ATTENDANCE ACCOUNTING SCHEDULE SUMMER 2015

SWC SOUTHWESTERN COLLEGE

ADMISSIONS & RECORDS

Admissions Office hours:
<u>June 1 – 11</u>: Monday &Tuesday 8:00 a.m. – 6:30 p.m.; Wednesday & Thursday 8:00 a.m. – 5:00 p.m.
<u>June 15 – August 13</u>: Monday through Thursday, 8:00 a.m. – 6:30 p.m.

Log in on WebAdvisor. Go to http://webadvisor.swccd.edu

Available daily from 5:00 a.m. to 1:00 a.m. PST

June 8 – August 8, 2015   9-week session   June 15 – August 8, 2015 8-week session

June		
7	Sunday	Deadline for students to get placed on waitlist – 12:00 a.m. midnight (technically Monday morning)
7	Sunday	Last day for students to enroll in open classes
8	Monday	Print class attendance rosters, waitlist/add code rosters

NOTE: Students <u>must</u> obtain add codes to enroll during the class change period on WebAdvisor. Add codes have expiration dates. Students must ADD by the deadline date on WebAdvisor. Late Adds will not be processed.
See add code screenshots on Page 5.

| 8 | Monday | Instruction begins (first session; for important dates for classes beginning **June 15th**, please see WebAdvisor) |
| 8 | Monday | Drop Roster available to drop students |

Check WebAdvisor for the course-specific **Last Day to Add, Refund, No W Drop Date, and Census** dates. Click on the course's Section Name and Title. For example:

Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Material Fees
Waitlisted	ART-100-02 (86542) Drawing I	Chula Vista - Main Campus	06/09/2014-07/24/2014 Lecture MTWTH 12:00PM - 01:05PM, Room 755 Laboratory MTWTH 01:15PM - 03:35PM, Room 755	C. Bracher	0 / 24 / 14	3.00	$10.00

Start Date	End Date	Last Day to Add	Last Day to Drop	Last day for refund	No W Drop Date	Census Date
09 June 2014	24 July 2014	15 June 2014	14 July 2014	10 June 2014	15 June 2014	16 June 2014

| 11 | Thursday | Last day to file a petition for independent study Last Day to file a petition for Pass/No Pass |

On the First Census Date – clear all inactive students & any no shows

| 18 | Thursday | Deadline to petition for credit by challenge exam |

July

2	Thursday	HOLIDAY – Independence Day Observed

Last opportunity to **drop or reinstate** students is Thursday the week before class ends.

Online grading available the week class ends.

August

6	Thursday	All summer sessions end
10	Monday	Grades due on WebAdvisor
11	Tuesday	Grades are posted to student transcripts

Need assistance with WebAdvisor? Please contact Erick Parga at (619) 216-6685 or email eparga@swccd.edu. Have questions on dropping or reinstating students? Contact Serene Vannoy at (619) 482-6531, or email svannoy@swccd.edu. Thank you and have a great summer!

ATTENDANCE ACCOUNTING INFORMATION FOR ALL CLASSES

Log in to WebAdvisor to view your class rosters, waitlists, drop rosters, and census rosters at
http://webadvisor.swccd.edu

Class Rosters. All names that appear are students who officially enrolled.

Waiting Lists. 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. The wait list is used during the first class meeting only. Issue add codes which students can use on Web Advisor by the expiration date. **SEE screenshot on PAGE 4**

Late Admission. Students must apply online at www.swccd.edu. Once classes begin, students must add classes with add codes you provide, through the last day to add. Add codes must be used by the expiration date on WebAdvisor.

Class Change Period. Students can make changes to their class schedules through the last day to add or drop classes. They can add classes with instructor add codes or drop classes on WebAdvisor.

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.

- Instructors will be able to use the Drop Roster throughout the session to drop no-show students.

- During the add period of the session, 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 session, instructors will drop a student from a class if the hours of unexcused absences for the session exceed 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. Check WebAdvisor for the census date as dates may vary. Instructors will be sent an email reminder to submit. In order to capture all earned FTEs, <u>it is very important that census rosters are submitted on the day of census</u>.

If students are dropped in error, they can be reinstated prior to grade rosters being created.

Reinstatements can be done with a reinstatement form. Please sign the form; the student must then return the form to any Admissions location for processing. Or send Serene Vannoy an email to reinstate the student at svannoy@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." NOTE: F grades require a last date of attendance. 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 Serene Vannoy in Admissions at (619) 482-6531 or send an email to svannoy@swccd.edu.

POSITIVE ATTENDANCE COURSES
These courses do not have a census date. Attendance is collected weekly on positive attendance rosters.

Positive Attendance Rosters
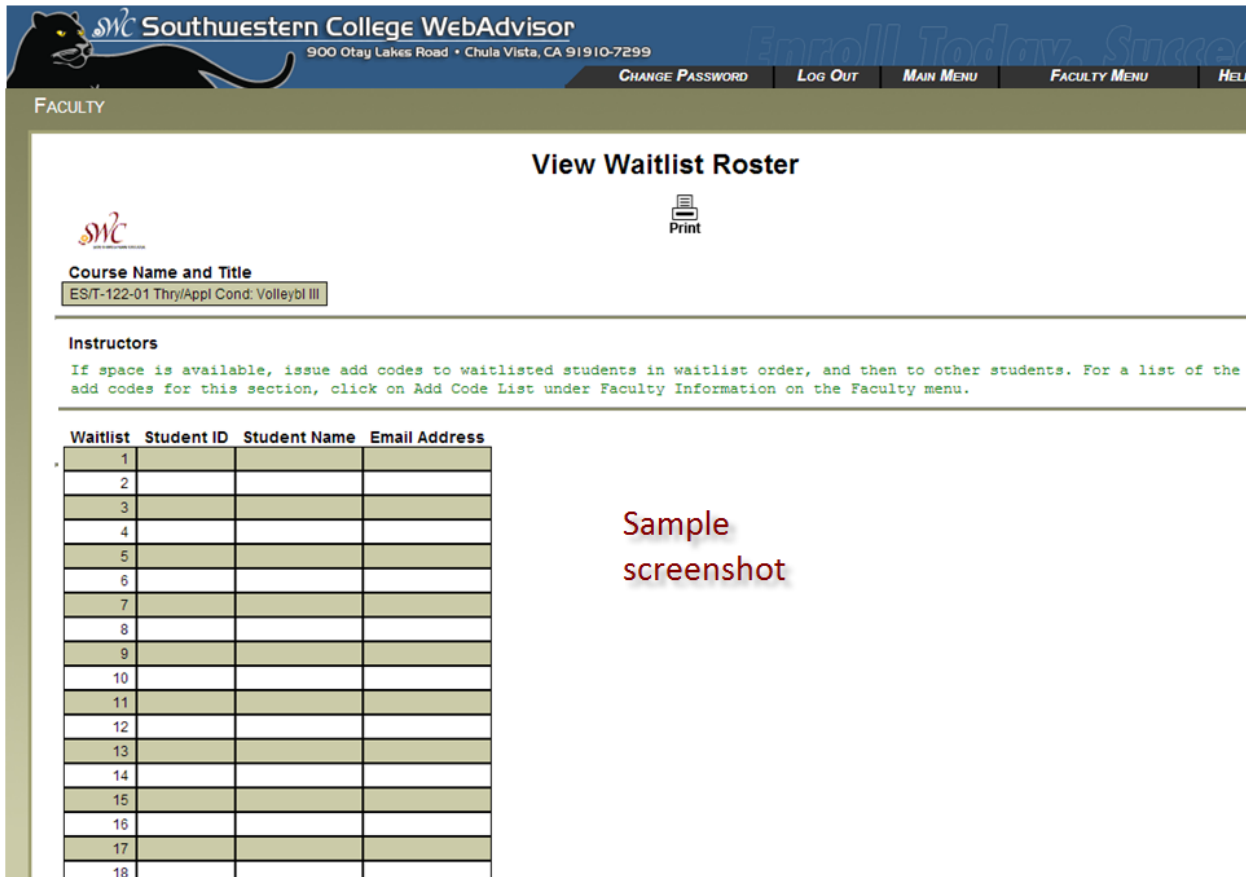Weekly positive attendance is required for courses <u>not</u> based on daily census.
In order to collect the contact hours for students adding classes, positive attendance rosters for the first week of instruction will be distributed the second week. Positive attendance rosters will be distributed on Monday of each week and must be returned by Friday to PJ Concha (ext. 5888) in Admissions.

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

A. **Daily Attendance.** Mark (bubble) the roster <u>only</u> 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.

B. **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? If you have any questions please contact PJ Concha in Admissions ext. 5888 or email at pconcha@swccd.edu.

Continued next page

Students are listed in order of their position on the wait list with an add code. No names listed indicate no one is on the wait list. If space is available you can issue add codes in order of the student's position on the wait list and also to students who are coming to you for the first time. Please instruct students to use their add codes on WebAdvisor.

Add codes can also be used in person at the Admissions Office or the Higher Education Center in National City or San Ysidro.

Be careful to issue a specific add code only once. For tracking purposes you can print the wait list/add code roster to mark the add codes you have issued. Please keep this roster for your records.

Note: This roster is not updated once the class begins. Check your online Class Roster to view students who are enrolled.

OK

CHANGE PASSWORD

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.

View Add Code List

Print

Course Name and Title
ES/T-121-01 Thry/Appl Cond: Volleyball II

Instructors

Each add code can be issued to only one student. 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. Students are listed under Used Add Codes when they have registered using an add code.

	Add Code	Class Name	Code Expiration Date
1	84494114	ES/T-121-01	Add code expires: 03/09/14
2	84494135	ES/T-121-01	Add code expires: 03/09/14
3	84494137	ES/T-121-01	Add code expires: 03/09/14
4	84494147	ES/T-121-01	Add code expires: 03/09/14
5	84494148	ES/T-121-01	Add code expires: 03/09/14
6	84494203	ES/T-121-01	Add code expires: 03/09/14
7	84494286	ES/T-121-01	Add code expires: 03/09/14
8	84494310	ES/T-121-01	Add code expires: 03/09/14
9	84494352	ES/T-121-01	Add code expires: 03/09/14
10	84494373	ES/T-121-01	Add code expires: 03/09/14
11	84494375	ES/T-121-01	Add code expires: 03/09/14
12	84494382	ES/T-121-01	Add code expires: 03/09/14
13	84494422	ES/T-121-01	Add code expires: 03/09/14
14	84494467	ES/T-121-01	Add code expires: 03/09/14
15	84494471	ES/T-121-01	Add code expires: 03/09/14

Used Add Codes	Student ID	Student Name	Student Email Address
84494008	0551611	Reeves, Cody W.	cmemailtest@swccd.edu

OK

Instructors must provide Add Codes for students to add classes on WebAdvisor.