

Important Dates and Deadlines Fall 2011

Date	Description	DUE TO ADMISSIONS & RECORDS ON:
August 13, 2011	Opening Day Attendance Rosters in Faculty Mailboxes after 4pm (also available on PAWS)	
August 13, 2011	No Show Drop Rosters in Faculty Mailboxes	Within 1 working day after your first class meeting
August 15, 2011	First day of Fall 2011 semester	
August 15 - 27	Late Registration – by Add Code only	
August 26, 2011	Last day to drop a full semester class for a refund	
August 29, 2011	Permanent Rosters & 1st Census Rosters in Faculty Mailboxes	1st Census Rosters Due September 6, 2011
September 2, 2011	Last day to apply for a refund for Fall 2011 (classes must be dropped by 8/26/11)	
September 5, 2011	Holiday – Labor Day	
September 6, 2011	First Census Day – Full Semester Courses	
September 9, 2011	Last day to drop a full semester class with No Grade of Record	
September 9, 2011	Financial Aid Student Enrollment Records will be locked for final payment of units enrolled for Fall 2011 as of 1 st Census	
September 15, 2011	Last day to file petition for Fall 2011 Degree/Certificates (with \$20.00 late fee)	
September 16, 2011	Last day to file for P/NP grading option (for full semester classes)	
September 26 – October 2, 2011	Faculty/Staff/Student Review of Spring 2012 Schedule on PAWS	
September 27, 2011	Faculty Flex Day – No Classes	
October 3, 2011	60% Drop Rosters in Faculty Mailboxes	October 14, 2011
October 28, 2011	Spring 2012 Hard Copy Schedules Available on Campus	
October 31 – November 10, 2011	Spring 2012 Registration Begins for Continuing Students	
November 11, 2011	Veterans Day – No Classes on Friday 11/11 or Saturday 11/12	
November 7, 2011	Final Drop Rosters in Faculty Mailboxes	November 18, 2011
November 15, 2011	Deadline to Apply for Spring 2012 Degree/Certificates	

November 18, 2011	Last day to drop a full semester course with “W” Last day to add open entry/open exit class Last day to increase/decrease unit values in variable unit classes Last day to apply for credit-by-exam Last day to register for a Special Projects Course	
November 24 - 27	Thanksgiving Recess (No classes after 4pm on 11/23)	
December 5, 2011	Final Grade Notice placed in Faculty Mailboxes (Grades & PAC hours are due online at PAWS for Faculty	December 20, 2011
December 10 – 16	Fall 2011 Final Exams	
December 16, 2011	Fall 2011 Semester Ends	
December 20, 2011	Fall 2011 Grades are Due in PAWS for Faculty	December 20, 2011

Important Dates and Deadlines Spring 2012

Date	Description	Submission Deadline
January 21, 2012	Opening Day Attendance Rosters in Faculty Mailboxes after 4pm (also available on PAWS)	
January 21, 2012	No Show Drop Rosters in Faculty Mailboxes	Within 1 working day after your first class meeting
January 23, 2012	Spring 2012 Semester Begins	
January 23 – February 4, 2012	Late Registration – by Add Code only	
February 3, 2012	Last day to drop a full semester class for a refund	
February 6, 2012	Permanent Rosters & 1st Census Rosters in Faculty Mailboxes	1st Census Rosters Due February 13, 2012
February 6, 2012	Faculty/Staff/Student Review of Summer 2012 Schedule on PAWS	
February 10, 2012	Holiday – President’s Day No Classes	
February 13, 2012	First Census Day – Full Semester Courses	
February 15, 2011	Last day to file petition for Spring 2012 Degree/Certificates (with \$20.00 late fee)	
February 17, 2012	Last day to drop a full semester class with No Grade of Record	
February 17, 2012	Financial Aid Student Enrollment Records will be locked for final payment of units enrolled for Spring 2012 as of 1 st Census	
February 20, 2011	Holiday – President’s Day No Classes	

February 24, 2012	Last day to file for P/NP grading option (for full semester classes)	
March 9, 2012	Summer 2012 Hard Copy Schedules Available on Campus	
March 12 – 21, 2012	Summer 2012 Registration Begins for Continuing Students	
March 14 – 21, 2012	Faculty/Staff/Student Review of Fall 2012 Schedule on PAWS	
March 19, 2012	60% Drop Rosters in Faculty Mailboxes	March 29, 2012
March 30, 2012	Holiday – Cesar Chavez Holiday No Classes	
April 2 - 6, 2012	Spring Break – No Classes	
April 20, 2012	Fall 2012 Hard Copy Schedules Available on Campus	
April 23 – May 3	Fall 2012 Registration Begins for Continuing Students	
April 23, 2012	Final Drop Rosters in Faculty Mailboxes	May 4, 2012
May 4, 2012	Last day to drop a full semester course with “W” Last day to add open entry/open exit class Last day to increase/decrease unit values in variable unit classes Last day to apply for credit-by-exam Last day to register for a Special Projects Course	
May 7, 2012	Final Grade Notice placed in Faculty Mailboxes (Grades & PAC hours are due online at PAWS for Faculty)	June 4, 2012
May 24 – 31, 2012	Spring 2012 Final Exams	
May 28, 2012	Holiday – Memorial Day No Classes	
May 31, 2012	Spring 2012 Semester Ends	
May 31, 2012	Commencement Ceremony at 6:30pm	
June 4, 2012	Spring 2012 Grades are Due in PAWS for Faculty	June 4, 2012



**IF YOU ARE NEW TO PAWS FOR FACULTY
CLICK ON
“HOW TO USE PAWS FOR 1ST TIME USERS”
on the Faculty Menu**

CALIFORNIA CODE OF REGULATIONS

These are the laws which govern the enrollment (registration), attendance accounting, the assignment of grades, and state audit procedures established for community colleges. The following policies and procedures are shown here to ensure full compliance.

REGISTRATION AND ENROLLMENT PROCEDURES

Procedures for registration and standards for enrollment in any course shall be only those which are consistent with these and other sections of *Title 5* and uniformly administered by appropriately authorized employees of the district. (***Title 5 §58108***)

Open Enrollment in Courses

Unless specifically exempted by State statute, every course section or individual course for which daily attendance is reported for State aid shall be open for enrollment by any person who has been admitted to the College, meets the course prerequisites and has paid required fees. (***Board Policy §3005***)

PROTECT STUDENT PRIVACY:

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of a student's education record. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student who has reached the age of 18 **OR** is attending any school beyond the high school level. Therefore, we are **NOT** to release any information on a student without a written consent from the student to do so.

- Concurrently enrolled students (K-12) parents cannot be released any information about their child without the written consent of the child.

The College does maintain directory information that is defined as:

1. Student participation in officially recognized activities and sports including weight and height and high school or graduation of members of athletic teams.

2. Degrees, awards, and scholarships received by students, including honors and President's or Dean's list recognition.
3. Names, addresses, phone and fax numbers of graduates and former students for publication in the College alumni directory and only with their consent.

This directory information can and will be made public unless individual students request in writing to the Vice President of Student Services that their name be removed from the directory information.

Unless authorized by the individual student are required by judicial order, the College will not provide access to student records or acknowledge student enrollment to other persons, including parents. Specific written authorization by the student is needed to release records, including the forwarding of transcripts.

Specific exceptions to this statement on accessibility of the records are spelled out in the policy. The detailed policy is not reproduced here, but is available from the Vice President of Student Services.

Students (and former students) are also advised that they have a right to challenge the content of their records if they feel that such records contain inaccurate, misleading, or otherwise inappropriate information. Contact the Admissions and Records Office.

HELPFUL TIPS:

- Please do NOT pass around your roster as a way of taking attendance.
- Please do not send a student to A&R or anywhere with your class roster.
- Please do NOT send a student to A&R to submit your rosters.
- If you post your grades use student ID#'s only.
- Be mindful of a student who may not want their name called out for attendance (i.e. police officer) They usually will let you know ahead of time and will check in with you after class to verify their attendance.
- Do NOT let anyone enter your final grades except you.

ATTENDANCE ACCOUNTING STANDARDS

Support Documentation

The governing board of each district shall adopt procedures that will document all course enrollment, attendance and disenrollment information required by the provisions of this subchapter. Authorized procedures shall include rules for retention of support documentation, which will enable an independent determination regarding the accuracy of tabulations submitted by the district to the Chancellor's Office as the basis of its claim for State support. Such support documentation procedures shall provide for accurate and timely attendance and contact hour data and shall be so structured as to provide for internal controls. **(Title 5 §58030)**

Instructor Liability

Instructors and/or the College may be personally liable should an accident or injury occur to a student who is **NOT** officially enrolled in their class. Therefore, it is extremely important that instructors verify the attendance of their classes. All students attending class must be officially enrolled. If a student's name does not appear on the class roster, they are NOT officially enrolled. To confirm the enrollment status of a student attending your class, contact Admissions and Records or check your online PAWS for Faculty roster.

Student Attendance and Participation Requirements

Regular attendance and participation is required of all students enrolled in course work at Hartnell Community College. This includes regular attendance, completion of examinations, completion of assignments and participation in class activities and discussion. Regular attendance is an obligation assumed by every student at the time of registration.

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear are to be dropped from class rolls on the "No Show" day drop roster.

DISTANCE ED SECTIONS: Students who have not logged in or participated in any part of the course by first census **MUST** be dropped for non-attendance.

IMPORTANT: To ensure compliance with Federal Financial Aid regulations (Title IV funds), Hartnell College must have verification that the student has attended class in order for the College to not be held responsible for disbursing federal funds. This information is provided for the College by the faculty member through attendance and reporting systems.

ADD CODES



Add Codes don't work until the 1st day of your section and they have an expiration date!

ADDING STUDENTS & ADD CODES

Once a section has begun, an add code is required in order to register/add even if your section still shows OPEN (seats available). Your add codes are printed on the last page of your opening day roster, or you can also get them from your online account using PAWS for Faculty and click on Class Roster with Add Codes. Right before your add codes are listed on your roster, it says: **ADD CODE EXPIRATION DATE: XX/XX/11**. This is the last day a student can add into your section using our online registration system called PAWS for Students. **The student MUST register by that date or they are NOT allowed to continue in your class. (See instructor liability.)** Once the student has registered, you will immediately see them on your online Class Roster, and they will be on your Permanent Class Roster as well.

ADD CODES: All Sections are automatically assigned a minimum of 20 Add Codes per section (the larger sections such as INS-301, and PEAC sections will have more assigned as determined by their Area Dean). If you need additional add codes, please email ihaneta@hartnell.edu with your section # and how many extra add codes you need.

Please use the Express Add Code Authorization form that we provide you in your mailboxes to give the student their add code (except DE sections). This gives the student clear information that they need to add.

If you ever need any additional Express Add Code Authorization forms, please contact anyone in A&R at x6711.

ADDING FULL SEMESTER COURSES DURING THE 1ST WEEK OF CLASSES (August 15 – August 20):

- You are expected to add new students if you have space (seats) available in your class up to your assigned contract limit.
- If you do **NOT** have space available and are at capacity, you have the right to say “I’m sorry, but I am not accepting any adds.”

All students **MUST** have a seat and should never be seated on the floor or standing. Please do **NOT** remove chairs from other classrooms as all chairs are accounted for by room and it could affect enrollments in other classes.

ADDING FULL SEMESTER COURSES DURING THE 2ND WEEK OF CLASSES (August 22-August 27):

You may continue to add students during the second week of school, however adding students during this time frame is at your discretion. If you feel that you can help the student get caught up, then please add the student by giving them an add code. If you feel that you have covered too much of your course content, then you do have the right to say, “I’m sorry, but I’m not accepting any adds.” The call is yours.

Please remind students that they **MUST** be registered by Saturday, August 27th using our online PAWS for Students service. If at any time, students experience any registration problems, they must still have them resolved before August 27th. We have Student Enrollment Ambassadors in our lobby area that can assist them as well as our A&R staff.

There are NO exceptions and NO excuses to the August 27th deadline!

ADDING SHORT COURSES

Short courses have a different funding accounting type than full semester courses; however they are equally the same except that they have a shorter registration period. In order for you to know when the last day to add a student into your section is, use the **ADD CODE EXPIRATION DATE: XX/XX/11** which is the deadline to register/add that is shown on your opening day roster just above your add codes.

- You are expected to add new students if you have space (seats) available in your class up to your assigned contract limit.
- If you do **NOT** have space available and are at capacity, you have the right to say “I’m sorry, but I am not accepting any adds.”

COMMUNICATION WITH FACULTY

For the most part, communication with faculty is done by email. If you do not have a Hartnell email account, please contact your Division Administrative Assistant immediately. Here is a link to our website if you wish to learn more about accessing GroupWise while off campus.
http://panther.hartnell.edu/adjunct/Faculty_FAQs/campus_email.html

In order to ensure that students have a smooth registration process, we highly recommend that you:

- Read your emails frequently during the registration period. Especially if your classes still have space availability, students have been told to email you for an add code.
- If you teach an online DE course, please check your emails daily.
- Respond to emails within 1-2 business days whenever possible.

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ALL ROSTERS ARE PRINTED AND PUT INTO YOUR FACULTY MAILBOXES ON THE MAIN CAMPUS.

- If you are an adjunct at the Alisal Campus, see Elizabeth Stern for your roster.
- If you are an adjunct at the King City Center, see Dustin Woods for your roster.

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PLEASE CHECK YOUR MAILBOX FREQUENTLY AS WELL!

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**PAWS FOR FACULTY
(Online Registration/Grading Services)
www.hartnell.edu**

Faculty has access to PAWS for Faculty for the following info:

- Search for Classes (check up-to-the minute enrollments in your sections)
- Check your class roster and get add codes
- Obtain student phone numbers and email addresses of students enrolled in your sections
- Enter your Final Grades
- Enter Positive Attendance Hours (if applicable)

Dropping Students

Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. The College has adopted the following Attendance Policy that all faculty are expected to follow including Distance Education courses.

ATTENDANCE POLICY

Regular attendance and consistent study are student responsibilities and the two factors which contribute most to a successful college experience. A College student is expected to attend all of his/her class sessions. It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled.

Failure to attend class can result in a lower grade or dismissal from class. Any student who stops attending a class without officially dropping it in the Admissions & Records Office may receive a grade of "F."

The College's attendance policy relies on the following five basic premises:

1. Students who do not attend the first class meeting may be dropped and may be replaced by other students unless the student notifies the instructor in advance.
2. Any absence from class is detrimental to a student's progress in that class; therefore, an "excused" absence is no less serious than "unexcused." Participation in curricular and extra-curricular College activities is acknowledged to be an integral part of a student's total educational experience. Prior approval from the instructor is necessary for this participation not to be considered an absence.
3. Any lack of attendance which leads an instructor to judge that unsatisfactory progress is being made may result in the student being dropped. Absence from a full semester class in excess of two weeks (consecutive or non-consecutive) may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than twice the number of class meetings per week.

Absences in excess of one week (consecutive or non-consecutive) from a Summer session class, or any regular semester class from 6-17 weeks in duration, may result in the instructor

dropping the student. That is, a student may be dropped after missing one more class meeting than the number of class meetings per week.

Absence in excess of 10% of the scheduled class meetings in classes from 1-5 weeks in duration may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than 10% of the total number of scheduled class meetings.

4. When a student is dropped due to the attendance policy, the assignment of a "W" will be based on the drop occurring before the fourteenth week for a full semester class. After the fourteenth week, no drops are allowed, and the only grades given will be A, B, C, D, F, P, NP. **It is the student's responsibility to withdraw formally from classes by the last day to withdraw with a "W."** Any student who stops attending a class without officially dropping it in the Admissions & Records Office may receive a grade of "F."
5. If the student has been dropped due to the attendance policy, the instructor may reinstate the student only if all of the following conditions are met:
 - a. the student had been doing satisfactory work,
 - b. in the judgment of the instructor, the student has a reasonable chance of passing the course, and
 - c. the student verifies extenuating circumstances beyond his/her control.

The student must complete a student reinstatement form with supporting documentation. Student reinstatement forms can be obtained from the Admissions & Records Office.

If the student is denied reinstatement, the student may petition the Dean of Student Affairs.

(Board Policy §3040)

Verification of a Course Pre-/Corequisite

Students are blocked from registering in courses in which they have not satisfied the prerequisite. If a student has taken the prerequisite at another college, the student can submit proof of completion (transcript/report card) to a Hartnell College Counselor for completion of a Prerequisite Clearance form. Once approved, the Prerequisite Clearance form is taken to the Admissions & Records Office to have the prerequisite posted to their record. Additionally, any prerequisites that were satisfied at Hartnell prior to Fall 1981 must be manually posted on-line prior to enrolling. Students should notify Admissions and Records to have these prerequisites posted to the current student record.

Petition to Challenge a Course Pre-/Corequisite

Students who have not completed a prerequisite and wish to *challenge* it, may do so if one of the following applies:

- The student has documented knowledge and abilities equivalent to those specified in the prerequisite course.
- The College has not made the prerequisite course reasonably available.
- The prerequisite is discriminatory or applied in a discriminatory manner.
- The College has not developed the prerequisite according to its established procedures or has not developed the prerequisite in accord with existing statutes.

Students who wish to challenge a prerequisite must submit a completed *Prerequisite Challenge form* to the appropriate Division Dean Office for review. The decision will be made within five working days from the time the request for challenge is submitted.

Unit Changes - Variable Unit Classes

The Unit Change card is required for increasing the units earned in a variable unit course. Once a student has met the requirements for earning the minimum number of units for the course, the instructor should alert the student to submit a Unit Change Card to the Admissions and Records Office. At this time, the student's units will be increased to the next unit increment. Once units have been increased, they can never be decreased. Please see the deadline for submitting a Unit Change card on the calendar.

Pass/No Pass Grading Option

Students may elect to take courses using the pass/no pass

grading option. If you are not sure if your course is available for P/NP option, look at a class schedule and it should say (G/P) next to the course name. If it says (P/NP) then the class is only for Pass/No Pass and the Grading Option Card does not need to be submitted. Students must request this option before the 30% date of the class by submitting a *Pass/No Pass Grading Option Card* to Admissions and Records. Please see the deadline for submitting the Pass/No Pass Grading Option card on the calendar.

Conflicting Courses

Students are blocked from registering in course in which they have a course conflict. A Conflicting Course Petition may be submitted for no more than a 15 minute overlap (conflict). The student must provide sound justification, other than mere scheduling convenience of the need for the overlapping schedule. The Conflicting Course petition must have approval of both instructors in which the conflict occurs. The instructor's whose class is the one that the student will miss must show a make-up schedule on the Conflicting Course Petition that shows how the time in which was class missed will be made up. The make-up schedule cannot say something like the student will make up 30 minutes per week. The make-up schedule must have a set time such as: Every Tuesday and Thursday from 3:45-4:00pm the student will meet with same each week. *Title 5 §55007*

Departmental Moves

To transfer a student from one section to another after the semester has begun is permissible for most courses. Most instances of this are switching the same course from day to night or the reverse or different time. Please ask the student to go to the Admissions & Records Office to pick up a Departmental Move form. The form must be approved by both the current instructor as well as the new instructor. All of the coursework and attendance completed to date must be transferred to the new instructor within 1 week of the request being approved. If you have a situation that you are not sure about, please feel free to email Irene Haneta.

Course Auditing

Course auditing for designated courses is available for continuation of study or review, once the student has taken the course for credit. For a current list of auditable courses, look at the Audit Policy page found in each semesters class schedule. Students wishing to audit must meet all of the audit criteria and will show up on your roster as an audit. There is no class attendance or grading for students who audit.

Opening Day Rosters

Opening Day Rosters are issued approximately 48 hours before the start of the course. Please use the following guidelines to determine active enrollment in your course:

- 1. Verify course information.** Review the course information printed in the top left-hand corner of your roster. Discrepancies should be **immediately** reported to your Division Dean.

2011FA - Main Campus
 Last Day to Drop w/o W: 08/15/11
 Last Day to Drop:
 A. Merville ANT-1-4003 Physical Ant
 3.00 Units Anthropology
 C&E C&B321 02 MWF 10:00AM 10:50AM

- 2. Confirm course enrollment.** Students must be officially enrolled to attend the class. Students are officially enrolled if their name appears on the class roster. You may also check your PAWS for Faculty roster as well. The PAWS roster is more accurate as it is real time data.
- 3. Adding students to the class:** Students authorized to add your class must enroll online using PAWS for Students within add/drop period deadline for full semester courses (consult the cover memo attached to your opening day roster); or by the second class meeting for short-courses (anything less than 18 weeks).

If you will be adding students into your class, be sure to write the student’s name on the class roster next to the add code that you will be assigning. Be sure to issue only **one add code** per student. Adds will **not** be processed from the roster. It is the student’s responsibility to add themselves by the add/drop deadline; however, it is necessary to include their name on the roster to begin verifying attendance in the class.

- 4. Positive Attendance Classes:** Daily attendance must be recorded if the course is coded as "positive attendance." In addition, any course with a time designation of TBA (to be arranged) must be able to show how attendance was tracked on for each student. (DE sections are NOT considered PAC)

Wait List Rosters

The College does NOT use Waitlists.

**No Show Drop Rosters
 (For Full Semester Courses only)**

No Show Drop Rosters are generally issued along with your Opening Day Roster. No Show Drop Rosters are categorized as permanent records and are therefore retained by Admissions and Records. Please use the following guidelines to determine active enrollment:

- 1. Confirm course enrollment.** Students must be officially enrolled to attend the course. Students are considered officially enrolled if their name appears on the class roster.
- 2. Drop Students.** “No Show students are students who didn’t attend your first class meeting and need to be dropped. To drop a student who did not attend the first day of class place a “W” in between the drop brackets that correspondents with the student's name and write the first day of class in the space provided.

ID	Student Name	Units	Date	Drop
0000001	Bunny, Bugs	3.0	08/15/11	[W]
0000002	Duck, Daffy	3.0		[]
0000003	Pig, Porky	3.0	08/15/11	[W]

**Drop Rosters
 (For Short Courses only)**

Drop rosters for short courses (less than 18 weeks) will be provided one drop roster which will be before the last day to drop for that section (usually between 60% - 75% of the class length).

First Census Rosters

First Census Rosters are generally issued prior to the first census date. *First Census Rosters* are categorized as permanent records and are therefore retained by Admissions and Records. Please use the following guidelines to determine active enrollment:

1. Confirm course enrollment. Students must be officially enrolled to attend the course. Students are considered officially enrolled if their name appears on the class roster. If a student has been attending and is not officially enrolled, please refer them to Admissions and Records immediately. **DO NOT ALLOW STUDENTS WHO ARE NOT ON YOUR ROSTER TO ATTEND YOUR CLASS.**

2. Drop Students. To drop a student, place a “W” through the student’s name and write the last date of attendance in the space provided. Indicate the last day of attendance in the drop date column.

ID	Student Name	Units	Date	Drop
0000001	Bunny, Bugs	3.0	08/22/11	[W]
0000002	Duck, Daffy	3.0		[]
0000003	Pig, Porky	3.0	09/9/11	[W]

3. Reinstate students. To reinstate a student, please complete a reinstatement petition and have the student submit it to Admissions & Records immediately. The Reinstatement Petition is available on the R:\AandR folder. Or you can email Fanny Salgado or Irene Haneta to request the form be emailed to you.

IMPACT ON FINANCIAL AID STUDENTS: The 1st Census drop roster is extremely important for the College to determine if financial aid students are eligible to receive their remaining 50% allocation for the Fall 2011. Students will only be receiving federal financial aid for units enrolled in at the time of 1st Census.

Accurate attendance accounting maintained by faculty is the sole determination we have in ensuring that our calculations are accurate.

60% Drop Rosters

60% Rosters are generally issued around the 10th week of the semester. The 60% drop date is printed in the top right-hand corner of the roster. *60% Drop Rosters* are categorized as permanent records and are therefore retained by Admissions and Records. Please use the following guidelines to determine active enrollment:

1. Confirm course enrollment. Students must be officially enrolled to attend the course. Students are considered officially enrolled if their name appears on the class roster. If a student has been attending and is not officially enrolled, please refer them to the Office of Admissions and Records. **DO NOT ALLOW STUDENTS WHO ARE NOT ON YOUR ROSTER TO ATTEND YOUR CLASS.**

2. Drop Students. To drop a student, place a “W” through the student’s name and write the last date of attendance in the space provided. Indicate the last day of attendance in the drop date column.

ID	Student Name	Units	Date	Drop
0000004	Bunny Jr., Bugs	3.0	10/3/11	[W]
0000005	Duck Jr., Daffy	3.0		[]
0000006	Pig Jr., Porky	3.0	09/21/11	[W]

3. Reinstate students. To reinstate a student who was previously dropped, please complete a reinstatement petition and have the student submit it to Admissions & Records immediately. The Reinstatement Petition is available on the R:\AandR folder. Or you can email Fanny Salgado or Irene Haneta to request the form be emailed to you.

IMPACT ON FINANCIAL AID STUDENTS: The 60% drop roster is extremely important for the College to determine if students receiving Federal Financial Aid will have to possibly pay money back to the Federal Government if they have stopped attending classes. Accurate attendance accounting maintained by faculty is the sole determination we have in ensuring that our calculations are accurate.

Final Drop Roster

The *Final Drop Roster* is issued one week prior to the last day to drop with a 'W' grade. Students who are no longer attending the course must be dropped on this roster. This is the last opportunity you will have to clear your rolls.

"Students who are not dropped by the 75% drop date must be assigned a letter grade other than 'W'." **Title 5 §55758** Please use the following guidelines to confirm active enrollment:

- Drop Students.** To drop a student, place a “W” through the student's name and write the last date of attendance in the space provided. Indicate the last day of attendance in the drop date column.

ID	Student Name	Units	Date	Drop
0000001	Bunny, Bugs	3.0		[W]
0000002	Duck, Daffy	3.0	11/01/11	[]
0000003	Pig, Porky	3.0		[W]

- Reinstate students.** To reinstate a student who was previously dropped, please complete a reinstatement petition and have the student submit it to Admissions & Records immediately. The Reinstatement Petition is available on the R:\AandR folder. Or you can email Fanny Salgado or Irene Haneta to request the form be emailed to you.

Positive Attendance Classes

Positive Attendance Classes requires that accurate attendance be kept. At grading time, you will need to enter the total number of hours each student attended in the Positive Attendance field which you will see on the PAWS for Faculty Grading Roster.

Please use the following guidelines to process *Positive Attendance Hours*:

- Report total hours:** Record the total number of hours each student attended during the semester in the "total hours" column. Partial hours should be reported to the nearest quarter hour in decimal form (i.e., 15 minutes = .25 hour; 30 minutes = .50 hour; 45 minutes = .75.) Total hours should not exceed the maximum number of hours indicated on the course outline
- Students who drop:** If a student dropped the course, record the hours of attendance up to the day the student stopped attending.
- Recording hours for courses with extra hours (hours by arrangement):** Total hours for courses with extra hours by arrangement should include the additional hours the student attended that are not a part of the regularly scheduled class hours.
- Open entry/Open exit courses:** Report the total number of hours the student attended even if it exceeds the maximum total hours listed in the course outline. *Title V* regulations allows districts to claim up

to twice the maximum amount of positive attendance hours for each student enrolled in an open entry/open exit class.

GRADING

Grading is done 100% online using PAWS for Faculty. Click on Web Faculty Grading

- Assign grades** using the grading symbols for Hartnell.

"The determination of the student's grade by the instructor is final, in the absence of mistake, fraud, bad faith, or incompetency." **Title 5 §55760**

- Students who dropped** will NOT appear on your Web Faculty Grading screen. You will only see students who are still actively registered.
- Students whose name does not appear on the grade sheet:** If a student's name does not appear on the grade roster they were probably dropped, or they never properly enrolled (Hopefully this won't be the case if you followed the directions shown during the add/drop period.) If applicable, reinstate the student before the last day to grade students. See the reinstatement process shown above for directions.
- Pass/No Pass grades:** Students who have chosen to take a course under the Pass/No Pass grading option will have their grade automatically adjusted. Assign grades for these students according to the *Title 5* guidelines.
- Incomplete grades:** If you are issuing an Incomplete Grade, you must enter the date the Incomplete Grade will expire. The last day for an Incomplete Grade to be completed is the last day of the upcoming semester. You must also complete and submit to Admissions & Records an Incomplete Grade Form by the grading deadline.

Incomplete Grade Forms

A Notice of Incomplete form must be submitted for each student issued an "I" grade. The form can be obtained at the Admissions and Records Office or on the R: drive in the AandR folder, instructors assigning "I" (Incomplete) grades must state what is needed to complete the course and what grade the student earns without completing the work specified. Incompletes are to be given only when students have emergencies that prevent them from completing the final exam or an assignment made toward the end of the class. These forms can only be picked up and dropped off by the instructor.

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the credit assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions & Records Office until the "I" is made up or the time limit has passed.

Once the student has made up the Incomplete grade, please stop by the Admissions & Records Office to have the original Notice of Incomplete form pulled so that the final grade can be posted. If the student does not complete the incomplete, or if you don't come in to update the student's grade, the in-lieu grade will be posted automatically on the expiration date.

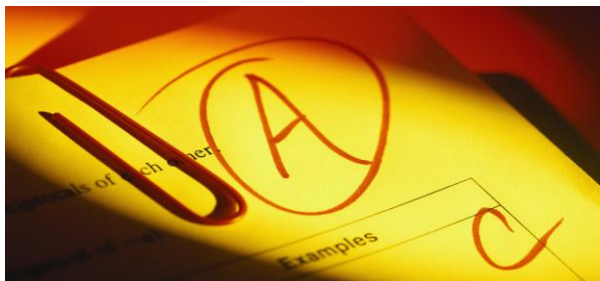
STANDARDS OF SCHOLARSHIP

Grading Practices

Each governing board maintaining one or more community college shall determine a uniform grading practice for the district which shall be based on sound academic principles and conform to the following standards:

- (a) Work in all courses acceptable in fulfillment of the requirements for an Associate or Baccalaureate degree, a certificate, diploma or license shall be graded in accordance with a grading scale adopted by the governing board. Such work shall also be graded in accordance with the provisions of Section 55752 or section 55753. **(Title 5 §55751)**

Student work in all credit classes shall be graded in accordance with provisions of *Title 5* of the *California Code of Regulations* and published in the College Catalog. **(Board Policy §4100)**



Grade Changes

- (a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be
- (b) final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.
- (c) The governing board of a district shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with sections 55761 and 55762. When grade changes are made in accordance with these sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history. **(Title 5 §55760)**

Students, who believe there has been an error made in the calculation of their grade, must submit their request for a change of grade directly with the instructor of record within one year after completing the course.

Grade change forms are made available to faculty members only. Grade Change forms will not be given to a student for any reason. If you need a grade change form, they are available on the R: drive in the A&R Folder. You may also email Fanny Salgado at fsalgado@hartnell.edu or Irene Haneta at ihaneta@hartnell.edu and ask that one be emailed to you or put in your mailbox. You may fax the Grade Change form to (831) 759-6014 or drop it by the Admissions & Records Office. We do **NOT** accept Grade Change forms to be submitted by students.

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. **(Board Policy §4100)**

ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

(a) Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Grade Definition Point	Grade
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less than Satisfactory	1
F	Failing	0
P	Pass (At least satisfactory - units awarded not counted in GPA.)	
NP	No Pass (less than satisfactory - units not counted in GPA. Will be considered in progress probation and dismissal procedures.)	

- (b) The governing board for each community college district shall publish the point equivalencies for the grades used in subsection (a) of this section in the catalog or catalogs of that community college district as a part of its grading practices.
- (c) The governing board of each community college district may authorize the use under specified controls and conditions of only the following non-evaluative symbols:

Symbol Definition

I Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the 'I' shall be stated by the instructor in a written record (Incomplete Grade Form.) This record shall contain the conditions for the removal of the 'I' and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with Admissions & Records until the 'I' is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been

completed and evaluated, or when the time limit for completing the work has passed.

The 'I' may be made up no later than one semester following the end of the term in which it was assigned. The 'I' symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

RD Report Delayed: The 'RD' symbol may be assigned by the Dean of Student Affairs only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. 'RD' shall not be used in calculating grade point averages.

W Withdrawal: The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy consistent with the following:

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30% of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the term, whichever is less).

The academic record of a student who remains in class beyond the time allowed by district policy (75% of the class) must reflect a symbol as authorized in Section 55758 (A, B, C, D, F, I, P, NP) of this part, other than a 'W'.

The governing board may by regulations authorize withdrawal from a class or classes in extenuating circumstances after the last day of the fourteenth week (or 75% on the term) upon petition of the student or his or her representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student.

MW Military Withdrawal: The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a 'W' or,

if necessary to distinguish military withdrawals, may be an 'MW'. Military withdrawals shall not be counted in progress probation and dismissal calculations. 'W's incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations and may be changed to 'MW's. **(Title 5 §55758)**

Assigning Grades

Final grades are posted to the student's record at the end of each semester. Grades must be assigned in accordance with the guidelines stated in the prior section, "Academic Record Symbols and Grade Point Average." It is hoped that the instructor, in assigning grades, would employ their best professional judgment, and maintain records that substantiate the grades assigned. Grades are available for students to view online using PAWS for Students approximately 1 week after the semester has ended.

**GRADES ARE ALWAYS DUE 2 WORKING DAYS FROM THE
LAST DAY OF THE SECTION**



ADMISSIONS AND RECORDS TELEPHONE DIRECTORY**(831) 755-6711 A&R Main Phone Number****(831) 759-6014 A&R Fax Number**

<u>Title</u>	<u>Name</u>	<u>Phone #</u>	<u>Email Address</u>
Dean	Mary Dominguez	(831) 755-6714	mdomingu@hartnell.edu
Administrative Assistant to the Dean	Yvonne Carreon	(831) 755-6714	ycarreon@hartnell.edu
Enrollment Services Lead Registration/ Add & Drops	Irene Haneta	(831) 755-6718	ihaneta@hartnell.edu
Faculty Rosters	Fanny Salgado	(831) 755-6700 X7723	fsalgado@hartnell.edu
Incomplete Forms or	Carole Caraccioli	(831) 755-6700 X7717	ccaraccioli@hartnell.edu
Transcripts Grade Changes	Annette Molina	(831) 755-6711 X7718	amolina@hartnell.edu
International Students	Irene Haneta	(831) 755-6829	ihaneta@hartnell.edu
Graduation Evaluations & Prerequisite Checking	Roberta Ruiz-Camacho	(831) 755-6713	rcamacho@hartnell.edu
	Jutta West	(831) 755-6712	jwest@hartnell.edu
Enrollment Verification	Olga Galvan	(831) 755-6700 X7712	ogalvan@hartnell.edu