



# COLLEGE BOUND ATTENDANCE ACCOUNTING FOR SPRING 2013

Please review some important information regarding procedures and deadline dates for College Bound courses. Login to WebAdvisor from 5:15am to 1:00am to view your rosters, certify census and drop students.

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

Click on Faculty Menu.

## Faculty Information

- Attendance Roster
- Census Roster
- Class Roster
- Drop Roster

On any page, click on the Course Section Name and Title, See example below:

## Section Selection Results

Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
Open	ART-104-CB1 (75738) Introduction to Art	Extension Site	01/23/2013-05/15/2013 Lecture MW 03:10PM - 05:00PM, Room CPHS	S. Wascher	17 / 45 / 0	3.00

The following information will be displayed:

## Class Information

Title INTRODUCTION TO ART  
 Section Number ART-104-CB1  
 Description Focuses on the function, interpretation, and evaluation of the visual arts. Provides the skills needed for the analysis of the history of art. [D; CSU; UC]  
 Credits 3.00 CEUs

College Bound  
 To enroll, please contact Juan Tapia,  
 619-421-6700, ext. 5631

Start Date	End Date	Last Day to Add	Last Day to Drop	Last day for refund	No W Drop Date	Census Date
23 January 2013	15 May 2013	25 January 2013	22 April 2013	03 February 2013	10 February 2013	11 February 2013

Census reminders were emailed to submit the Census roster within 48 hours of census day.



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**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.

**Reinstatements.** Students can be reinstated with an add form. Please sign the form and write *reinstated* across the bottom. The student must then return the form to any Admissions location for processing. You may also send an email to Beverly DeLara at [bdelara@swccd.edu](mailto:bdelara@swccd.edu) to reinstate the students.

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

**Withdrawals:** Please check WebAdvsior for withdrawal dates.

**Assistance with Attendance Accounting.** For Assistance and information about attendance accounting, contact Beverly DeLara in Admissions at ext. 5411 or [bdelara@swccd.edu](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.



# COLLEGE BOUND ATTENDANCE ACCOUNTING FOR SPRING 2013

Review your rosters to make sure all students are officially registered in your classes

Students who are not registered:

- can be a district liability should an accident occur in class.
- are not counted in the College FTES.
- will not receive a grade in the class
- will not receive college or high school credit.

Additional important dates:

DAYS OFF SWC: 1/21, 2/15, 2/18, 3/25-4/1 (Spring Break), 5/17

DAYS OFF SUHSD: 1/21, 2/15, 2/18, 3/18-3/29 (Spring Break)

If you have any questions or concerns, please call Juan Tapia at (619) 421-6700 ext. 5631 or email [jtapia@swccd.edu](mailto:jtapia@swccd.edu) or contact Beverly DeLara at 421-6700 ext. 5411 or email [bdelara@swccd.edu](mailto:bdelara@swccd.edu) .

### Southwestern College College Bound Course Offerings Sweetwater High School District Spring 2013

DAYS OFF SWC: 1/21, 2/15, 2/18, 3/25-4/1 (Spring Break), 5/17, Last day for CB classes 5/16

DAYS OFF SUHSD: 1/21, 2/15, 2/18, 3/18-3/29 (Spring Break)

School	Course	Days Room	Time	Dates	Instructor	Census Date	Last Day to Drop
Castle Park	ART 104 CB1,2	M/W 401	3:10-5:00	1/23-5/15/13	Sandra Wascher	2/11/13	4/22/13
Chula Vista	PD 100 CB1,2	M/W/F	1:50-2:55	1/23-5/15/13	Cynthia Francisco	2/11/13	4/19/13
Eastlake	ART 104 CB3,4	T/TH IT5	8:00-9:30	1/22-5/16/13	Sandra Wascher	2/7/13	4/18/13
Hilltop	AJ 111 CB1,2	T/TH 703	T 1:40-2:45 TH 1:10-2:45	1/15-5/16/13	Stephen Maxin	2/5/13	4/18/13
Palomar	PD 116 CB1,2	M/T/W 25	11:10-12:00	2/19-5/15/13	Lisa Rodriguez	3/5/13	4/29/13
Olympian	AJ 111 CB5,6	T/TH 711	T 1:45-2:3:10 TH 12:50-2:15	1/17-5/16/13	Naida Austin	2/7/13	4/18/13
Otay Ranch	PD 100 CB3,4	W/F	12:55-2:30	1/23-5/15/13	Georgina Garcia	2/8/13	4/19/13
Southwest	AJ 111 CB7,8	MWF 213	1:55-3:00	1/23-5/15/13	Naida Austin	2/11/13	4/19/13
Sweetwater	PSYC 101 CB1,2	M/W 405	12:35-2:10	1/16-5/15/13	Paula Zamudio	2/6/13	4/22/13