To: All Faculty

From: Richard Andrews

Re: Summer Session – <u>Managing Enrollment and Grading</u>

Date: June 7, 2010

Welcome! This memo and attached files provide important information regarding your class (es). You must have established an Online Grading System (OGS) account in order to access your rosters, drop students, and post grades. If you have not set up this account or need assistance in doing so, please contact Greg Beyrer at 691-7607.

Accessing the OGS
You must have completed the hiring process and paperwork prior to having access to this system.

Problems with your class setup
You must work with your area dean to resolve class setup issues such as increasing/decreasing enrollment limits, start/end times, etc. The Admissions Office is not authorized to make these changes.

Students with enrollment problems
When contacting us about students having problems enrolling in classes, please keep in mind the information included in this memo and the other documents. If you are still unsure about the situation and wish to contact us, please be prepared to provide the student's name and student id number. This will allow us to better investigate the reported problem because we have an actual example.

Class rosters and enrollment activity
All class rosters must be accessed online. You must print out your own class roster, waitlist, and 20 permission numbers prior to the first class. Your rosters are updated each morning. You will not receive any written notification from the Admissions Office regarding add/drop or waitlist activity for your class. Therefore, you should check your roster regularly throughout the summer.

Enrollment and payment schedule summary
Students who enrolled for summer classes **by May 21** had 14 calendar days from the day they enrolled in a class to pay for that class. Students whose payments were not received and processed by the 14th calendar day were dropped from that class without advance notice. Students who have enrolled for a class or classes **after May 21** must have their payment received and processed **by Friday, June 4** or they will be dropped. Students who were dropped for non-payment have lost their seat in the class and a student from the wait list will have been added to your "enrolled" roster through Friday, June 4.

Once classes begin, students will only be able to add a class by receiving a permission number from you and enrolling and paying **within 24 hours** in order to remain in the class. Students can enroll online or in person at the Admissions and Records Office during business hours. Students should be directed to enroll and pay online whenever possible, as this is the quickest way for their enrollment and payment to be processed immediately. Students who are dropped for any reason will have to re-enroll and are not guaranteed a seat or a position on the wait list.

'No Show' Students at the beginning of the term
Students who are not present at the first class meeting <u>may</u> be dropped by the instructor and their seat given to a student from the Wait List. Students who fail to attend at least one of the first three class meetings of a full term class <u>must</u> be dropped by the instructor.

Distributing permission numbers
Each course is allowed 20 permission numbers that are distributed to students on the wait list, in chronological order. If your class is full and you are unable to add students, please announce this at the beginning of each class during the first week. Only enrolled students who appear on your roster may occupy a seat. If you are able to add students from the wait list, they must enroll using the 6 digit permission number you provide. Permission numbers are available two ways: from your class roster following the wait list, and from the online grade system tab "Permission to Add Slips". As you distribute permission numbers, document the student's name and 7 digit ID number on your roster next to the permission number. Students should be told that they must enroll using the assigned permission number and pay the enrollment fees **within 24 hours** or they will be dropped. Once you have assigned permission numbers, please allow 48 hours for the student to appear on your class roster. You may ask students to provide proof that they have enrolled by presenting a print-out of their enrollment summary available through e-Services at the next class meeting.

Any student who attempts to enroll for a class beyond the "last day to enroll" date must present a student petition that includes the assigned permission number, the instructor's reason for the late add, the instructor's signature and the dean's signature. Any enrollment transaction that occurs beyond the last day to enroll must be done in person at the Admissions and Records Office and payment of fees is due immediately. Late adds are subject to approval by the Dean of Enrollment Management. If you need more permission numbers, contact the Admissions Office.

Permission Numbers and eServices
Students enrolling in non-Other Term (6W1, 4W1, 8W2, etc.) classes have a limited amount of time to use their permission numbers online. These deadlines are posted online at our website and published in the class schedule. Students are not able to use permission numbers in eServices for Other Term (OT) classes once those particular classes officially start. Students may report to you that their permission numbers have expired or aren't working. The section below will allow you to give them direction on how to get enrolled.

Special enrollment options for classes
Students who are unable to use their permission numbers in eServices may also fax their completed Enrollment Request Form (available on Admissions website) to Admissions at 691-7467 or email their enrollment request. The students may use the Admissions link on CRC's website to access our online Contact Form. The student must provide their name, student id number, permission number and class information (name and 5-digit class number). Remember that students will also need to petition (obtaining your permission and your area dean's permission) once the last day to enroll has passed. Due to the difficulty of advertising Other Term dates, late add petitions will not be required for these particular classes.

Roster Maintenance

While students are ultimately responsible for the accuracy of their permanent record, the state holds the college responsible for maintaining accurate class rosters. **It is very important that every student occupying a seat in your class is officially enrolled and appears on your roster.** Check your rosters regularly. Class rosters are updated daily. Students who officially enrolled, but do not show up on or disappear from your roster may have been dropped for non-payment, unauthorized repeat, or other administrative reasons. Affected students should be referred to the Admissions Office. Students who have an Incomplete grade for the class from a previous semester **are not** eligible to enroll for the class again. They must work with the instructor who assigned the Incomplete to complete remaining class requirements. The instructor will then assign an updated grade.

Dropping students

Students who have stopped attending class should be officially dropped using the Online Grading System before published deadlines. Auditors have issued a finding that students who have never attended class should not be receiving 'W' and 'F' grades on their permanent records according to state attendance accounting policy. Dropping students from Other Term classes after the "last day to drop with a 'W'" deadline will result in an automatic 'F' grade. For all instructor drops, a nightly automated procedure will process drops submitted via the OGS. If a student is dropped in error, please email the Admissions Office via our online contact form. Please include the student's name, student id number, class, and 5-digit class number.

Petitioning for graduation and certificates
Please encourage students to file for graduation and certificates by **June 25**. Students may petition for their certificates at the Admissions Office without counselor approval. Students earning degrees must meet with a counselor to complete the required paperwork. Even though students may be transferring to other institutions to pursue their long-range goals, eligible students are strongly encouraged to file for a degree and/or certificate. As we all know, these mark important milestones in students' educational pursuits.

Dates and Deadlines

Please refer to the information at the top of your online roster to obtain the correct term length information. Traditional-length (8W1, 8W2, 4W1, 4W2, 6W1,and 6W2) dates may be obtained from the accompanying file "Summer_2010_Class_Schedule". If your class is coded as Other Term, you must use the date information in the file accompanying this memo ("Summer_2010_Other_Term_Dates"). If your class is coded as Other Term, but your class does not appear in the file, contact the Admissions Office.

Final grades

Grades are due by August 9, 2010. They must be submitted via the Online Grading System. Once you have graded finals for a class, submit your grades immediately. Do not wait until the due date. Students need these grades posted to their records for employment, transfer, registration, and other purposes. Grades will post to students' records during an automated process that occurs each day.

If the top of your online class roster indicates that record keeping for positive attendance is required, you must take attendance during each class meeting. When you submit final grades, you will also be required to submit attendance hours for all students who attended at any time. You will also be required to submit supporting documentation to Admissions.

Grade Changes
Grade changes can no longer be requested via email. New district procedures require that faculty work through their area offices to complete required grade change paperwork. These grade change forms are also used to add students missing from grade rosters to classes and assign final grades.

If you have any questions, please don't hesitate to contact us at 691-7411. The Admissions Office wishes you success during the upcoming semester!