



# MODESTO JUNIOR COLLEGE

## Enrollment Guide for Faculty

Enrollment Services

February 2022

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# Enrollment Services: Services & Forms

<b>Services &amp; Enrollment Services Forms</b>		
<b>Service:</b>	<b>Staff:</b>	<b>Submit Forms To:</b>
<b>Course Audit</b>	Student Services Representative, ext. 6853	mjcadmissions@yosemite.edu
<b>Course Substitutions</b>	Admissions & Records Specialist – Evaluations, ext. 6605	mjcevaluations@yosemite.edu
<b>Course Equivalency</b>	Admissions & Records Specialist – Evaluations, ext. 6605	mjcevaluations@yosemite.edu
<b>Instructor Grade Corrections</b>	Cheri Garcia, ext. 6102	mjcESeFORMS@yosemite.edu
<b>Incomplete Grades</b>	Cheri Garcia, ext. 6102	mjcESeFORMS@yosemite.edu
<b>Permissions to Add After Census</b>	Danell Oliver, ext. 6784	mjcESeFORMS@yosemite.edu
<b>Permissions to Drop After Census</b>	Brigitte James, ext. 6015	mjcESeFORMS@yosemite.edu
<b>Positive Attendance</b>	Sarah Woodard, ext. 6683	mjcESeFORMS@yosemite.edu
<b>Roster Certification Troubleshooting</b>	Brigitte James, ext. 6015	mjcESeFORMS@yosemite.edu
<b>Move Add-Move Drop</b>	Student Services Representative, ext. 6853	mjcadmissions@yosemite.edu
<b>Loss of Priority Registrations</b>	Sarah Woodard, ext.6683 Edwina Ashouri, ext. 6858	mjcESeFORMS@yosemite.edu
<b>Time Conflict</b>	Student Services Representative, ext. 6853	mjcadmissions@yosemite.edu
<b>Student Petitions</b>	Arianna Kennedy, ext. 6535	mjcESeFORMS@yosemite.edu

## Fall 2021 Calendar for Full Term Classes:

Date	Subject	Notes
<b>Mon., August 23</b>	Roster Printing	Faculty should print their class rosters and wait lists from PiratesNet
<b>Sat., September 4</b>	Roster Certification Reminder	System generated email notices will be sent to you prior to your class census day advising you to drop students who were "no shows" or those who attended your class, but are no longer attending
<b>Sun., September 5</b>	Deadline to drop students from roster without a "W"	Pursuant to Ed Code Section 58004, Students must be dropped prior to census day who were no shows or no longer participating. Drops must be done by 10pm.
<b>Tue., September 7</b>	Census	Dropping on this date or after will result in a "W".
<b>Wed., November 3</b>	Drop roster certification reminder	System generated email notices will be sent advising you that November 10 is your last opportunity to drop a student who is no longer attending your class and drop with a "W"
<b>Thurs., November 10</b>	Deadline to drop students from roster with a "W"	Students whom you drop must be dropped with a "Z" code – no longer attending. You cannot use the "N" code. Drops must be done by 10pm.
<b>December 6-11</b>	Finals Week	Final grades must be submitted within 72 hours
<b>Wed., December 15</b>	Final Grades due	

## Spring 2022 Calendar for Full Term Classes:

Date	Subject	Notes
<b>Mon., January 3</b>	Roster Printing	Faculty should print their class rosters and wait lists from PiratesNet
<b>Sat., January 15</b>	Roster Certification Reminder – automated email notices will be sent to instructors	System generated email notices will be sent to you prior to your class census day advising you to drop students who were “no shows” or those who attended your class, but are no longer attending
<b>Sun., January 23</b>	Deadline to drop students from roster without a “W”	Pursuant to Ed Code Section 58004, Students must be dropped prior to census day who were no shows or no longer participating. Drops must be done by 10pm.
<b>Mon., January 24</b>	Census	Dropping on this date or after will result in a “W”.
<b>Sun., March 27</b>	Drop roster certification reminder	System generated email notices will be sent advising you that April 4 is your last opportunity to drop a student who is no longer attending your class and drop with a “W”
<b>Mon., April 4</b>	Deadline to drop students from roster with a “W”	Students whom you drop must be dropped with a “Z” code – no longer attending. You cannot use the “N” code. Drops must be done by 10pm.
<b>April 25-April 30</b>	Finals Week	Final grades must be submitted within 72 hours
<b>Wed., May 4</b>	Final Grades due	

## **PART 1: I MPORTANT THINGS YOU SHOULD DO BEFORE YOUR CLASS BEGINS**

### **INSTRUCTIONS FOR CLASS-RELATED DEADLINE DATES**

Class related deadline dates may be found in Self-Service or on your class rosters.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND HOW IT IMPACTS FACULTY**

FERPA is a federal law that protects the privacy of students and their educational records. FERPA stands for Family Educational Rights and Privacy Act and is often called the Buckley Amendment. The law applies to all schools and colleges that receive funds administered by the U.S. Department of Education.

FERPA guarantees rights to any individual who attends a postsecondary institution, whether that student is 13 or 53.

As faculty, it is your responsibility to protect any educational record in your possession. An educational record is any record in your possession that can be directly related to a student and is maintained by a college or by a party acting on behalf of the college. Student educational records are considered confidential and may not be released without the written consent of the student.

The only information, under FERPA, that can be released without a student's written consent is called "Directory information".

Directory information at YCCD includes: student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams and high school of graduation for athletic team members, degrees and awards received, including honors, scholarship awards, athletic awards and President's List recognition.

To comply with FERPA, faculty must NOT:

- Post grades in a public place or use any portion of a student's social security number or a student's ID number or their name.
- Leave graded tests or graded assignments in a stack for students to pick up when students have to sort through the pile.
- Circulate a printed class list with student names and student ID numbers or grades as an attendance roster.
- Discuss the progress of any student with anyone other than the student, including parents, unless the student has given you written consent to share the information.
- Give anyone else a student's class schedule for any purpose.

If you are ever in doubt, do not release any information until you contact the Director of Admissions & Records or the Dean of Enrollment Services.

References: Title 5, YCCD Board Policy 5040

## WAITLIST

What do I do with it? The wait list is a priority list of students who attempted to enroll in your class only to find that it had already reached its capacity and is now "closed". If you are able to add students, because there are additional seats or some students were 'no shows', please give each student you have allowed to add an access code. You should discuss your division's add strategy with your division dean. Plan on being "at capacity" on census day.

## ADD AUTHORIZATION

You may grant Add Authorization to students through your Self-Service Class Roster. [Video tutorial](#).

Once you have logged into Self-Service, click on the "Section Details" tab. Select the "Wait list" tab. Under your "Active Wait List" section you may sort students by wait list rank by clicking on the arrows in the rank column. To grant an "Add Authorization," select the blue "add" button next to the student's information. Once you click add you will see a green "Add authorization granted" notification in the upper right-hand corner of the screen. To view granted permissions, click on the "Permissions" tab. Select "Add Authorization." On this screen you can grant "Add Authorization" to a student that is NOT on the wait list by entering the student's name or student ID number. You may also revoke a permission that you have previously granted. Students will still need to register for the class before it will appear on your class roster.

## DOWNLOADING ROSTER

Access the download link at PiratesNet for Faculty (<http://mjc.edu>). Your log-in name is your last name and first initial. The password for obtaining your roster is your six-digit birth date (i.e. 010145). When the section data appears, just click on the section number. When importing data into either Excel or Gradequick, be sure to refer to the specific download instructions (available after you use the link above to login).

## REINSTATEMENTS

Sometimes faculty drop students or students may drop themselves by accident. There are times when you need to "reinstate" the student in your class. To reinstate a student in your class, please do the following:

Give the student a completed Request for Reinstatement Form. Be sure to write the student's **first day** of attendance. This form can be found at [mjc.edu](http://mjc.edu) under [Faculty & Staff Forms](#). This form is **ONLY** for students whom have previously been enrolled in the course.

## **PART 2: IMPORTANT INFORMATION YOU SHOULD KNOW WHILE CLASS IS IN SESSION**

### **ATTENDANCE & POSITIVE ATTENDANCE**

Faculty should plan to keep track of attendance on the first day and up to census to assist with census and roster certification. Certain classes require that attendance be monitored. For example, if you teach a non-credit or tutoring course, an in-service training or supplemental instruction or apprenticeship course or a non-credit course, you must keep attendance for each student in each class meeting. The same goes for classes that are open entry/open exit, for classes that meet fewer than five times, and for any class that is scheduled irregularly with respect to the number of days of the week and number of hours the course meets on scheduled days.

To determine whether or not the class you are teaching is positive attendance, access your class roster in PiratesNet. If you see a "Y" next to the Positive Attendance, then the section you are teaching is a positive attendance class and you **MUST** keep attendance for each student. If you can't determine whether or not your class is a positive attendance class, contact your division dean.

If your class is a positive attendance class, within 72 hours of the section's ending date, you will be expected to report the number of hours each student spent in your classroom. If your class is not a positive attendance section, it is up to you whether or not you monitor attendance after census.

### **STUDENT ADDS**

Students can add on the web using PiratesNet or in the Enrollment Services Office. All students must be officially enrolled in your class before the census day.

It is your responsibility to ensure that all students who are attending your class are properly enrolled. Each time a student adds or drops your class (after the start day of the class), the Datatel system will automatically send you an email notice that an add or drop has occurred. Each time you receive a transaction notice, please update your roster with the student's name, ID number, and date of the add or drop.

### **DROPPING STUDENTS FOR NONATTENDANCE**

Drops must be done in a timely manner **BEFORE CENSUS DATE**. The date the drop is put on the system is the effective date of the drop. To drop students who have never attended the class, enter an 'N' (No Show) in the drops column. To drop students who originally attended the class but have stopped attending, enter a 'Z' (No Longer Attending Class) in the drops column - along with the last date in attendance. No notation ('W' or other) shall be made on the academic record if the student withdraws or is withdrawn by the instructor within the first two weeks or at census point whichever comes first. Between this time and the 75% point of the class, a student will receive a 'W' for any classes dropped. After the 75% completion point, a student must be issued a grade. A process will be run on a nightly basis to drop the students. Thereafter, the student will no longer appear on class rosters or grade lists.

*What defines a "no-show student" for online courses?*

Faculty are instructed to drop students who are not participating. It's not enough for online students simply to log in but do nothing and collect Financial Aid. Please contact Michael Smedshammer, Distance Education Coordinator at x6490, for more information on how you can adopt syllabus language to enforce this policy.



## **Part 3: END OF TERM GRADING RESPONSIBILITIES**

### **ISSUING FINAL GRADES**

You must enter all grades via PiratesNet when your class ends, but no later than the Wednesday after the last final. (The deadline is the same for short-term classes).

Letter grades must be entered for all students UNLESS the class is offered with the grading method of P/NP (Pass/No Pass) only. In this instance, can you issue a P or an NP grade.

If a student has elected to take a P/NP grading option instead of a letter grade, you must issue a letter grade – the letter grade will automatically be converted by the system to a P or NP grade.

If you teach a non-credit section, an audit section, or any section that has zero units, you must enter a grade of (P/NP).

### **ISSUING INCOMPLETE GRADES**

If you have an agreement with the student to allow an incomplete grade, pending make-up of classroom work, test, etc., enter one of the following grades: IA, IB, IC, ID, IF, IP-INP. You must enter an expiration date. This date may be any date from the day after your class ends up to one year from the last date of your class.

Please note that the incomplete grade automatically reverts to the in lieu of grade on the expiration date. The incomplete expiration date does not wait for you to trigger the grade change for the “in lieu of grade.” It happens automatically on the date that you assigned the incomplete to expire. You also need to send notification via college issued student email outlining the work to be completed and timeline.

Incomplete grades should never be issued to students to "re-enroll" in your course to finish their work. This is not allowable.

Notify the Enrollment Services Office in person (Student Services Building, Rm. 102) or by email when the student has made up the work (before the expiration date) or call Enrollment Services at ext. 6853 with questions.

### **PERMISSION TO ADD/DROP AFTER CENSUS**

Enrollment Services understands that some courses have a shorter time period to complete the roster certification process, especially for those courses who meet after business hours. The Permission to Add After Census form was created to assist you with this issue.

It is your responsibility to clear your rosters of no shows and certify online by the census deadline. This form does NOT take place of roster certification. Please certify your roster with course changes made from this form within 48 hours of the form being received in Enrollment Services.

The form may be submitted up until the end of the semester. You must attach an attendance roster to verify each student's attendance or non-attendance and complete the provided roster template for add and drop roster changes.