

ATTENDANCE ACCOUNTING SCHEDULE FOR FALL 2013

11/4/13
ADMISSIONS & RECORDS

Important deadline dates for Fall 2013 full-term courses are listed below.

For short-term courses, see **page 3** on how to view important dates on WebAdvisor. Also available on WebAdvisor is the Attendance Accounting Manual which provides information on specific procedures. Admission's hours of operation are: Monday & Tuesday 8:00 a.m. – 6:30 p.m., Wednesday & Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. to 1:00 p.m.

Login on WebAdvisor. Go to <http://webadvisor.swccd.edu>

Available daily from 7:00 a.m. to 12:00 a.m. midnight

August 19 – December 20, 2013

August

15	Thursday	Student deadline to enroll in open classes or get placed on wait lists
16 - 18	Fri - Sun	Print class attendance rosters, wait list/add code rosters on WebAdvisor,
19	Monday	Fall semester begins
19	Monday	Drop Roster available on WebAdvisor to drop students
19 – 31	Mon - Sat	Class change period
31	Saturday	Student deadline to add classes on WebAdvisor with instructor approval (add code or signature), last day to withdraw from full-term classes for a refund

September

1	Sunday	No Sunday Class in observance of Labor Day
2	Monday	Holiday – Labor Day
6	Friday	Student deadline to petition for independent study
8	Sunday	Student deadline to withdraw from a class without receiving a "W" grade
9	Monday	First Census – clear inactive students & any no shows on Census Roster Submit your census data within 48 hours of First Census date on WebAdvisor
13	Friday	Student deadline to file a petition for Pass/No Pass
27	Friday	Student deadline to petition for credit by challenge exam

October

21	Monday	2 nd Short Session Begins
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November

9	Saturday	Student deadline to withdraw and receive a "W" grade
10	Sunday	No Sunday Class in observance of Veterans Day
11	Monday	Veterans Day – Holiday
27	Wednesday	No evening classes. Offices close at 4:30 p.m.
28- Dec 1	Thurs – Sun	Thanksgiving Holiday

December

12	Thursday	Faculty deadline to drop students who attended November 9 or prior. Last date to reinstate students.
13	Friday	No Classes – Faculty Flex Day
14 – 20	Sat – Thurs	Final Examination week
20	Friday	End of Fall semester
14 – 26	Sat - Thurs	Online grading available on WebAdvisor
26	Thurs	Faculty deadline to submit FINAL grades on WebAdvisor
21 – Jan 5	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 Beverly DeLara at 619/421-6700 ext. 5411 or email bdelara@swccd.edu. Thank you and have a great 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.

Instructors need to issue an add code which students can use on Web Advisor or give signed add forms for students to submit in person at any Admissions location.

Late Admission. Students must apply online at www.swccd.edu. Once classes begin, students must add classes with instructor approval during the class change period. They must obtain add codes to use on WebAdvisor or signed add forms to submit in person in Admissions or any of the Higher Education Centers.

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 can add classes with instructor approval or drop classes on WebAdvisor or in person in Admissions or any of the Higher Education Centers.

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 hours of unexcused absences for the semester 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.

Withdrawals: Please check WebAdvisor for important withdrawal dates.

Census Rosters. For full semester classes Census Day is Monday of the fourth week. Instructors will be emailed census reminders to submit the Census roster within 48 hours of census day. It is important all inactive students & any 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 the appropriate drop reason.

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

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 Beverly DeLara an email to reinstate the student at <mailto:bdelara@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.” Instructors are required to submit grades by the deadline specified on this attendance accounting schedule.

Assistance with Attendance Accounting. For Assistance and information about attendance accounting, contact Beverly DeLara in Admissions at ext. 5411 or <mailto:bdelara@swccd.edu>.

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:

Section Selection Results							
Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Material Fees
Waitlisted	RE-101-501 (81432) Real Estate Principles	Online	08/19/2013-10/12/2013 - Online Class	G. Stockin	0 / 30 / 6	3.00	

The following information will be displayed:

Class Information						
Title	REAL ESTATE PRINCIPLES					
Section Number	RE-101-501					
Description	Grade only. [Recommended Preparation: BUS 211 or 212 or equivalent; RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent.] Features an introductory course for the consumer or the career-minded individual. Focuses on real property laws pertaining to contracts, deeds, land titles, liens, escrow, leases, financing, land description, and brokerage. [D; CSU]					
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
19 August 2013	12 October 2013	23 August 2013	28 September 2013	23 August 2013	29 August 2013	30 August 2013

A census reminder will be emailed to submit the Census roster within 48 hours of census day.
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 Beverly DeLara (ext. 5411) 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. 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? Please contact Beverly DeLara in Admissions ext. 5411 or <mailto:bdelara@swccd.edu> if you have any questions or need help with positive attendance.