

COLLEGE BOUND ATTENDANCE ACCOUNTING FOR FALL 2013

Please review some important information regarding procedures and deadline dates for College Bound courses. Login to WebAdvisor from 7:00am to 12:00am to view your rosters, certify census and drop students.

Go to <http://webadvisor.swccd.edu>

Click on Faculty Menu.

Faculty Information

[Attendance Roster](#)
[Census Roster](#)
[Class Roster](#)
[Drop Roster](#)

On any page, click on the Course Section Name and Title, See example below:

Section Selection Results

Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Material Fees
Open	SOC-101-CB1 (82811) Introduction to Sociology	Extension Site	08/05/2013-12/11/2013 Lecture MWF 07:10AM - 08:00AM, Room BVHS	A. Springer	36 / 45 / 0	3.00	

The following information will be displayed:

Class Information

Title INTRODUCTION TO SOCIOLOGY

Section Number SOC-101-CB1

Description [Recommended Preparation: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent.] Examines the central concepts and perspectives of sociology. Includes the basics of sociological theory, socialization, culture, groups and organizations, the mass media, deviance and social control, social stratification, racial and ethnic inequality, family, religion, education, government, the economy, the environment, population, health, social movements, and social change. [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
05 August 2013	11 December 2013	06 August 2013	06 November 2013	12 August 2013	25 August 2013	26 August 2013

Academic Level UG - Undergraduate

Meeting Information

Building Name	Room	Method	Meeting time	Meeting dates	Meeting days
EXT - Extension	BVHS	Lecture	07:06AM - 08:00AM	08/05/2013 - 12/11/2013	Monday, Wednesday and Friday

Faculty Contact	Faculty name	E-mail address	Instructional Method
	Alexandra Springer	socdocspringer@gmail.com	Lecture

Prerequisites

None

Supplies

None

Census reminders were emailed to submit the Census roster within 48 hours of census day.



COLLEGE BOUND

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Dropping Students from Classes on Drop Roster: Instructors will drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.

- During the add period of the term, instructors may drop a student from a class with or without an explanation for never attending class, unless the student has contacted the instructor and the instructor has granted an excused absence.

- After the add period of the term, instructors will drop a student from a class if the hours of unexcused absences for the semester 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.

Reinstatements. Students can be reinstated with an add form. Please sign the form and write reinstate across the bottom. The student must then return the form to any Admissions location for processing. You may also send an email to Beverly DeLara at bdelara@swccd.edu to reinstate the students.

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

Withdrawals: Please check WebAdvsior for withdrawal dates.

Assistance with Attendance Accounting. For Assistance and information about attendance accounting, contact Beverly DeLara in Admissions at ext. 5411 or bdelara@swccd.edu.

Final Grade Rosters. Students whose names appear on the final grade roster must be assigned a letter grade of "A, B, C, D, F, P/NP" (where applicable only), or "I." Instructors are required to submit grades by the deadline specified on this attendance accounting schedule.



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Review your rosters to make sure all students are officially registered.

Students who are not registered:

- can be a district liability should an accident occur in class.
- are not counted in the College FTES.
- will not receive a grade in the class
- will not receive college or high school credit.

Additional important dates:

DAYS OFF SWC: 8/15, 8/16, 9/2, 11/11, 11/28-29, 12/13

DAYS OFF SUHSD: 9/2, 9/23-10/7 (Fall Break), 11/11, 11/25-29

School	Course	Days	Time	Dates	No W Drop Date	Last Day to Drop	Census Date
Bonita Vista	SOC 101 CB1,2	M/W/F	7:06-8:00	8/5/13-12/11/13	8/25/13	11/06/13	8/26/13
Chula Vista	AJ 111 CB1,2	M/W/F	1:49-2:54	8/7/13-12/6/13	8/25/13	11/06/13	8/26/13
Eastlake	PSYC 101 CB1,2	T/TH	8:00-9:20	8/1/13-12/12/13	8/21/13	11/07/13	8/22/13
Montgomery	AJ 111 CB5,6	T/TH	1:20-2:45	8/6/13-12/12/13	8/26/13	11/07/13	8/27/13
Palomar	PD 116 CB1,2	M/T/W	11:10-12:00	9/3/13-12/11/13	9/16/13	11/18/13	9/17/13
Olympian	PD 100 CB1,2	T TH	1:40-2:40 12:40-2:20	8/1/13-12/12/13	8/26/13	11/12/13	8/27/13
Southwest	ART 104 CB1,2	M/W/F	1:56-2:48	8/2/13-12/11/13	8/22/13	11/06/13	8/23/13
Sweetwater	PSYC 116 CB1,2	M/W	12:38-2:08	8/5/13-12/11/13	8/20/13	11/06/13	8/21/13

If you have any questions or concerns, please call me (Juan Tapia) or email me at 421-6700 ext. 5631, or email jtapia@swccd.edu or Beverly DeLara at 421-6700 ext. 5411 or email bdelara@swccd.edu.