



ATTENDANCE ACCOUNTING SCHEDULE SPRING 2014

ADMISSIONS & RECORDS

1/14/14

Important deadline dates for 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.

Use WebAdvisor from 7:00 a.m. to 12:00 a.m. midnight.

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

January 21 – May 30, 2014

JANUARY

19	Sunday	Deadline for students to get placed on wait list – 12:00 a.m. midnight Last day for students to enroll in open classes
20	Monday	Print from WebAdvisor class attendance rosters, wait list/add code rosters Holiday – Martin Luther King Jr. Day
21	Tuesday	Spring 2014 Instruction begins Drop Roster available on WebAdvisor to drop students
21 - 1	Tues - Sat	Class change period for students. All students must enrolled by this date.

FEBRUARY

1	Saturday	Deadline to add classes on WebAdvisor with instructor approval with add code. Students who are not officially enrolled by this date will not be allowed to enroll late. Last day to withdraw from full-term classes for a refund
7	Friday	Last day to file a petition for independent study
9	Sunday	Last day to withdraw from a class without receiving a “W” grade
10	Monday	First Census Date – clear all inactive students & any no shows on WebAdvisor
13	Thursday	Last Day to file a petition for Pass/No Pass Deadline to submit First Census data
14 – 17	Fri – Mon	Holiday – President's Weekend
28	Friday	Deadline to petition for Credit by Challenge Exam

MARCH

24	Monday	2 nd Short Session Begins
30	Sunday	No Sunday classes in observance of Cesar Chavez Day
31	Monday	Holiday – Cesar Chavez Day

APRIL

11	Friday	Last day to withdraw from full-term classes and receive a "W" grade
14 - 20	Mon - Sun	Spring Break

MAY

22	Thursday	Last opportunity to drop or reinstate students No classes – Flex Day
23 - 30	Fri – Fri	Final Examination week
26	Monday	Holiday – Memorial Day
30	Friday	End of Spring 2014 semester
23 – 6/03	Fri – Tue	Online grading available

JUNE

3	Tuesday	Deadline to submit FINAL grade rosters Commencement - Sleep Train Amphitheatre
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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 Tabitha Ibarra at ext. 5217 or email admissions@swccd.edu. Thank you and have a great spring 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: List of all students who are officially enrolled.

Waiting Lists. 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. The wait list is used during the first class meeting only. Instructors need to issue an add code which students can use on Web Advisor or 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. For full-term classes, students are given through the second week of instruction to make changes to their class schedules. They can add classes with instructor approval or drop classes on WebAdvisor or in person in Admissions or any of the Higher Education Centers. All students must be enrolled by the end of the class change period.

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 student's total hours of absences exceed twice the number of hours the class meets per week.

Census Rosters. For full semester classes Census Day is Monday February 10, the fourth week. Email reminders are sent on the census day to **submit your census roster within 48 hours**. The Census roster will be available on WebAdvisor on the census day. Census dates for short-term classes depend on the number of class meetings, therefore, vary from class to class.

- Drop students who are not in attendance on the census roster.
- On the census roster, check the box at the bottom of the screen which states "I certify the enrollment is complete and accurate as submitted and that I am supervising the attendance" and **click SUBMIT**. If you do not click the certification box your census roster will not be complete.

Reinstatements. If students are dropped in error, they 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 Tabitha Ibarra an email to reinstate the student at admissions@swccd.edu. Reinstates can be processed throughout the semester or prior to grade rosters being created.

Final Grade Roster. 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 the attached attendance accounting schedule.

Assistance with Attendance Accounting. For Assistance and information about attendance accounting, contact Tabitha Ibarra in Admissions at ext. 5217 or email admissions@swccd.edu.

SHORT TERM CLASSES

Due to the number of short-term courses and the variance in beginning and ending dates, it is not possible to develop an attendance schedule that will include all short-term courses. Check WebAdvisor for course specific Last Day to Add, Refund, No W Drop Date & Census dates.

Click on the Course 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.

The following outlines the timelines set for each attendance accounting activity. These activities take place for every course regardless of duration.

Student Withdrawals: Students who withdraw during the first 20% of a short-term class will have no record of enrollment posted. Student withdrawals after the 20% point but before the 75% will be reflected as a "W." Students enrolled after the 75% point must be assigned a letter grade.

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 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. TBA applies to those courses with additional hours to be arranged. 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 Percival Concha in Admissions ext. 5888 or email pconcha@swccd.edu if you have questions or need help with positive attendance.

Admission's hours of operation are:

Monday & Tuesday 8:00 a.m. – 6:30 p.m.

Friday 8:00 a.m. to 1:00 p.m.

Wednesday & Thursday 8:00 a.m. – 5:00 p.m.