ATTENDANCE ACCOUNTING SCHEDULE FOR SPRING 2013

SOUTHWESTERN COLLEGE

ADMISSIONS & RECORDS

*REVISED 1/10/13

Important deadline dates for Spring 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 through Thursday 7:45 a.m. – 6:30 p.m. and Friday 7:45 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

January 14 – May 24, 2013

January

10	Thursday	Deadline for students to get placed on wait list – 12:00 a.m. midnight
10	Thursday	Last day for students to enroll in open classes
11 - 13	Fri - Sun	Print class attendance rosters, wait list/add code rosters
14	Monday	Instruction begins
14	Monday	Drop Roster available to drop students
14 - 28	Mon - Mon	Class change period
20	Sunday	No classes
21	Monday	Holiday – Martin Luther King Jr. Day
26*	**Saturday**	**Deadline to add classes on WebAdvisor with instructor approval (add code or signature), last day to withdraw from full-term classes for a refund**

February

1	Friday	Last day to withdraw from a class without receiving a "W" grade
		Last Day to file a petition for Pass/No Pass
4	Monday	First Census Date – clear all inactive students & any no shows
8	Friday	Deadline to submit First Census data
		Last day to file a petition for independent study
15 – 18	Fri – Mon	Holiday – President's Weekend
21	Thursday	Deadline to petition for credit by challenge exam

March

18	Monday	2nd Short Session Begins
25 – April 1	Mon - Mon	Spring Break

April

12	Friday	Last day to withdraw from full-term classes and receive a "W" grade

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May

17	Friday	Last opportunity to drop or reinstate students.
18 – 24	Sat – Fri	Final Examination week
24	Friday	End of Fall semester
18 – 28	Sat – Tue	Online grading available
27	Monday	Holiday – Memorial Day
28	Tuesday	Deadline to submit FINAL grade rosters

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 WebAdvsior 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
Waitlist Full	ANTH-101-501 (75672) Biological Anthropology	Online	01/14/2013-03/09/2013 - Online Class	Browder,Erin	1 / 45 / 20	3.00	

The following information will be displayed:

Class Information

Title	BIOLOGICAL ANTHROPOLOGY
Section Number	ANTH-101-501
Description	[Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent.] Introduces a natural history of humankind and scientific evidence for human evolution. Includes the study of genetics and heredity, taxonomy, the study of primates, evolutionary theory, and modern population adaptations and variation. Emphasizes skeletal analysis and the evaluation of the hominid fossil record. [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
14 January 2013	09 March 2013	18 January 2013	25 February 2013	18 January 2013	23 January 2013	24 January 2013

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:

A. **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.

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 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.