

ATTENDANCE ACCOUNTING SCHEDULE FOR FALL 2015

08/10/15
ADMISSIONS & RECORDS

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

The last day for students to register or get placed on waitlists in full-term classes is Sunday, 8/23. Add Codes will be available on WebAdvisor on Monday, 8/24, at approximately 6:30 a.m.

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

Log in on WebAdvisor to access rosters, wait lists, and add codes from 5:00 a.m. to 1:00 a.m. PST

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

Check course deadlines on WebAdvisor. Click on the Course Title to view dates.

See sample screenshot:

Status	Section ID Course Title (Click for info)	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Material Fees
Waitlist Full	CHEM-100-01 (Reg Code: 94652) Intro to General Chemistry	Chula Vista - Main Campus	08/24/2015-12/12/2015 Lecture MF 10:10AM - 11:35AM, Room 332 Laboratory M 01:20PM - 04:30PM, Room 335	E. Hubert	0 / 24 / 20	4.00	

Start Date	End Date	Last Day to Add	Last Day to Drop	Last day for refund	No W Drop Date	Census Date
24 August 2015	12 December 2015	06 September 2015	13 November 2015	06 September 2015	07 September 2015	08 September 2015

August 24 – December 12, 2015


August

23	Sunday	Student deadline to enroll in open classes or get placed on wait lists
24	Monday	Print class attendance rosters, wait list, add code list with expiration dates on WebAdvisor
24	Monday	Fall semester begins Drop Roster available on WebAdvisor to drop students
24 – 9/6	Mon - Sun	Class change period -- All students must be enrolled by the deadline date. Inform students add codes must be processed on WebAdvisor by the deadline.

Code Expiration Date for full-term classes

Add code expires: **09/06/15**

September

6	Sunday	No Sunday Classes in observance of Labor Day
		Student deadline to add classes on WebAdvisor with instructor add

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code approval, last day to withdraw from full-term classes for a refund

7	Monday	Holiday – Labor Day Student deadline to withdraw from a class without receiving a "W" grade
8	Tuesday	First Census – clear inactive students & any no shows on the Census Roster. Submit census data on WebAdvisor
11	Friday	Student deadline to petition for independent study
18	Friday	Student deadline to file a petition for Pass/No Pass

October

2	Friday	Student deadline to petition for Credit by Exam
19	Monday	2 nd Short Session Begins Add codes have expiration dates. Make sure students add by the deadline.

November

11	Wednesday	Veterans Day – Holiday
13	Friday	Student deadline to withdraw and receive a "W" grade from Full semester classes
26- 29	Thurs – Sun	Thanksgiving Holiday

December

4	Thursday	Faculty deadline to drop students who stopped attending before November 13th. Last date to reinstate students.
6- 12	Sun - Sat	Final Examination week
12	Saturday	End of Fall semester
6 - 16	Sun - Wed	Online grading available on WebAdvisor
16	Wednesday	Faculty deadline to submit FINAL grades on WebAdvisor
17	Thursday	Grades posted to student transcripts
19 – Jan 3	Sat - Sun	Winter Break

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 semester!

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

Class Rosters. All officially enrolled students are listed on the class roster.

Waitlists. During registration if courses are filled, students may choose to be placed on the waitlist. Students are listed in order of their waitlist position. The waitlist is used during the first class meeting only. If seats are available after calling roll from the roster, issue students 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: date

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.**

On WebAdvisor, students are listed under Used Add Codes when they register using an add code:

Used Add Codes	Student ID	Student Name	Student Email Address

Late Application. Students must apply online at 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 classes or the first week of class for a short-term course. Students must use WebAdvisor to drop classes, or to add classes with add codes.

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.

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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 are required by Title 5 to clear their class rosters of all inactive students no later than the last business day prior to the Census Day for the semester or session. "Inactive students" include:

- No Shows
- Students no longer participating
- Students who have officially withdrawn

Instructors must drop students who fail to notify their instructor of their absence or who fail to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.

After the add period of the term, instructors may drop a student from a class if the student's total hours of absence exceed twice the number of hours the class meets per week. Attendance requirements may vary in programs where attendance regulations are established by an outside regulatory agency. When this occurs, students will be notified in advance of the attendance requirements of the program.

Withdrawals: Please check WebAdvisor for important withdrawal dates.

Census Rosters. For full semester classes Census Day is Tuesday of the fourth week. Instructors will be emailed census reminders to submit the Census roster. It is important all inactive students & all no shows are dropped. Census dates for short-term classes are dependent on the number of class meetings and, therefore, vary from class to class. Beginning with the Census roster, instructors must always indicate the last date of attendance and a drop reason.

If students are dropped in error, they can be reinstated prior to final online grading.

Reinstatements. Students can be reinstated with an add form. Please sign the form and write reinstate across the bottom. 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 Rosters. 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, NP and I grades require a last date of attendance.

Short-term classes --grades are due on Friday the week after the course ends.
Exception: classes ending at the end of the term are due on December 16.

Assistance with Attendance Accounting. For Assistance and information about attendance accounting, contact Serene Vannoy in Admissions at 619/482-6531 or email svannoy@swccd.edu.

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Short-Term Courses

Due to the variance in beginning and ending dates, it is not possible to develop an attendance schedule for short-term courses.

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

Status	Section ID Course Title (Click for info)	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Material Fees
Waitlisted	ASTR-100-04 (Reg Code: 94801) Principles of Astronomy	Chula Vista - Main Campus	08/25/2015-12/10/2015 Lecture TTH 08:35AM - 10:00AM, Room 301	G. Miller	5 / 60 / 18	3.00	

The following information will display:

Class Information

Title	PRINCIPLES OF ASTRONOMY					
Section Number	ASTR-100-04	Reg Code	94801			
Description	[Recommended Preparation: MATH 45 or the equivalent skill level as determined by the Southwestern College Mathematics Assessment or equivalent; RDG 54 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent.] Introduction to the concepts and methods developed in astronomy to describe and understand the physical nature and processes of astronomical phenomena. Topics include the sky, the solar system, stars and stellar evolution, nebulae, the Milky Way Galaxy, galaxies, and cosmology. [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
24 August 2015	12 December 2015	06 September 2015	13 November 2015	06 September 2015	07 September 2015	08 September 2015

A census reminder will be emailed to submit the Census roster.
It is important all inactive students & any no shows are dropped.

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

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 not 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 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 student's 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.

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- 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. If a student has been attending class, but student's 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? Please contact Percival Concha in Admissions, ext. 5888 or email pconcha@swccd.edu if you have any questions or need help with positive attendance.