

TO: All Faculty
FROM: Mary Dominguez
DATE: August 15, 2008
SUBJECT: **New Registration Procedures – Fall 2008**



Below you will find **NEW** registration procedures that will take effect the first day of the Fall 2008 semester. Opening day attendance rosters will be printed as of 12:30pm on Saturday, August 16th and will be available in your mailboxes by 4:00pm. These rosters will show all registered students in each section as of noon on Saturday.

Add/Drop Period August 18th – August 23rd at 1:00pm

These new procedures are only valid during the add/drop period.

OPEN SECTIONS – If the section shows “OPEN” meaning seats are still available during the add/drop period, students can register for the section **without** the instructor’s signature. Students can register by using ASAP* telephone registration, PAWS on-line registration, or in-person registration. The last day to register for an open course is Saturday, August 23rd at 1:00pm as long as the section remains open.

CLOSED SECTIONS – If the section shows “CLOSED” meaning that all seats are taken, students **must** obtain the instructor’s signature on an “add” card and have it processed in Admissions & Records within 1 working day of obtaining the signature.

One-Night A Week Sections Friday, August 29, 2008 at 5:00pm

ONE NIGHT A WEEK CLASSES – Sections that meet one night a week may accept students the second week by obtaining the instructor’s signature on an “add” card and having it processed in Admissions & Records within 1 working day of obtaining the signature. (This process is for both open & closed sections.)

FACULTY ROLE:

As the instructor of record for each section, you are being asked to check your enrollments each day using the College's online schedule of classes. Enrollments can be viewed by going to www.hartnell.edu and click on Class Schedules.

You are also asked to check your online roster each day for newly added students (both those who have a signed add slip processed and those who were added because the section was open) by going to PAWS for Faculty.

If you have signed an add slip for a student and they still do not appear on your online roster, please send the student to Admissions & Records immediately to have their add slip processed. The student should **NOT** remain in your class until they return the pink copy of the processed add slip. This will confirm for you that the student properly registered, and you will see them on your online roster immediately.

I know that students can have a variety of different reasons for not having their add slip processed, but we can no longer afford to have students not properly enrolled by the stated deadline. This means a loss of money for all of us. You play a vital role in ensuring that all of your students in your class are accounted for.

If you need assistance using PAWS for Faculty, please stop by our PAWS web room located in Admissions & Records.

NOTE: If your roster shows "STAFF" you will not be able to access PAWS for Faculty until the section shows your actual name. Please work with your area Administrative Assistant to have your section update. Admissions & Records does not have a role in staffing sections.