> **IMPORTANT NOTE: We have changed our process for Incompletes. Please see the section entitled "Incompletes" for information.**

Contents

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**.

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:

2) Important dates

August 20th through December 7th, 2018

(Note: Short sessions begin August 20th and October 15th. See WebAdvisor for short-session deadlines.)

Date	Day	
August		
19	Sunday	Last day for students to enroll in open classes and get placed on waitlists.
20	Monday	Fall 2018 instruction begins
		Print waitlists, add code rosters, and class rosters (available at approximately 6:30 a.m.
		Drop roster is available on WebAdvisor
8/20--9/3	Monday-Monday	Class change period for students. All students must be enrolled by the deadline date, 9/3. Inform students add codes must be processed on WebAdvisor by the deadline.
September		
2	Sunday	No Sunday classes in observance of Labor Day
		Student deadline to add classes on WebAdvisor with instructor add code approval
3	Monday	Holiday – Labor Day
		Last day to withdraw from full-term classes for a refund
		Student deadline to withdraw from a class without receiving a "W" grade

4	Tuesday	Census – clear inactive students and any no-shows on the Census Roster. Submit census data on WebAdvisor.
7	Friday	Student deadline to petition for independent study
14	Friday	Student deadline to petition for Pass/No Pass
28	Friday	Student deadline to petition for Credit by Examination
October		
15	Monday	2nd Short Session begins
18	Thursday	Grading deadline for 1st 8-week session. For ALL classes, grades are due **4 business days** after the end date of the course (see WebAdvisor for end date)
November		
1	Thursday	Deadline to petition for Fall 2018 graduation
12	Monday	Holiday – Veterans Day (observed)
9	Friday	**Student deadline to withdraw from full-semester classes and receive a "W" grade**
22-25	Thurs – Sunday	Holiday – Thanksgiving
December		
1-7	Saturday – Friday	Final examination week
7	Friday	Faculty deadline to drop students who stopped attending before November 9th
		Last opportunity to drop or reinstate students. After this day, enrolled students must receive a grade on your final grade roster; changes may be made for up to 1 year via Record Change form, available on faculty WebAdvisor portal.
		End of fall semester
1-13	Sat – Thurs	Online grading available on WebAdvisor
13	Thursday	Faculty deadline to submit FINAL grades on WebAdvisor
14	Friday	Grades posted to student transcripts
19-January 1	Weds – Tues	Winter Break

3) Detailed Instructions on Attendance Accounting

Log in to MySWC/WebAdvisor to view class rosters, waitlists, drop rosters, and census rosters:
http://webadvisor.swccd.edu or 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.

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). For short-term classes, the rule of thumb is twice the number of hours as the course has listed hours in the catalog: http://catalog.swccd.edu. 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 full-term classes, see census date in the schedule above. For short-term and summer 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. Instructors must always indicate the last date of attendance and a drop reason.

If students are dropped in error, they can be reinstated prior to final online grading.

Reinstatement

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, svannoy@swccd.edu) in Admissions.

Special instructions for reporting Daily or Hourly positive attendance are as follows, and there is more detailed information in the Attendance Accounting Manual, available at :

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.