Admissions & Records
Faculty Handbook
2020-2021

HARTNELL
C O L L E G E

Important Fall 2020 Dates and Deadlines
(full semester courses only)

Date	Description	Submission Deadline
August 20, 2020	Add Codes are available Add Codes can NOT be used before the start date of the class	
August 21, 2020	Convocation	
August 23, 2020	Last Day to Register for Fall 2020 full term classes Waitlists Closes	
August 24, 2020	**First day of Fall 2020 Semester**	
PAWS & Canvas Access is OPEN August 24, 2020	Opening Day Attendance Roster available online using Canvas OR You can print your own opening day Class Roster by going to PAWS for Faculty and click on Class Roster with Add Codes For those sections assigned to **STAFF**. Please check with your Division Administrative Assistant for Opening Day and No Show Rosters	**Keep Attendance Rosters for a minimum of 2 years after the end of the class for future reference, No need to submit to Admissions and Records**
PAWS Access is OPEN August 24, 2020 *Drop due dates can be found on your PAWS for Faculty Rosters for all of your sections that you are teaching*	No Show Drop Rosters available on PAWS for Faculty Click on Grading/Dropping For those sections assigned to **STAFF**. check with your Division Administrative Assistant for Opening Day and No Show Rosters	**Due 3 calendar days after your section start date** *For those sections assigned to **STAFF**: paper rosters can be submitted to the Admissions and Records Office by the end of your first class meeting.*
August 24 – September 5, 2020	Add/Drop Period for full semester courses by Add Code **only**	
August 24-28, 2020	**Admissions and Records Registration Hours:** **Monday & Tuesday 8:00am – 6:30pm** **Wednesday & Thursday 8:00am-6:00pm** **Friday 8:00am – 5:00pm**	

Date	Description	Submission Deadline
August 31 – September 4, 2020	**Admissions and Records Registration Hours:** **Monday – Thursday 8:00am – 6:00pm** **Friday 8:00am – 5:00pm**	
September 2, 2020	Last day to drop a full semester class for a refund	
September 4, 2020	Last day to drop a full semester class with No Grade of Record Students dropping beyond the No Grade of Record will receive a (W) Withdrawal	
September 5, 2020	Last Day to add a full semester course with an Add Code	
September 11, 2020	Last Day to petition for Late Registration – No Exceptions	
September 11, 2020	Last Day to petition to Audit a Class	
PAWS Access is OPEN **September 5, 2020** *These dates are for full semester courses only; short term courses will have different due dates.* **Drop due dates can be found on your PAWS for Faculty Rosters for all of your sections that you are teaching**	**First Census Drop** Rosters available on PAWS for Faculty Click on Grading/Dropping Census is September 8, 2020 *For those sections still assigned to **STAFF**. Please check with your Division Administrative Assistant for First Census Drop Rosters* Dates allowed for **last date of attendance* for this drop period is: August 31 - September 8, 2020 Dates outside these parameters <u>will not</u> be accepted *Last Date of Attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).	**Deadline to submit First Census online PAWS drops for full semester sections:** <u>**September 11, 2020**</u> *For those sections assigned to **STAFF**: **paper rosters can be submitted to the Admissions and Records Office at the Main Campus, Alisal Campus or King City Center by September 11, 2020**
September 7, 2020	Holiday -Labor Day College Closed	
September 8, 2020	First Census Day – Full Semester Courses	
September 18, 2020	Last day to file for P/NP grading option (for full semester classes)	

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Date	Description	Submission Deadline
October 19, 2020 Check PAWS for 60% Drop Access **3 days before 60% Drop Date** *These dates are for full semester courses only; short term courses will have different due dates.* **Drop due dates can be found on your PAWS for Faculty Rosters.**	**60% Drop** Rosters available on PAWS for Faculty Click on Grading/Dropping **IMPORTANT: THE 60% DROP DATE IS DIFFERENT FOR EACH SECTION. THE 60% DROP DATE IS CALCULATED BY THE TOTAL NUMBER OF CLASS MEETINGS IN THE SEMESTER.** Dates allowed for **last date of attendance* for this drop period is: September 9 – Date listed as 60% on PAWS Dates outside these parameters <u>will not</u> be accepted *Last Date of Attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).	**Deadline to submit 60% online PAWS drops: <u>3 days after 60% drop date</u>**
November 11, 2020	*Holiday – Veteran's Day* *College Closed*	
PAWS Access is OPEN **November 10, 2020** *These dates are for full semester courses only; short term courses will have different due dates.* **Drop due dates can be found on your PAWS for Faculty Rosters.**	**Final Drop Rosters** available on PAWS for Faculty Click on Grading/Dropping Last day to drop a full semester course with a "W" is **November 13, 2020**. Dates allowed for **last date of attendance* for this drop period is: October 31– November 13, 2020 Dates outside these parameters <u>will not</u> be accepted *Last Date of Attendance must be recorded to ensure compliance with Federal Financial Aid regulations (Title IV funds).	**Deadline to submit Final online PAWS drops: <u>November 16, 2020</u>**
November 13, 2020	• 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 26 – 28, 2020	*Holiday-Thanksgiving Recess* *(No classes after 4pm on 11/25/20)* *College Closed*	
December 12, 2020	Last Day of Instruction	

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PAWS Access is OPEN **December 7, 2020** *These dates are for full semester courses only; short term courses will have different due dates.* *Deadline to submit final grades for short courses: **Two working days after last class meeting.***	Final Grade access is available on PAWS for Faculty Click on Grading/Dropping **GRADES DUE ONLINE USING PAWS FOR FACULTY**	**Deadline to submit Final Grades:** **December 15, 2020**
December 12, 2020	Fall 2020 Semester Ends	
December 15, 2020	PAWS online Grading Deadline	**PAWS access to change or submit grades will expire: December 15, 2020 at 11:59pm**

NOTE: Short-term section dates are different from these shown above which are for full semester courses; please be sure to log into your PAWS account to see the drop and grading dates for each individual section you are teaching.

Add/Drop Period Office Hours

August 24 – 28 (week 1)
Monday – Tuesday: 8am – 6:30pm
Wednesday – Thursday: 8am – 6pm
Friday 8am – 5pm

August 31 – September 4 (week 2)
Monday & Thursday 8am – 6pm
Friday 8am – 5pm

Note: Spring 2021 dates will be available in December

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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)**

Concurrent Enrollment

Any student whose age or class level is equal to grades 9-12 is eligible to attend, students in grades K-8 are not eligible to attend any credit or non-credit course, except for those courses specifically designed for students at that grade and age level. (academic camps, children's theater) **(Board Policy 5010)**

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 5052)**

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 has adopted Board Policy 5040 regarding student records and directory information which defines directory information as:

1. Student participation in officially recognized activities and sports including weight and height and high school of 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.
- Student should never be in possession of a class roster at any time.
- If you post your grades use student ID#'s only.
- Do NOT let anyone enter your final grades except you.

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ATTENDANCE ACCOUNTING STANDARDS

Instructor Liability
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)**

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 <u>officially</u> enrolled. If a student's name does not appear on the PAWS 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.

> **CANVAS is available for all faculty. For a Video Tutorial on Taking Attendance in Canvas, please visit the Professional Development Center webpage**

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 should be dropped from class roster on the "No Show" drop roster.◆

DISTANCE ED SECTIONS: *Students who have <u>not</u> 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.

<u>WAITLISTS BEFORE CLASSES BEGIN</u>

- Students will be able to place themselves on a waitlist for closed classes through the duration of the registration period. Waitlist close on the last day to register for the class.

- Waitlists will be available for short courses up until the day before the section begins.

- Most sections will have a waitlist maximum of 10. Some Deans have increased the waitlist numbers on certain courses. Keep in mind that some sections will never have the waitlist function activated because the section fails to reach the section capacity. Waitlists only take place after the course has closed (or becomes full).

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- If space becomes available in the waitlisted section, the system will automatically register the first person on the waitlist that is eligible to register.

- Students will be allowed to waitlists for one section of a course. Example: The student can be waitlisted for only one section of ENG-101 during the same semester.

- An email will be sent to the student's Gmail account to notify them of registration and fees.

- Other students on the waitlist will move up and be allowed to register as space becomes available.

- **Waitlists will close to all students the day before the class begins.**

NEW FOR FALL 2020
WAITLISTED STUDENTS WILL BE GIVEN ACCESS TO CANVAS TO "BE IN ATTENDANCE" FOR THE FIRST CLASS MEETING TO OBTAIN AN ADD CODE FROM THE INSTRUCTOR

WAITLISTS ONCE CLASSES HAVE BEGUN

If your class has closed (filled) and you have students on the waitlist, the waitlist can be found at the bottom of the PAWS Class Roster page. Click on the box for *Show Waitlisted Students.* The students will appear in the order they were put on the waitlist (first-come; first-served).

You will need to refer to your PAWS waitlist roster when adding students to your sections. This is located at the bottom of your PAWS class roster following students who are registered. Please click on *the Show Waitlisted Students* box.

Security Access Messages
None

Show Dropped/Withdrawn Students ☐
Show Waitlisted Students ☑

Use the following procedure:

1. On the first day of class, you **MUST**, call the student's name on the waitlist, according to the listed order. If the student is in attendance, and you are adding students, that student would then be offered an add code. If the waitlisted student is **NOT** in attendance, you may call the next student on the waitlist, and so on. Once

   you have called all the names on the waitlist, you can then add walk-in students as you wish.

2. If on the first day of class you have **NO** waitlist on your roster (because it has **NOT** closed), and you have students who walk-in, you may add them as you normally have in the past. This is the only exception to **NOT** using the waitlist feature.

3. Please do NOT develop your own waitlist system for adding students. Since waitlist will now be considered the OFFICIAL way to monitor students who register on a first-come; first-serve basis in your sections, you will no longer have to monitor this yourself why not let the registration system do it for you.

ADD CODES

Add Codes are effective starting on the 1st day of your section and they have an expiration date!
Your list of add codes can be found on your PAWS roster.

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).   You can access your add codes on your *PAWS for Faculty* account and click on *Class Roster with Add Codes*. When issuing add codes, please remind the students of the last day to add the course: **SEPTEMBER 5, 2020**.
The student **MUST** register by that date or they are **NOT** allowed to continue in your class. (See instructor liability.)

ADD CODES: All Sections are assigned 20 Add Codes per section. If you need additional add codes, please email Irene Haneta at ihaneta@hartnell.edu with your section # and number of additional add codes you need.

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ADDING FULL SEMESTER COURSES DURING THE 1ST WEEK OF CLASSES):

- You are expected to add students if you have space (seats) available in your class up to your assigned contract limit.

- IF you are accepting adds on the first day of class, you MUST, call the student's name on the waitlist, according to the listed order. If the student is in attendance, and that student would then be offered an add code.

- 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):

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."

Please remind students that they **MUST** be registered by 11:59pm on the deadline date using our online PAWS for Students. Add codes for full semester courses will expire at midnight. If at any time, students experience any registration problems, they must still have them resolved before the last day to add. **There are NO exceptions and NO excuses to the deadline!**

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CURRENT CLASS ROSTERS ARE ALWAYS AVAILABLE ON PAWS

ATTENDANCE ROSTERS WILL ONLY BE PRINTED FOR COURSES ASSIGNED TO "STAFF"
Please check with your Dean and/or Division Administrative Assistant

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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. Please refer to the **ADD CODE EXPIRATION DATE: mm/dd/yy** above the list of the waitlisted students on your PAWS class roster for the last day to add your course.

- You are expected to add new students if you have space (seats) available in your class up to your assigned contract limit.

- IF you are accepting adds on the first day of class, you MUST, call the student's name on the waitlist, according to the listed order. If the student is in attendance, and that student would then be offered an add code.

- 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

Communication with faculty is done by email. If you do not have a Hartnell email account, please contact your Division Administrative Assistant immediately.
In order to ensure that students have a smooth registration process, we highly recommend that you:

- Read your emails frequently.
- Students frequently email you for an add code.
- Notifications regarding drops will be emailed to periodically throughout the semester
- If you teach an online DE course, please check your emails daily.
- Respond to emails within 1-2 business days whenever possible.

> **GOOGLE GMAIL**
>
> All official college information will only be emailed to Hartnell gmail accounts. All registered students and contracted faculty and staff have a gmail account.
>
> Visit our website for more information:
> www.hartnell.edu/students/mail.html

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PAWS FOR FACULTY

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
- Drop students
- Enter your Final Grades
- Enter Positive Attendance Hours (if applicable)

Please check your PAWS rosters frequently to ensure the accuracy of your students attendance.

PAWS will only allow access to courses that are assigned to the faculty member. If the course you are teaching indicates "STAFF" as the instructor of record, please check with your Division Administrative Assistant.

If PAWS assistance is required please contact the Admissions and Records office at xt 6711.

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 5070)**

ASYNCHRONOUS COURSES

Please reference **AP 5075** Course Adds and Withdrawals/Drops attendance policy regarding distance education attendance (below).

DISTANCE EDUCATION

Instructors in courses offered via distance education shall drop students if they have not entered a meaningful discussion board post, or completed an assignment, or communicated with the instructor by email either initiated by the student or as a response to the instructor's email within 72 hours of the start date. After first census, students that fail to regularly and substantively interact in the course in the manner described above shall be dropped by the instructor. In addition, the instructor of a course offered via distance education will maintain a records of student's attendance to demonstrate compliance with said last date of attendance policy. **(AP 5075)**

Verification of a Course Pre-/Corequisite

Students are restricted 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. **(Board Policy 4260)**

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 statues.

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.

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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.

Multiple & Overlapping Enrollments (Conflicting Courses)

Students are restricted 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****(Board Policy 4226)*

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

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 semester's 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. Audited courses will not be posted on academic transcripts. *(Board Policy 4070)*

Course Repeat Policy

The California Community Colleges, Board of Governors has passed regulation to limit the amount of times a student can enroll in a course. Beginning Spring 2013, students will be limited to the amount of times he or she can enroll in one type of course. This will have an impact on many students because they may no longer enroll in the same course more than 3 times. *(Board Policy 4225)*

Class Rosters

Class Rosters are available to view on PAWS 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 listed at the top of the page. Discrepancies should be **immediately** reported to your Division Dean.

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. The PAWS roster is 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; or by the second class meeting for short-courses (anything less than 16 weeks).

   If you will be adding students into your class, be sure to issue only **one add code** per student. It is the student's responsibility to add themselves by the add/drop deadline. It is necessary to monitor their attendance until you see their name appear on your PAWS class roster. If you do not see their name appear on PAWS the student is not properly enrolled.

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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)

FACULTY DROP ROSTERS

Log on to your PAWS account to see the exact drop dates for each of the sections you are teaching. There are 4 drop periods for full semester courses: Below is an example of the timeframe that you have to drop students. Please note that short-courses will have very different and often shorter drop periods than full semester sections.

Your Drop Dates are shown below

Period	Period_Name	Drop_Period_Date	Process_On/After	Process_By
1	No Show	08/13/18	08/13/18	08/16/18
2	First Census	09/04/18	09/01/18	09/07/18
3	60%	10/27/18	10/24/18	10/30/18
4	Final	11/16/18	11/13/18	11/19/18

No Show Drop Rosters

No Show Drop Rosters are available on PAWS starting on your section start date and will close 3 calendar days from that date.
Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear should be dropped from class roster on the "No Show" drop roster

First Census Rosters

Enrollment after the point of First Census, will be calculated towards enrollment for the maximum 3 allowed to repeat a course.
IF A STUDENT HAS BEEN ATTENDING AND DOES NOT APPEAR ON YOUR ROSTER, PLEASE REFER THEM TO ADMISSIONS AND RECORDS FOR A <u>LATE REGISTRATION PETITION</u>. PETITIONS REQUIRE BOTH THE INSTRUCTORS AND DEPARTMENT DEANS APPROVAL BEFORE THE END OF THE THIRD WEEK OF THE SEMESTER.

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 allocation for that term. 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. If the College disburses funds and discovers that the student was **not** in attendance, the COLLEGE is liable for the disbursement and will have to pay the funds back to the Department of Education.

60% Drop Rosters

Log on to your PAWS account to see the exact 60% drop date at the top of your rosters. *60% Drop Rosters* are available on PAWS starting 3 calendar days before the 60% point of the section and will close 3 calendar days from that date.

IMPORTANT: THE 60% DATE IS DIFFERENT FOR EACH SECTION. THE 60% DROP DATE IS CALCULATED BY THE TOTAL NUMBER OF CLASS MEETINGS IN THE SEMESTER.

Class meets 1 time per week = 16 total class meetings
Class meets 2 times per week = 32 total class meetings
Class meets 3 times per week = 48 total class meetings

**Total class meetings X .60 = 60% drop deadline date
(calculation excludes holidays)**

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 Department of Education 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

Final Drop Rosters are available on PAWS starting 3 calendar days before the Last Day to Drop Date of the section and will close 3 calendar days from that date.

Students who are not dropped by the 75% drop date must be assigned a letter grade other than 'W'." *Title 5 §55758*

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STUDENT REINSTATEMENT

To reinstate a student who was previously or accidentally dropped, please complete a reinstatement petition and have the student submit it to Admissions & Records immediately. The Reinstatement Petition is available on the Admissions and Records Forms page on hartnell.edu

Drop Rosters
(For Short Courses)

Please log on to your PAWS account to see the exact drop dates for each of the sections you are teaching.

> **For a Video Tutorial on Dropping Students in PAWS, please visit the Professional Development Center page on www.hartnell.edu**

Positive Attendance Classes
Includes Non-credit courses (courses numbered 300+)

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:*

1. **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., l5 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

2. **Students who drop:** If a student dropped the course, record the hours of attendance up to the day the student stopped attending.

3. **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 allow 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

1. **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*

2. **Students who dropped** will NOT appear on your Web Faculty Grading screen. You will only see students who are still actively registered.

3. **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.

4. **Pass/No Pass grades:** Students who have chosen to take a course under the Pass/No Pass grading option must complete the Pass/No Pass authorization form on or before the last day of the fifth week (or 25%) of the instructional term.

5. **Auditing a course:** Students who have petitioned to audit a course will not receive units completed for the course and be assigned a *UG* as a final grade.

6. **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 toward the end of the class. These forms can only be picked up and submitted 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.

Students are **NOT** allowed to re-enroll in the same course until the final grade has been posted.
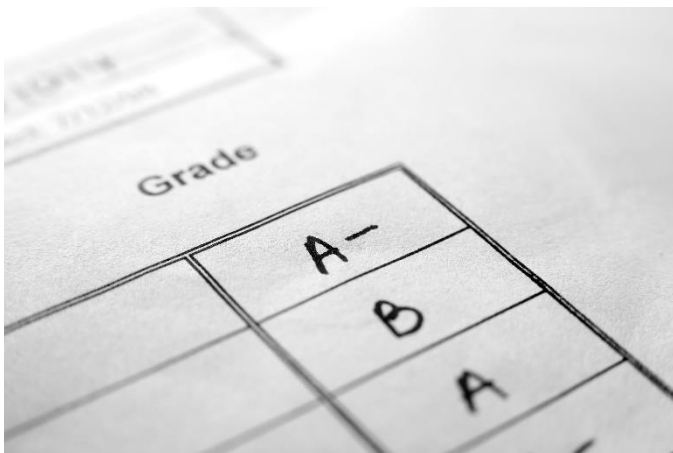
STANDARDS OF SCHOLARSHIP

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:

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* **4220)**

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.

Grade Changes

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of a mistake, fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Dean of Enrollment Services or designee. The student may file a "final grade complaint" if they have evidence that the faculty member issued their final grade because of a mistake, fraud, bad faith, or incompetence. See the Hartnell College Student Handbook for additional information.

In all cases, the instructor who first awarded the grade will be given written notice of the change. If the faculty member is not available, the request should be submitted through the appropriate Dean and/or Vice President; *however, only the faculty member that assigned the original grade may authorize a change of grade. (Board Policy 4231/Admin Procedures 4231)*

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	Points
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.

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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 Section55758 (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.

EW **Excused Withdrawal**: The governing board of a district which decides to provide a withdrawal policy shall also adopt excused withdrawal procedures consistent with the following:

Excused Withdrawal permits a student to withdraw from a course for reasons beyond their control based upon verifiable documentation supporting the request. The non-evaluative symbol 'EW' may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change.

Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

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)*

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Student Records - **Statement of Confidentiality**

The Office of Admissions and Records maintains approximately 500,000 student education records. They include the permanent records (transcripts), petitions, memorandums and other correspondence from academic, administrative, and computerized data. Ensuring the integrity, security and confidentiality of these records and documents is a high priority of the College.

As an employee of the Hartnell Community College District, you are required by law to protect the confidentiality of all aspects of student education records in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. (Please refer to HCC Board Policy 5040 and the backside of this form, "Data Release Chart" or the current Hartnell College Catalog on the Privacy Rights of Students.) The FERPA law also covers Concurrent Enrollment Students. We cannot release information on any student enrolled in Post-Secondary Education including minors without the student's written consent.

Hartnell College Board Policy 5040:
Any currently enrolled or former student of the District has a right of access to any and all student education records relating to him or her maintained by the District. No District representative shall release the contents of a student education record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student education records, including the definition of directory information contained here, and that they may limit the release of directory information.

Hartnell College Directory Information:
Directory Information: FERPA permits release of "directory information" without authorization unless the student notifies the Admissions & Records Office in writing within the first two weeks of the semester of a specific request that the College not release such information.

- Student's Name
- Major field of study
- Full or part-time enrollment status
- Participation in officially recognized athletic sports including weight, height, and high school of graduation
- Dates of attendance
- Degrees and certificates awarded including honors, scholarship awards, athletic awards and Dean's list recognition
- Photographs, video or web image of the individual or campus scenes including the individual in College publications, promotional materials, or on the College's website.
- Names, addresses, phone number of graduates and former students for publication in the College alumni directory and only with their consent.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The physical security of all documents that comprise any part of the student record is of the utmost importance. The unauthorized removal of any information, whether it is a physical document or computerized data, is prohibited. Providing access to student education records or information about these records to unauthorized persons is contrary to the standards of confidentiality.
Any unauthorized alteration, defacement or mishandling of student education records, whether the physical document or the computerized record, is also prohibited.

Faculty: Do not pass your class roster around as a way of taking attendance or allow a student to take attendance for you. Please do not send a student to the Admissions Office or anywhere with your class roster.

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INFORMATION	STUDENT	FAMILY OR GUARDIAN	GENERAL PUBLIC	HC STAFF	HC FACULTY	HC ADMINISTRATION	ADMINISTRATORS INVOLVED W/ STUDENT CONDUCT ISSUES	SCHOLARSHIP AGENCIES	GOVERMENTAL AGENCIES	EDUC INSTITUTIONS	LAW ENFORCEMENT AGENCIES	HCC CAMPUS SECURITY	STUDENT ORGANIZATIONS
Student's Name		1	1	1	1	1	1	1	1	1	1	1	1
Major field of study		1	1	1	1	1	1	1	1	1	1	1	1
Full or part-time enrollment status		1	1	1	1	1	1	1	1	1	1	1	1
Participation in officially recognized athletic sports including weight, height, and high school of graduation.	STUDENT HAS THE RIGHT TO INSPECT HIS/HER OWN PERMANENT RECORDS	1	1	1	1	1	1	1	1	1	1	1	1
Date of attendance		1	1	1	1	1	1	1	1	1	1	1	1
Degrees and certificates awarded including honors, scholarship awards, athletic awards and Dean's list recognition.		1	1	1	1	1	1	1	1	1	1	1	1
Photographs, video or web image of the individual or campus scenes including the individual in College publications, promotional materials, or on the College's website.		1	1	1	1	1	1	1	1	1	1	1	1
Names, addresses, phone number of graduates and former student for publication in the College alumni directory and only with their consent.		1	1	1	1	1	1	1	1	1	1	1	1
A student ID # or other unique personal identifier that is displayed on a student's ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.		1	1	1	1	1	1	1	1	1	1	1	1

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INFORMATION	STUDENT	FAMILY or GUARDIAN	GENERAL PUBLIC	HC STAFF	HC FACULTY	HC ADMINISTRATION	ADMINISTRATORS INVOLVED W/ STUDENT CONDUCT	SCHOLARSHIP AGENCIES	GOVERMENTAL AGENCIES	EDUC INSTITUTIONS	LAW ENFORCEMENT AGENCIES	HCC CAMPUS SECURITY	STUDENT ORGANIZATIONS
Address (campus and/or permanent)		2	2	3	3	3	3	2	2	2	2	3	2
Current class schedule		2	2	3	3	3	3	2	2	2	2	3	2
Current academic status		2	2	3	3	3	3	2	2	2	2	3	2
Date & place of birth		2	2	3	3	3	3	2	2	2	2	3	2
DSPS program participant		2	2	3	2	3	3	2	2	2	2	3	2
DSPS disability specific information	STDENT HAS THE RIGHT TO INSPECT HIS/HER OWN PERMANENT RECORD	2	2	3	2	3	3	2	2	2	2	3	2
Fees paid or owed		2	2	3	3	3	3	2	2	2	2	3	2
Financial aid recipient		2	2	3	3	3	3	2	2	2	2	3	2
GPA or grade points earned		2	2	3	3	3	3	2	2	2	2	3	2
Grades in courses		2	2	3	3	3	3	2	2	2	2	3	2
Immigration Status		2	2	3	2	3	2	2	2	2	2	2	2
Instructors (current or past)		2	2	3	3	3	3	2	2	2	2	3	2
Parent or guardian name and address		2	2	3	3	3	3	2	2	2	2	3	2
Past academic status		2	2	3	3	3	3	2	2	2	2	3	2
Residency status		2	2	3	3	3	2	2	2	2	2	2	2
Selective Service or Veterans Status		2	2	3	2	3	3	2	2	2	2	3	2
Special Programs (Mi CASA, EOPS, MESA, TRIO, etc.)		2	2	3	3	3	3	2	2	2	2	3	2
Social Security Number		2	2	3	2	3	3	2	2	2	2	3	2
Student Disciplinary Action		2	2	3	3	3	3	2	2	2	2	3	2
Transcript		2	2	3	3	3	3	2	2	2	2	3	2
Units attempted		2	2	3	3	3	3	2	2	2	2	3	2
Units completed		2	2	3	3	3	3	2	2	2	2	3	2

KEY:
1 – Information may be released without the student's permission unless the student has requested that the
   Information should not be designated public information with respect to himself or herself in writing.
2 – Student's written permission required prior to release.
3 – Release for Hartnell (HCC) use only, based on a legitimate educational interest.

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ADMISSIONS AND RECORDS TELEPHONE DIRECTORY

(831) 755-6711 A&R Main Phone Number   **(831) 759-6014 A&R Fax Number**

Title	Name	Phone #	Email Address
VP of Student Affairs	Dr. Romero Jalomo	(831) 755-6822	rjalomo@hartnell.edu
VP of Student Affairs Administrative Assistant	Jacqueline Flores	(831) 755-6822	jaflores@hartnell.edu
Dean of Student Affairs/ Enrollment Services	Maria Ceja	(831) 755-6714	maceja@hartnell.edu
Department Administrative Assistant	vacant	(831) 755-6711 or xt:7721	
Enrollment Services Lead	Irene Haneta	(831) 755-6718	ihaneta@hartnell.edu
Admissions and Records Technician	Carole Caraccioli	(831) 755-6711	ccaracci@hartnell.edu
	Annette Molina		amolina@hartnell.edu
	Bertha McHatten		bmchatten@hartnell.edu
Records Evaluator	Roberta Ruiz-Camacho	(831) 755-6713	rcamacho@hartnell.edu
	Robert Sanchez	(831) 755-7713	rosanchez@hartnell.edu
	Jutta West	(831) 755-6712	jwest@hartnell.edu
Enrollment Services Specialist	Elizabeth Lopez	(831) 755-6711	elopez@hartnell.edu
	Monica Navarro		mnavarro@hartnell.edy
	Ramon Serrano		rserrano@hartnell.edu
	Fatima Barron Vargas		fbarron@hartnell.edu
Enrollment Services Specialist	Olga Galvan King City Center	(831) 386-7127	ogalvan@hartnell.edu
	Imelda Suarez Alisal Campus	(831) 759-6093	isuarez@hartnell.edu

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