A. Faculty are required to clear rosters of inactive enrollment/participation by the census date. After that date, it is the student’s responsibility.

Q. **What is Inactive Enrollment?**
A. A student who is no longer actively participating and has accumulated excessive unexcused absences.

Q. **What is a “No Show” Student?**
A. Any student who is absent from the first class meeting.
Q. **Are Time Conflicts Allowed?**
A. **No.** Students are not allowed to register for classes with times that overlap (includes 10 minute passing period). In addition, student may not enroll in two classes of the same subject and course number if the start and or end date of one class overlaps with the other class.

Q. **Am I Required to Take Attendance?**
A. **Yes.** Faculty must take attendance at each class meeting up to the census date. This includes students who have been written in on the first day of the class. Faculty should maintain their own attendance records after the census in preparation for final grading, when faculty are expected to provide the last date of attendance for students who dropped or were dropped by the instructor. This information enables the District to comply with federal regulations as they relate to students receiving federal financial aid.

Q. **How Do I Know Who is Enrolled Once I Submit the Census Drops?**
A. Once faculty drop students via WebAdvisor a list that includes the submitted drops will be emailed to confirm the submission. Drops are immediate and in real-time; this means you may print out the WebAdvisor Roster once drops are completed and it will be up to date.

Q. **How Do I Submit My Grades?**
A. Faculty submit grades online via WebAdvisor by selecting Final Grades from the student main menu. Faculty teaching positive attendance classes must also remember to post positive attendance hours by selecting “Positive Attendance Roster” from the faculty main menu in WebAdvisor.
6. RESOURCES AVAILABLE TO FACULTY

FACULTY WEB SERVICES

The district portal is available from the College of the Desert home webpage. By selecting the “faculty/staff” tab and then the portal option, faculty have access to relevant forms from the Admissions and Records Office that include instructions for completing and submitting them. Various other resource links are available to faculty through the portal.

FACULTY WEBADVISOR INFORMATION

Select ‘I’m New to WebAdvisor’ option the first time you use WebAdvisor. It is recommended faculty attempt to log into WebAdvisor well in advance of the beginning of their assigned class in preparation for beginning of term activities like census drops and to make sure everyone sitting in the classroom is on the roster.

If you forget your User ID or Password select the applicable links in WebAdvisor. Your User ID will be provided immediately on the screen. A temporary password will be emailed to your College of the Desert email account.

In progress is the implementation of a single log in portal sometime in Fall 2012 or Spring 2013. This means just one log in user ID and password will be used to access WebAdvisor, BlackBoard, email, etc.

Faculty members are encouraged to log in frequently to their college provided email as it is the District’s formal method of communication. You will receive important reminders regarding your classes; add code lists for beginning of semester registrants, and up-to-date information regarding new services that may affect you or students in your classes.

If you are having trouble logging into WebAdvisor, select the “please verify your user name and reset your password” and then select OK to proceed to user name verification.