

Contents: Attendance Accounting Schedule for Summer 2016

[Note: Admissions office hours are 8:00 a.m. – 6:30 p.m., Monday through Thursday]

1) Finding dates for every course (full-term or short-term)	2
2) Important dates for full-term courses	2
June 6 through August 7, 2016	2
3) Detailed Instructions on Attendance Accounting.....	3
Class rosters	3
Waitlists	3
Add code list.....	3
Students applying late	4
Class change period	4
Prerequisites	4
Dropping students using drop roster	4
Census rosters.....	5
Reinstatement.....	5
Final grade rosters	5
4) Short-term classes.....	5
5) Daily Census courses.....	5
6) Positive Attendance courses.....	5
7) Where to get help with Attendance Accounting	6

The dates below are for full-term (9-week) classes only. For short-term classes, please see item #1 below for how to view important dates on WebAdvisor.

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

WebAdvisor hours are 5:00 a.m. to 1:00 a.m. PST.

SWC Attendance Accounting Schedule, Summer 2016

5/19/16

Page 2 of 6

1) Finding dates for every course (full-term or short-term)

WebAdvisor has course-specific dates (last day to add, refund, no W drop date, census date) for every class. Click on the course title to see the dates on the next screen. Here are example screenshots of this information:

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

2) Important dates for full-term courses

June 6 through August 7, 2016

Date	Day	
JUNE		
5	Sunday	Last day for students to enroll in open classes and get placed on waitlists for 9-week session.
6	Monday	Summer 2016 instruction begins
		Print waitlists, add code rosters, and class rosters
		Drop roster is available on WebAdvisor
6-12	Monday-Sunday	Class change period for students. All students must be enrolled by the deadline date, 6/12/16.
9	Thursday	Last day to file a petition for Pass/No Pass
		Last day to petition for Independent Study
12	Sunday	Deadline to add 9-week session classes on WebAdvisor with instructor-issued add codes. Students who are not officially enrolled by this date will not be allowed to enroll late.
		Last day to register or get on waiting list for 8-week session
13	Monday	Instruction begins for 8-week session
Check WebAdvisor		Census date —clear all inactive students and no-shows on WebAdvisor
16	Thursday	Deadline to petition for Credit by Challenge Exam
19	Sunday	Last day to add classes with add codes on WebAdvisor for 8-week classes
JULY		
4	Monday	HOLIDAY: Independence Day

SWC Attendance Accounting Schedule, Summer 2016

5/19/16

Page 3 of 6

August		
1	Monday	Last opportunity to drop or reinstate students. After this day, students must receive a grade on your final grade roster; changes may be made for up to 1 year via Record Change form.
1-4	Monday-Thursday	Final Examination week
2-10	Tuesday-Wednesday	Online grading available
7	Sunday	End of Summer 2016 semester
10	Wednesday	Deadline to submit final grade rosters
11	Thursday	Summer grades posted to transcripts

3) Detailed Instructions on Attendance Accounting

Log in to WebAdvisor to view class rosters, waitlists, drop rosters, and census rosters:

<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 you call 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 dates. You should issue add codes if space is available in the section. We encourage you to give the codes out early, rather than waiting until near the add deadline, so that students who need assistance in adding with an add code will have time to contact Admissions for help. An add code can only be issued once. Please be careful not to assign the same number twice.

Here is a screenshot of a sample add code entry:

Add Code	Class Name	Code Expiration Date
1	86143007	ES/I-103-01
Add code expires: date		

Please inform students that they must register using 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 work after the deadline date.**

On WebAdvisor, students are listed under “Used Add Codes” once they have registered using an add code.

Students applying late

Students must apply online at <http://swccd.edu/apply>. Once classes begin, students must add classes for which they have instructor-provided add codes during the class change period. Please provide these students add codes to use on WebAdvisor if space is available.

Class change period

Students can make changes to their class schedules on WebAdvisor during the class change period. For full-term classes, those dates are listed above; for short-term classes, please see the section’s information on WebAdvisor.

Prerequisites

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 using 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 (for full-term classes).

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.

Census rosters

For summer classes, census day varies from class to class. Please check WebAdvisor for the census date for your classes. We recommend you add these to your calendar early in the term. Instructors will be emailed census reminders to submit the census roster. It is important that all inactive students and 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. 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.

Reinstatement

Students can be reinstated via either reinstatement form or email. Please sign the reinstatement form, which the student can then return to Admissions for processing, or email Serene Vannoy, svannoy@swccd.edu, with the section information and the student's name and ID number.

Final grade rosters

Students whose names appear on the final grade roster must be assigned a letter grade (A, B, C, D, F, P, NP, or I). Note: F grades require a last day of attendance. Instructors are required to submit grades by the deadline specified on this schedule.

4) Short-term classes

Due to the variance in beginning and ending dates, it is not possible to develop an attendance schedule with specific dates for all short-term courses. Please check WebAdvisor for course-specific dates. We recommend you do this for all your classes at the beginning of the semester so you can add these dates to your own calendar. It is important that any no-shows and inactive students be dropped before submitting your census rosters.

5) 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.

6) Positive Attendance courses

These courses do not have a census date. Attendance is collected weekly on 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 of classes. Positive attendance rosters will be distributed on Monday of each week and must be returned by Friday to Serene Vannoy (619-482-6531) in Admissions.

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

- A. Daily Attendance: Mark 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 and 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 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.

7) Where to get help with Attendance Accounting

For help with WebAdvisor: Erick Parga, (619) 216-6685, eparga@swccd.edu

For help with drops, reinstatements, grade changes, incompletes, positive attendance, or general attendance accounting information: Serene Vannoy, ext. 6531, (619) 482-6531, svannoy@swccd.edu