SWC Attendance Accounting Manual

Faculty Information

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Attendance Accounting Manual

This Attendance Accounting Manual has been designed to assist faculty in reporting student attendance in college classes. The procedures described are in compliance with Title 5, Section 58030 of the California Administrative Education Code.

A faculty bulletin entitled "Attendance Accounting Schedule" will be distributed online and via email to school secretaries prior to the beginning of each semester or summer session outlining key deadline dates.

Any questions about this manual should be directed to Admissions:

- Serene Vannoy, A & R Technician, ext. 6531, email svannoy@swccd.edu

- Suzy Woods, A & R Supervisor, ext. 5413, email swoods@swccd.edu

Each student is expected to attend every meeting of every class in which he/she is registered. It is the responsibility of every instructor to keep accurate and up-to-date attendance records for state audit accountability.

Logging in to MySWC/WebAdvisor

1. Go to http://my.swccd.edu directly, or by clicking the MySWC logo on the homepage

2. Choose "Login" if you are going through the homepage
3. Enter your username and password on the login screen. Your username and password are the same as your network login information. If you don't know your network login, please see your supervisor. If you've forgotten your password, click "forgot password?" and a verification code will be sent to you so that you can update your password
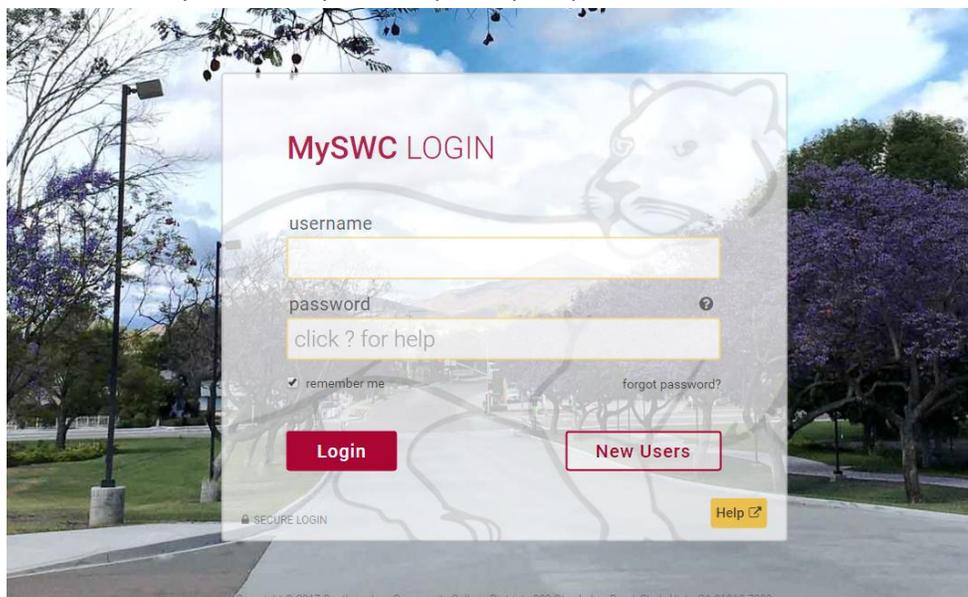
4. Click on "WEBADVISOR FOR FACULTY"
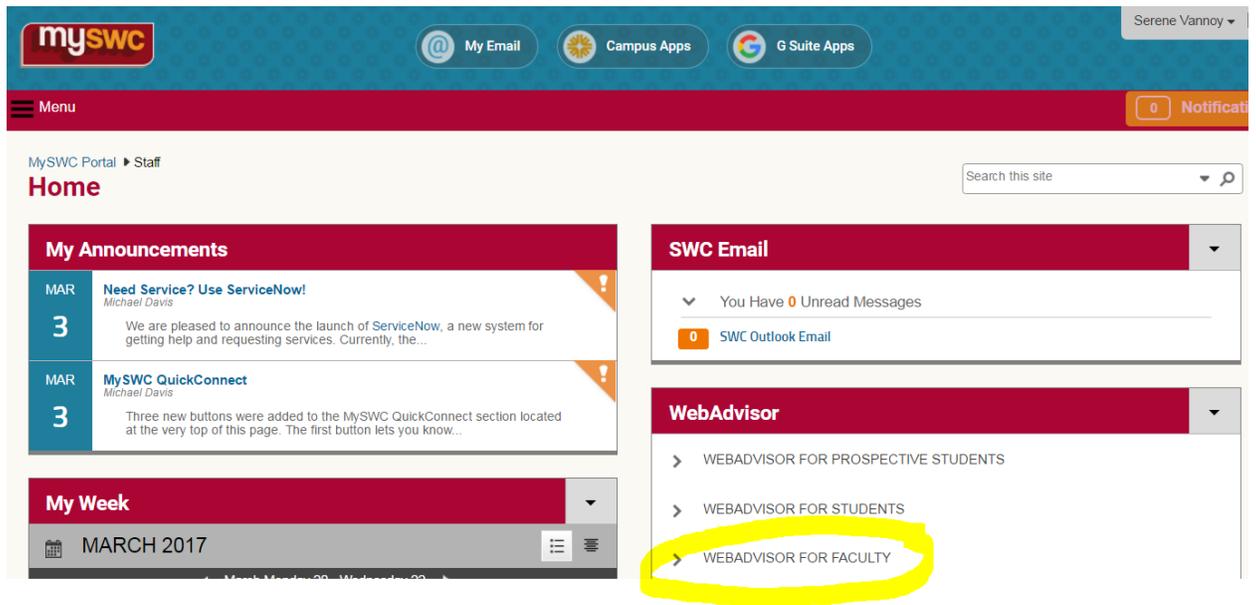
WebAdvisor Hours of Operation

WebAdvisor is available daily from 5:00 a.m. to 1:00 a.m. Pacific Time.

Class Rosters

Students who officially enroll are listed on your rosters. The class roster includes the student phone number and email address. View rosters online on MySWC/WebAdvisor. Check MySWC to verify all students who are enrolled.

Print your Attendance Rosters from Web Advisor. These are for instructor use only.

Waitlist Rosters

The waitlist is used during the first class meeting only. If space is available, issue add codes to waitlisted students in waitlist order, and then to other students. Click the Add Code List to view add codes.

If no names are listed on the waitlist roster, no one is on the wait list.

Add Code List

Each add code can be issued to only one student. **Add codes have expiration dates printed on them – students must meet the deadline on MySWC. We encourage you to give out add codes early, so students can meet deadlines.** Please inform students they must register using the add code on MySWC before the code expires. We suggest that you record the name of each student to whom you issue an add code. Students are listed under Used Add Codes when they have registered using an add code.

View Add Code List

🖨
Print

Course Name and Title
ES/T-122-01 Thry/Appl Cond: Volleybl III

Instructors

Each add code can be issued to only one student. Please inform students that they must register entering 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. Students are listed under Used Add Codes when they have registered using an add code.

	Add Code	Class Name	Code Expiration Date
1	84495042	ES/T-122-01	Add code expires: 03/09/14
2	84495090	ES/T-122-01	Add code expires: 03/09/14
3	84495103	ES/T-122-01	Add code expires: 03/09/14

Need More Add Codes?

Contact your school dean's office to request additional add codes.

Drop Roster

Please refer to the online tutorials for instructions on how to drop students using the online rosters. The tutorials are listed on the faculty menu on MySWC/WebAdvisor.

While the primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor is charged with the responsibility for maintaining accurate and proper accountability records for State apportionment requirements.

Dropping Students

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 hours of unexcused absences 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. 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.

Instructors may drop a student for excessive tardiness. Excessive tardiness is defined as arriving late to class or required class activity more than three times after the first two weeks of each semester or the first week of a short session. If the instructor intends to drop the student after the third tardiness, the instructor shall warn the student verbally or in writing. Following such a warning, the instructor may drop a student from class upon the next instance of tardiness.

Note: Students are responsible for officially withdrawing from classes they are no longer attending.

Use the drop roster on MySWC/WebAdvisor to report class withdrawals.

Check MySWC/WebAdvisor for deadline dates.

No-shows

Instructors **must** drop any student who fails to attend the first class meeting if the class is at its maximum enrollment and other students are waiting to enroll. The instructor should report this as a no-show on the drop roster. No effective date is needed for dropping no-shows.

Prerequisite Drop

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 Prerequisites Office, you will be dropped from this class."

For students with appropriate proof of having met prerequisites, the Prerequisites Office will forward a memorandum to each instructor. Please use MySWC/WebAdvisor to drop students for whom you do not receive proof of prerequisites completion.

Drop Reason Codes

1. No show: student never attended (no date required)
2. Excessive absence: last date of attendance required (enter the effective date)
3. Student requested drop: last date of attendance required (enter the effective date)

Discretionary withdrawal for excessive absences may be initiated by instructors as follows:

- Six-week sessions: after two class meetings
- Eight/nine week sessions: after three class meetings

Check MySWC/WebAdvisor for withdrawal deadlines.

Dropping Online Students

Instructors are responsible for reviewing online class rosters for changes in student status and dropping non-participating students according to the rules enumerated above.

Census Rosters

State funding is based on census enrollment!

Instructors will receive notification by email the week before and the week of census for full-semester sections. For short-session classes, please check MySWC/WebAdvisor for deadlines. We recommend checking all class deadlines in WebAdvisor at the beginning of the semester and adding them to your own calendar.

Instructors must complete and submit census rosters online by the designated deadline. Failure to complete and submit census rosters will result in notification of your school dean and the Vice President for Academic Affairs.

Note: Positive Attendance courses do not have census dates or census rosters.

Important Class Dates

On any screen in WebAdvisor, click on the course title to view important deadline dates:

Status	Sec. Name and Title (Click for details)	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
Waitlisted	ANTH-101-02 (87271) Biological Anthropology	Chula Vista - Main Campus	08/18/2014-12/19/2014 Lecture MWF 08:00AM - 08:50AM, Room 464	Browder,Erin	5 / 45 / 1	3.00

Title	BIOLOGICAL ANTHROPOLOGY
Section Number	ANTH-101-02
Description	[Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent.] Introduces a natural history of humankind and scientific evidence for human evolution. Includes the study of genetics and heredity, taxonomy, the study of primates, evolutionary theory, and modern population adaptations and variation. Emphasizes skeletal analysis and the evaluation of the hominid fossil record. [D; CSU; UC]
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
18 August 2014	19 December 2014	31 August 2014	08 November 2014	31 August 2014	07 September 2014	08 September 2014

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 MySWC/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 you submit your census rosters.

Late Application

Students who were not registered in the previous session must apply online at http://swccd.edu/apply. Once classes begin, students must add with instructor approval during the class change period. Please provide students an add code to use on MySWC/WebAdvisor if space is available.

Class Change Period – Full-semester Classes

During the first two weeks of instruction, students can change or add classes with instructor approval using add codes on MySWC/WebAdvisor. Adds are not allowed after the first two weeks of class. Students must use MySWC/WebAdvisor to add classes with add codes, or to drop classes.

Add Procedures

The class add period for full semester classes will be listed on MySWC/WebAdvisor, on the SWC Important Dates & Deadlines page, and in the semester's Attendance Accounting Schedule provided to each school; please see WebAdvisor for the dates for short-term classes.

To be officially enrolled, students must use the add code assigned by the instructor on MySWC and pay the appropriate fees.

Auditing

Southwestern College authorizes individuals to audit classes at the discretion of the instructor.

- Priority in class enrollment shall be given to students desiring to take the course for credit.

- A person must meet college eligibility requirements for admission to audit courses. Each student is responsible for following college rules and attendance regulations.

- Audit registration will require the instructor of record's permission, along with the instructor's signature authorizing audit registration in the class.

- No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.

- Classroom attendance of students auditing a course shall not be included in computing the apportionment due the district. A student who is auditing will not appear on rosters and will not receive a grade.

- Audit fees are non-refundable.

Overlapping Classes

State law prohibits students from enrolling in courses that meet at the same time. Should a slight overlap occur, the instructor must sign the course overlap petition and specify a weekly time the student will make up the time due to the overlap. The general overlapping time approved is usually 15 to 30 minutes dependent on the total class time of the overlapping classes. Final approval of the overlapping time will made by Admissions. Students must submit a completed course overlap petition and add code to any Admissions location. Students may not enroll in classes if there is a significant or complete overlap of time.

Course Repetition

Students may not register for a class in which a passing grade has been received and or the maximum of three repetitions with any combination of the following grades: D, F, NC, NP or W has been reached.

Course repetition is allowed under the following conditions:

- To meet legally mandated training such as Certified Nursing, Emergency Medical or Paramedic Training
- A significant amount of time (3 years) has passed. Student previously received a grade of Credit, Pass, or C or better for the course.
- The courses are designated as repeatable such as activity, performance and/or student art courses.
- Extenuating circumstances can be documented for one additional repetition.

Students will be prevented from registering or administratively withdrawn if an approved petition for course repetition is not on file in Admissions.

Reinstatements

An instructor may reinstate students dropped from a class. Reinstatements can be accomplished by using one of the following methods:

1. Reinstatement Form
   a. Send the student to Admissions to get a reinstatement form
   b. Student gets reinstatement form signed by instructor and presents form to Admissions along with a photo ID
   c. Admissions verifies student's prior enrollment and reinstates the student
2. Email/phone
   a. Instructors may also call Admissions to report reinstatements over the phone (Serene Vannoy, ext. 6531) or send an email to svannoy@swccd.edu

Reinstatements can be processed up until grades are submitted.   NOTE: Reinstatements will NOT be processed for students dropped for course repetition (unless they have an approved petition to repeat), or for lack of prerequisite, or for non-payment of fees.

Positive Attendance

Positive attendance is used to compute actual hours of attendance for apportionment purposes for the following types of courses:

- Apprenticeship
- Continuous enrollment
- In-service training
- TBA (class hours are to be arranged)
- Classes that meet fewer than eight times
- Sections for which scheduled class hours are different each day
- Courses for learning-disabled students

There are two types of positive attendance rosters: daily and hourly. These courses will not receive census rosters.

Reporting Daily Attendance

Mark (bubble) the roster only if the student is absent.

If students have been attending class, but their names do not appear on the roster, write their names and ID numbers on the bottom of the roster and mark the days absent, if any.

Note: Daily positive attendance rosters cannot be used to reinstate or drop students.

Reporting Hourly Attendance

Each day, enter the hours attended for each student who is present.

At the end of the week, enter the total hours in the column marked "Total."

If students have been attending class, but their names do not appear on the roster, write their names and ID #s on the bottom of the roster and enter hours attended.

To collect the _contact_ hours for students adding classes, positive attendance rosters for the first week of instruction will be distributed Tuesday of the second week. After the second week, positive attendance rosters will be distributed on Monday of each week and must be returned by Friday to Admissions.

Need help with Positive Attendance? Contact Serene Vannoy in Admissions at ext. 6531 or send an email to svannoy@swccd.edu.

SAMPLE POSITIVE ATTENDANCE ROSTER

INSTRUCTOR: Coleman,Valley   COURSE: AJ 111 CB5

DAYS: T   MEETING TIME: 01:45-03:00 REPORT PERIOD:
      TH   12:50-02:40
MIN HOURS: 48.00   MAX HOURS: 54.00
BEG DAY: 01/10/17   END DAY: 05/19/17   PLEASE PLACE MARK IN APPROPRIATE COLUMN
                                  IF STUDENT WAS PRESENT FOR THE ENTIRE CLASS
                                  MEETING. OTHERWISE, ENTER THE HOURS PRESENT ROUNDED
                                  TO THE NEAREST QUARTER OF AN HOUR IN THE COLUMN
                                  AND TOTAL FOR THE WEEK. TBA APPLIES TO THOSE
                                  COURSES WITH ADDITIONAL HOURS TO BE ARRANGED.

WEEK BEGINNING: 05/01/2017

Student	MON	TUE 1.50	WED	THU 2.00	FRI	SAT	SUN	TBA	TOTAL 3.50
10320 ̶ andez Yanuen A		✓		2					3.5
10354 ̶ arica Johanna E		✓							
10308 ̶ raj Divine F		✓							
10336 ̶ inez Annel D		✓							
10295 ̶ ey Shayana M		✓							
10365 ̶ rnett Trinity A		.5							2.5
10374 ̶ nis Madisen O		✓							3.5
*10356 ̶ a Alexa		✓							
10372 ̶ ra Lugo Stephanie		✓							
10288 ̶ a Dana P		1							3
10328 ̶ soc Alyssa V		✓							3.5
*10288 ̶ aza Yulian D		0							2
10289 ̶ tes Karla I		✓							3.5
10359 ̶ s Jacqueline		✓							
10287 ̶ s Patron Ingrid		✓							
1035 ̶ iguez David J		✓							
1035 ̶ nez Carlos A		✓							

SAMPLE

INSTRUCTOR SIGNATURE: _____

↑ALL Students attended 2.00 hours

Some students had partial or no attendance

Level Changes

If a student needs to be transferred to a higher or lower level of a course an instructor may call Serene Vannoy at ext. 6531 or email svannoy@swccd.edu.

Variable-unit Courses

Some courses allow students to choose how many units they will take the course for. At registration, students will be enrolled in 4 units. Unit adjustments may be made once class begins. To make unit adjustments, you will need to notify Serene Vannoy at ext. 6531 or email svannoy@swccd.edu. Once the semester has ended, unit changes must be done via grade-change form (a.k.a. record-change form, available on Faculty WebAdvisor only – please do not provide grade-change forms to students).

Grading Policy and Class Withdrawals

Student withdrawals during the first and second week will not appear on a student's record. A withdrawal initiated either by the student or instructor between about the 20% point through about the 75% point of the semester will be recorded on a student's transcript as a **W** grade. Check MySWC/WebAdvisor for deadline dates. Students who maintain enrollment after the 75% point of the semester must be assigned a letter grade of **A, B, C, D, F, I** or **P/NP** (where applicable only). See below for Incomplete grade information.

Note: In cases of extenuating circumstances, a student may petition for withdrawal after the deadline. General Student Petitions are available online, in Admissions, or at any of the Higher Education Centers. Documentation supporting the emergency must be submitted with the petition (military orders, doctor verification, etc.).

Incomplete Grade (I)

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

Final Grades

Final grades are submitted online via MySWC/WebAdvisor. For questions about submitting grades, please contact Suzy Woods, swoods@swccd.edu, extension 5413.

Grade Assignment

Students listed on the final roster must be assigned a letter grade of **A, B, C, D, F, I, or P/NP** (where applicable only).

A grade change form must be submitted for the following actions:

1. Change letter grade from ___ to ___.

2. Change A, B, C, D, F, I, P, NP, to a "W," effective drop date _____.

3. Unit change.

4. Not on roster. Assign a grade of _____. Start date of attendance is required.

If you are submitting record changes for students who were *never* registered, the following documentation must be provided in order for the record change to be considered for processing:

- Copies of attendance records or participation in online classes

- Start date of attendance

- Grade information for assignments or tests