



# SPRING 2015

## ATTENDANCE ACCOUNTING SCHEDULE

1-13-15  
Admissions

**Important: Students must obtain add codes to enroll during the class change period on WebAdvisor. Expiration dates are printed on the Add codes in order students meet the deadline on WebAdvisor. Late adds will not be processed.**

For short-term courses, see **page 3** on how to view important dates on WebAdvisor.

Use WebAdvisor from 5:00 a.m. to 1:00 a.m. PST  
(Down for maintenance Monday through Sunday  
From 1:00 am to 5:00 am PST)

Go to <http://webadvisor.swccd.edu>

Check WebAdvisor for course specific **Last Day to Add, Refund, NO W Drop Date & Census** dates. Click on the Course Section Name and Title. Example below:

Section Selection Results							
Status	Section ID Course Title (Click for info)	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Material Fees
Waitlisted	ART-101-01 (Reg Code: 91398) Design I	Chula Vista - Main Campus	01/21/2015-05/29/2015 Lecture MW 08:00AM - 08:50AM, Room 704A Laboratory MW 09:00AM - 10:50AM, Room 704A	J. Lo	0 / 24 / 3	3.00	\$10.00

**Important deadline dates for full-term courses are listed below.**

### January 21 – May 29, 2015

#### JANUARY

19	Monday	Holiday – Martin Luther King Jr. Day
20	Tuesday	Last day for students to enroll in open classes and get placed on wait lists – 1:00 a.m.
21	Wednesday	Spring 2015 Instruction begins Print wait lists, add codes rosters, and class rosters Drop Roster available on WebAdvisor to drop students
21 – 4	Wed - Wed	Class change period for students. All students must enrolled by the deadline date – 2/4/14.

#### FEBRUARY

4	Wednesday	Deadline to add classes on WebAdvisor with instructor issued add code(s). <b>Students who are not officially enrolled by this date will not be allowed to enroll late.</b> Last day to withdraw from full-term classes for a refund
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6	Friday	Last day to file a petition for independent study
8	Sunday	Last day to withdraw from a class without receiving a "W" grade
9	Monday	<b>First Census Date</b> – clear all inactive students & any no shows on WebAdvisor
12	Thursday	Last Day to file a petition for Pass/No Pass Deadline to submit First Census data
13– 16	Fri – Mon	Holiday – President's Weekend
27	Friday	Deadline to petition for Credit by Challenge Exam

### MARCH

23	Monday	2 <sup>nd</sup> Short Session Begins
30	Monday	Spring break begins (3/30 – 4/5)

### APRIL

5	Sunday	Spring break ends
17	Friday	Last day to withdraw from full-term classes and receive a "W" grade

### MAY

21	Thursday	Last opportunity to drop or reinstate students No classes – Flex Day
22- 29	Fri – Fri	Final Examination week
25	Monday	Holiday – Memorial Day
29	Friday	End of Spring 2015 semester Commencement
22 – 6/02	Fri – Tue	Online grading available

### JUNE

2	Tuesday	Deadline to submit FINAL grade rosters
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Need assistance with WebAdvisor? Please contact Erick Parga at 619/216-6685 or email [eparga@swccd.edu](mailto:eparga@swccd.edu). Have questions on dropping or reinstating students? Contact Tabitha Ibarra at ext. 5217 or email [admissions@swccd.edu](mailto:admissions@swccd.edu). Thank you and have a great spring semester!

## ATTENDANCE ACCOUNTING INFORMATION FOR ALL CLASSES

Login to WebAdvisor to view your class rosters, wait lists, drop rosters, and census rosters at:  
<https://webadvisor.swccd.edu>

**Class Rosters:** This is a listing of all students who are officially enrolled.

**Waiting Lists.** During registration, if courses are filled students may choose to be placed on the waitlist. The wait list is used during the first class meeting only. If seats are available after calling roll from the roster, students may be added to the class beginning with the first name on the waiting list. Issue add codes beginning with the first name on the waitlist.

Students must use add codes on WebAdvisor by the expiration date.

**ADD Code List.** This is a listing of add codes with expiration date to issue if space is available. An add code can only be issued once. Be careful to not assign the same number twice.

	Add Code	Class Name	Code Expiration Date
1	86143007	ES/I-103-01	Add code expires: 2/4/2015
2	86143020	ES/I-103-01	Add code expires: 2/4/2015

Please inform students that they must register entering the add code on WebAdvisor before the code expires. We suggest that you record the name of each student to whom you issue an add code. Add codes will not be processed after the deadline date.

At the bottom of the page, students are listed under Used Add Codes when they register using an add code:

Used Add Codes	Student ID	Student Name	Student Email Address
<input type="button" value="OK"/>			

**SWC Application.** Students must apply online at [www.swccd.edu](http://www.swccd.edu). Once classes begin, students must add classes with instructor approval during the class change period. Please provide students add codes to use on WebAdvisor if space is available.

**Class Change Period.** Students can make changes to their class schedules through the second week of instruction for full term class or the first week of class for a short term course. Students must use WebAdvisor to add classes with add codes or to drop classes.

**Prerequisite Checking.** Prerequisites have been checked for students who enrolled in your course(s). Students who completed prerequisites at other institutions have been cleared through the Prerequisite Review Process by the Assessment Center.

It is possible that a very small number of students were able to register for classes without prerequisite verification. These students will be flagged by an asterisk printed next to their name on your class

roster. Please advise students with an asterisk of the following: "College records indicate that you have not met the prerequisite for this course. Unless you provide documentation to the Assessment Center, you will be dropped from this class."

For students with appropriate proof of having met prerequisites, the Assessment Center will forward a memorandum to each instructor.

Please use WebAdvisor to drop students for whom you do not receive proof of prerequisites completion.

### **Dropping Students from Classes on Drop Roster:**

Instructors will drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.

- During the add period of the term, instructors may drop a student from a class with or without an explanation for never attending class, unless the student has contacted the instructor and the instructor has granted an excused absence.
- After the add period of the term, instructors will drop a student from a class if the student's hours of unexcused absences for the semester exceed twice the number of hours the class meets per week, or if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.

**Census Rosters.** For full semester classes Census Day is Monday February 9<sup>th</sup> - the fourth week. Email reminders are sent on the census day to **submit your census roster(s)**. The Census roster will be available on WebAdvisor on the census day. Census dates for short-term classes depend on the number of class meetings, therefore, vary from class to class.

- Drop students who are not in attendance on the census roster.
- To submit census information, check the box at the bottom of the screen which states "I certify the enrollment is complete and accurate as submitted and that I am supervising the attendance" and **click SUBMIT**. If you do not click the certification box your census roster will not be complete.

**Reinstatements.** Students who were registered and dropped in error after the start date of the semester are eligible for reinstatement in class(es). Send students to any Admissions location to pick up a Reinstatement Form. Please fill out and sign the Reinstatement Form which any Admissions location can process. Or send Tabitha Ibarra an email to reinstate the student at [admissions@swccd.edu](mailto:admissions@swccd.edu).

**Final Grade Roster.** Students whose names appear on the final grade roster must be assigned a letter grade of "A, B, C, D, F, P/NP" (Where applicable only), or "I." Instructors are required to submit grades by the deadline specified on the attached attendance accounting schedule.

**Assistance with Attendance Accounting.** For Assistance and information about attendance accounting, contact Tabitha Ibarra in Admissions at ext. 5217 or email [admissions@swccd.edu](mailto:admissions@swccd.edu).

## **SHORT TERM CLASSES**

Due to the number of short-term courses and the variance in beginning and ending dates, it is not possible to develop an attendance schedule that will include all short-term courses. Check WebAdvisor for course specific dates: Last Day to Add, Refund, No W Drop Date & Census.

Click on the Course Name and Title:

### Section Selection Results

Status	Section ID Course Title (Click for info)	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Material Fees
Waitlisted	ART-104-503 (Reg Code: 91417) Introduction to Art	Online	03/23/2015-05/20/2015 - Online Class	Quattrociochi,David	0 / 45 / 16	3.00	

Course dates will display on the second page:

### Class Information

Title INTRODUCTION TO ART

Section Number ART-104-503 Reg Code 91417

Description Focuses on the function, interpretation, and evaluation of the visual arts. Provides the skills needed for the analysis of the history of art. [D; CSU; UC]

Credits 3.00 CEUs

Start Date	End Date	Last Day to Add	Last Day to Drop	Last day for refund	No W Drop Date	Census Date
23 March 2015	20 May 2015	07 April 2015	07 May 2015	28 March 2015	07 April 2015	08 April 2015

The following outlines the timelines set for each attendance accounting activity. These activities take place for every course regardless of duration.

**Student Withdrawals:** Students who withdraw during the first 20% of a short-term class will have no record of enrollment posted. Student withdrawals after the 20% point but before the 75% will be reflected as a "W." Students enrolled after the 75% point must be assigned a letter grade.

**Daily Census Courses:** Daily census accounting follows the same principle as full semester classes. However, the census dates vary and are dependent upon the beginning date of the class and the number of days the class meets. Short-term courses that are on daily census do not require positive attendance rosters.

**Positive Attendance Courses/Rosters:** These courses do not have a census date. Attendance is collected weekly on positive attendance rosters.

In order to collect the contact hours for students adding classes, positive attendance rosters for the first week of instruction will be distributed the second week. Positive attendance rosters will be distributed on Monday of each week and must be returned by Friday to Percival Concha (ext. 5888) in Admissions.

### Special instructions for reporting "Daily" or "Hourly" positive attendance are as follows:

- Daily Attendance.** Mark (bubble) the roster only if the student was absent. If a student has been attending class, but his/her name is not on the positive attendance roster, write the name, I.D. number and indicate the days absent for that week of the bottom of the roster.
- Hourly Attendance.** Place mark in appropriate column if student was present for the entire class meeting. Otherwise, enter hours present rounded to the nearest quarter hour in the column and total the week. TBA applies to those courses with additional hours to be arranged. If a student has been attending class, but his/her name is not on the roster, write the name, I.D. number, the hours attended daily and the weekly total on the bottom of the roster.

Beginning with the second week, positive attendance rosters will be distributed each Monday the class is in session. They should be returned on or before the last day of that week.

**Need Help with Positive Attendance?** Please contact Percival Concha in Admissions ext. 5888 or email [pconcha@swccd.edu](mailto:pconcha@swccd.edu)

Admissions is open Monday – Thursday 8:00 a.m. – 6:30 p.m. and  
Friday 8:00 a.m. – 3:00 p.m.