

IMPORTANT NOTE: We have changed our process for Incompletes. Please see the section entitled "[Incompletes](#)" for information.

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Most dates below are for full-term (16-week) classes. For short-term classes, dates will vary. Please see #1) below (Finding Dates...) 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.** If student was already enrolled and is dropped in error, please see "[Reinstatement](#)" below.

SWC Attendance Accounting Schedule, Spring 2018

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WebAdvisor hours are 5:00 a.m. to 1:00 a.m. PST. Go to <http://my.swccd.edu> or <http://webadvisor.swccd.edu>.

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

January Intersession: January 2-25, 2018

Spring 2018 semester: January 29-May 25, 2018

(Note: Second 8-week session begins April 2, 2018. See WebAdvisor for short-session deadlines.)

JANUARY		
1	Monday	Last day for students to enroll in open classes and get placed on waitlists for January Intersession
2	Tuesday	January Intersession begins
15	Monday	Holiday (Martin Luther King, Jr. Day)
17	Wednesday	Drop for non-payment date. Students who owe more than \$184 on this date will be dropped from their classes
25	Thursday	January Intersession ends
26	Friday	Pre-semester Spring 2018 Flex Day
28	Sunday	Last day for students to enroll in open classes and get placed on waitlists for full-term or first-8-week classes
29	Monday	Deadline to grade January Intersession class sections Spring 2018 semester begins (full-term and 8-week session) Print waitlists, add code rosters, and class rosters (available at approximately 6:30 a.m.) Drop roster is available on WebAdvisor.

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Jan. 29 – Feb 9	Monday - Friday	Class change period for students. All students must be enrolled by the deadline date, 2/9/18. Inform students that add codes must be processed on WebAdvisor by the deadline. Please do not wait until 2/9 to issue add codes.
FEBRUARY		
9	Friday	Student deadline to add 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 withdraw from full-term classes with a refund
11	Sunday	Last day to withdraw from a class without receiving a W
12	Monday	Census date —clear all inactive students and no-shows on WebAdvisor before submitting census roster
15	Thursday	Last day to petition for Independent Study
16-19	Friday-Monday	Holiday—Presidents’ Weekend
23	Friday	Last day to file a petition for Pass/No Pass
MARCH		
9	Friday	Deadline to petition for Credit by Examination
26	Monday	Spring Break begins (3/26-4/1)
30	Friday	Holiday—César Chávez Day
APRIL		
1	Sunday	Spring Break ends
2	Monday	Second 8-week session begins
27	Friday	Last day to withdraw from full-term classes with a W
MAY		
19—25	Saturday-Friday	Final Examination week
25	Friday	End of Spring 2018 semester & Commencement
28	Monday	Holiday—Memorial Day
30	Wednesday	Deadline to submit final grade rosters
31	Thursday	Spring grades posted on transcripts

3) Detailed Instructions on Attendance Accounting

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

<http://my.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 MySWC/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 MySWC/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 (for example, Nursing, Paramedics, Police Academy). When this occurs, students will be notified in advance of the attendance requirements of the program.

Census rosters

For summer and short-term 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.

Reinstatement

If students are enrolled, but then dropped in error, they can be reinstated prior to final online grading. This is not the same as a Late Add. Late Adds will not be processed.

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, or NP). Note: F grades require a last day of attendance. Instructors are required to submit grades by the deadline specified on this schedule. **We have changed our process for Incompletes. Please see the next section for information.**

Incompletes

The "I" (Incomplete) is used to indicate the student had unforeseeable circumstances or an emergency and was unable to attend class at the end of the semester (after the drop deadline), or was unable to take the final examination. A student may not repeat a class to remove the "I" grade and the "I" grade cannot be changed to a "W" (withdrawal) grade. The "I" will be made up no later than one year following the end of the term in which it was assigned.

Steps for assigning an "I" grade:

- 1) Instructor **must** assign a letter grade to the student (A, B, C, D, F, or P/NP if applicable)
- 2) Instructor submits to Admissions an Incomplete Grade Report (available on MySWC/WebAdvisor). The form must indicate the student's last date of attendance. Instructors must also state the requirements for removing the "I" and the criteria for determining a new final grade if the work is completed during the one year period. If a written test is required, a copy of the test and scoring key must be submitted with the form.
- 3) Admissions will change the grade to an "I"
- 4) Admissions will email a copy of the Incomplete Grade Report to the student, and copy the instructor. A copy is kept in Admissions
- 5) It is the student's responsibility to contact the instructor before the one-year time limit to complete the course requirements for removal of the "I" grade
- 6) In the absence of an instructor, arrangements must be made with the appropriate school dean's office for completion of course requirement(s) to remove the "I" grade. The final grade shall be given when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. Instructors must complete a record change form to change the "I" grade to a letter grade and submit it to Admissions. After the one-year expiration period, if a record change form is not submitted to Admissions or if the work stipulated is not made up by the student, the "I" grade will revert to the default grade assigned

3) 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.

4) 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.

5) 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.

6) Where to get help with Attendance Accounting

There is a more detailed description of Attendance Accounting processes in the Attendance Accounting Manual, available from your dean's office, or at

<http://www.swccd.edu/index.aspx?page=1952>

For help with MySWC/WebAdvisor: Please submit an IT helpdesk ticket on MySWC via ServiceNow

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 or Suzy Woods, ext. 5413, swoods@swccd.edu.