



Student Rosters 101: Admission and Records

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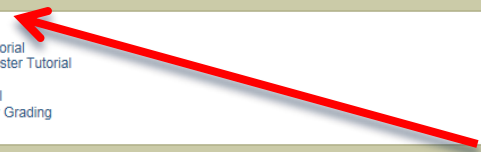
Cesar Chavez - One Stop Student Services Center

(619) 482-6369

Faculty Roster Tutorials on WebAdvisor

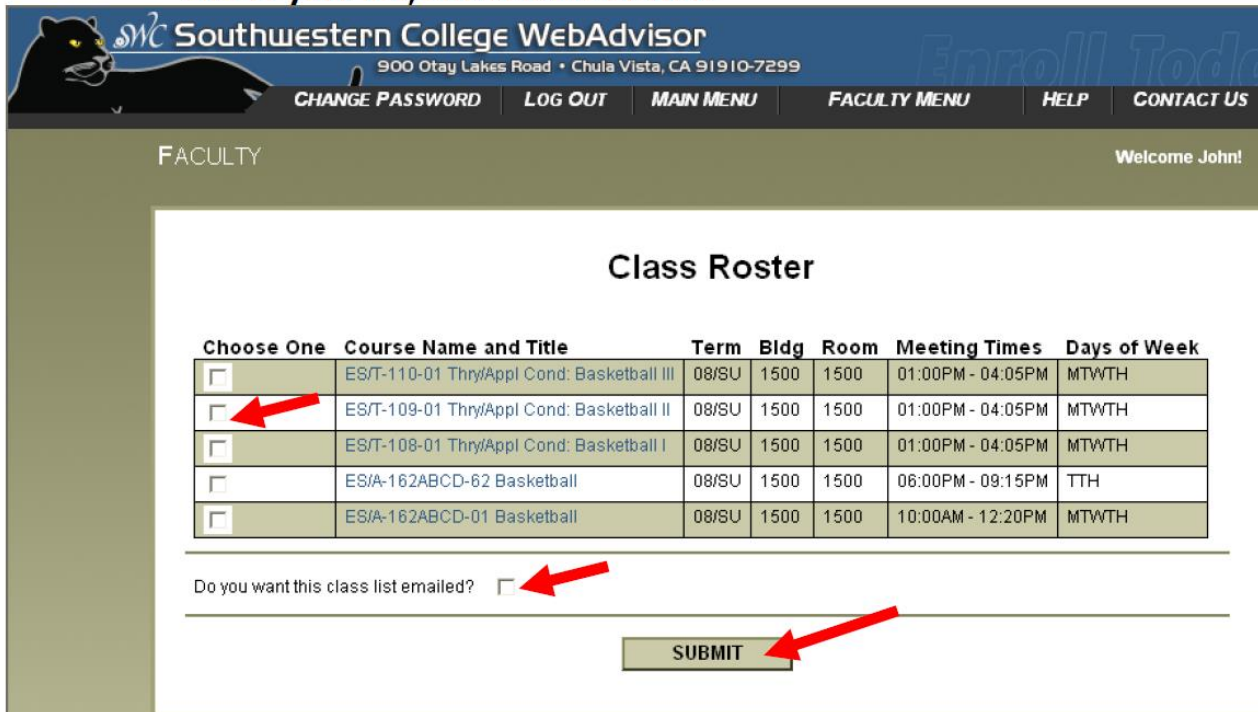
FACULTY - WEBADVISOR FOR FACULTY MENU Welcome Erik!

Staff User Account <ul style="list-style-type: none">New Staff UserWhat's my User ID?Reset my passwordContact Information Change	Faculty Resources <ul style="list-style-type: none">Attendance Accounting ManualAttendance Accounting ScheduleBookstore Text Book LinkClass ScheduleRegister to Vote - California Voter Registration
Personal Profile <ul style="list-style-type: none">Position SummaryLeave Plan SummaryProfessional Development (My Learning Plan)My Stipends	Work Orders <ul style="list-style-type: none">Maintenance Work Requests (From on campus only)
Faculty Information <ul style="list-style-type: none">Add Code ListAttendance RosterCensus RosterClass RosterDrop RosterGrade RostersInstructor Grade Change FormIncomplete Grade Form ReportStudent Educational PlanningSearch for ClassesWaitlist Roster	Purchasing <ul style="list-style-type: none">Mercury CommerceSWC Parking Permits
Academic Planning <ul style="list-style-type: none">Student PlanningSteps for Developing your Student PlanRequest for ReviewVirtual Job Shadow Access	Online Learning <ul style="list-style-type: none">Blackboard
Financial Information <ul style="list-style-type: none">Budget SelectionRecall Last Budget Selection	Roster Tutorials <ul style="list-style-type: none">Class Roster TutorialAttendance Roster TutorialWaitlist / Add Code Roster TutorialDrop Roster TutorialCensus Roster TutorialProcedures for Faculty Grading
	Room Charts <ul style="list-style-type: none">WA Room Chart RequestRoom Request Query



Class Roster Options

STEP 3 Click on the box of the section that you wish to view, if you would like for the class roster to be emailed to you, check on the box located at the end of your list, and select **SUBMIT**.



The screenshot shows the Southwestern College WebAdvisor interface. At the top, there is a navigation bar with the college logo and name, contact information, and links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'FACULTY MENU', 'HELP', and 'CONTACT US'. Below this, the user is logged in as 'John!' and the page title is 'FACULTY'. The main content area is titled 'Class Roster' and contains a table with the following columns: 'Choose One', 'Course Name and Title', 'Term', 'Bldg', 'Room', 'Meeting Times', and 'Days of Week'. The table lists five basketball classes. Red arrows point to the checkboxes in the 'Choose One' column, the checkbox for 'Do you want this class list emailed?', and the 'SUBMIT' button.

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	ES/T-110-01 Thry/App'l Cond: Basketball III	08/SU	1500	1500	01:00PM - 04:05PM	MTWTH
<input type="checkbox"/>	ES/T-109-01 Thry/App'l Cond: Basketball II	08/SU	1500	1500	01:00PM - 04:05PM	MTWTH
<input type="checkbox"/>	ES/T-108-01 Thry/App'l Cond: Basketball I	08/SU	1500	1500	01:00PM - 04:05PM	MTWTH
<input type="checkbox"/>	ES/A-162ABCD-62 Basketball	08/SU	1500	1500	06:00PM - 09:15PM	TTH
<input type="checkbox"/>	ES/A-162ABCD-01 Basketball	08/SU	1500	1500	10:00AM - 12:20PM	MTWTH

Do you want this class list emailed?



SUBMIT

Class Roster

STEP 4 The class roster should be displayed when you select to view the class.

FACULTY Welcome John!


Class Roster

Course Name and Title
ES/T-207AB-01 Analysis of Def. Basketball

Instructors
John D. Cosentino

	Student	ID	E-mail Address	Status	Credits	Phone No.
1.						
2.	Doe, John	000-000	doe_john@swccd.edu			421-6700
3.						



STEP 5 After viewing click OK to go back to the main Faculty menu.


Attendance on WebAdvisor

INSTRUCTIONS FOR PRINTING ATTENDANCE ROSTERS

The Attendance Roster is intended for faculty members to keep track of their class attendance. Attendance Rosters will not be submitted to Admissions and Records.

STEP 1 Click on "Attendance Roster" (located in the Faculty Information menu)

FACULTY - WEBADVISOR FOR FACULTY MENU Welcome John!

Staff User Account <ul style="list-style-type: none">New Staff UserWhat's my User ID?Reset my passwordUpdate your email/telephone number/address	Faculty Resources <ul style="list-style-type: none">Attendance Accounting ManualAttendance Accounting ScheduleBookstore Text Book LinkClass ScheduleRegister to Vote - California Voter Registration
Personal Profile <ul style="list-style-type: none">Position SummaryLeave Plan SummaryMy StipendsOpen Enrollment - 2008	Work Orders <ul style="list-style-type: none">Maintenance Work Requests
Faculty Information <ul style="list-style-type: none">Attendance Roster Census RosterClass RosterDrop RosterGrade RostersIncomplete Grade Form ReportInstructor Record Change FormSearch for ClassesWaitlist / Add Code Roster	Online Learning <ul style="list-style-type: none">Blackboard Roster Tutorials <ul style="list-style-type: none">Class Roster TutorialAttendance Roster TutorialWaitlist / Add Code Roster TutorialDrop Roster TutorialCensus Roster TutorialProcedures for Faculty Grading

Registration Process

Before the start of the semester:

Adding Open Classes

- Students may add classes during the open registration period.

Closed classes - adding to the Wait List:

- A student may add a class as listed above. If the class is closed, he/she may opt to be placed on the waitlist list. Students must have a valid email and have no holds on their record. All pre-requisites and/or co-requisites requirements must be met to be eligible.
- As enrolled students are dropped for non-payment, waitlist students are moved into the class. Students are notified of the move from the waitlist by their personal email and telephone number on their record.

Registration Process (con't)

- Students must make payment with 5 calendar days or will be dropped from the class for non-payment during the registration period.
- Students are responsible for payment for each class they enroll in during registration.
- Students will not be dropped for non-payment after the first day of classes.
- The student must attend or notify the instructor of absence for the first day of classes.

First Week of Classes During the Semester

Week 1 and 2 Adding Classes During the Add/Drop

- Students may attend a closed class to find an available open seat, if the waitlist is full.
- The student must obtain an add code or instructor signature on the add/drop form.
- Students will register for the class with the add code in WebAdvisor or come to Admissions and Records to enroll in the class.
- A class enrollment is not official until the add code has been processed.
- Students are not registered in a class if their name does not appear on the class roster. Students on the waitlist list are not officially registered in a course.

Withdrawals

Withdrawals or drops are authorized through the last day of the fourteenth week of instruction for full semester classes or 75% of the term whichever is less.

Week 1 and 2: Dropping classes during the add/drop period

- Instructors will drop any student who fails to notify their instructor or attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.
- Students may withdraw or drop from a class during the first two weeks of the semester will receive a refund for fees will have no annotation on their permanent record (transcript).
- Students will be dropped from class for lack of a prerequisite.

Withdrawals (con't)

Week 3: Dropping student from classes before census

- While primary responsibility for class attendance and maintaining an accurate registration record rests with the students, the instructor has responsibility for maintaining accurate and proper accountability records for state apportionment requirements.
- Instructors are required by Title V to clear their class rosters of all inactive students no later than the last business day prior to the Census for the semester or session. “Inactive students” include:
 - students identified as no-shows,
 - students who are no longer participating in the courses,
 - students who have officially withdrawn

Withdrawals (con't)

Week 4: Census week

- The district must conduct census during the 3rd week of a full semester or 75⁰% point of a short session.
 - Instructors must certify the attendance of all student who are actively participating in their class.
 - Students who are inactive, as the definition listed above, faculty must drop these students either on the drop or census rosters.

Weeks 5 – 14 Dropping students from classes

- After the add period, instructors *may* 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

Withdrawals (con't)

- Students are not authorized to withdraw after the last day of the fourteenth week the semester or 75⁰% point of a short session and must be assigned a grade of A, B, C, D, F, Pass, No Pass OR I.
- Students may withdraw after the last day of the fourteenth week the semester or the 75⁰% point of a short session class for extenuating circumstance.
 - Students must petition in Admissions and Records.

Withdrawal “W” Grade

- A student shall not be permitted to receive more than three "W" withdrawal symbols on his or her record for enrollment in the same course.
- A student who enrolls again in a course after already having previously received three "W"s in the same course shall receive a grade.
 - The grade shall be recorded on the student's academic record unless the student withdraws from the course prior to the end of second week of instruction.
- When a student attempts to enroll for the third time in a course in which he or she has received two “W’s, the student will be notified electronically of the withdrawal policy and procedures.
- The student will have to acknowledge that they have received and understand the policy and will be required to complete an online tutorial.
 - The tutorial will detail the academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and department faculty. Upon completion of the tutorial, they will be allowed to register for the class.

Future resources:

Suzy Woods– extension x5413

Supervisor, Admissions and Records

Serene Vannoy – x6531

Admissions and Records Technician