



MODESTO JUNIOR COLLEGE

Enrollment Guide for Faculty

Enrollment Services

February 2022

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Enrollment Services: Services & Forms

Services & Enrollment Services Forms		
Service:	Staff:	Submit Forms To:
Course Audit	Student Services Representative, ext. 6853	mjcEForms@yosemite.edu
Course Substitutions	Admissions & Records Specialist – Evaluations, ext. 6605	mjcevaluations@yosemite.edu
Course Equivalency	Admissions & Records Specialist – Evaluations, ext. 6605	mjcevaluations@yosemite.edu
Instructor Grade Corrections	Cheri Garcia, ext. 6102	mjcESeFORMS@yosemite.edu
Incomplete Grades	Cheri Garcia, ext. 6102	mjcESeFORMS@yosemite.edu
Permissions to Add After Census	Danell Oliver, ext. 6784	mjcESeFORMS@yosemite.edu
Permissions to Drop After Census	Clara Valencia, ext. 6740	mjcESeFORMS@yosemite.edu
Positive Attendance	Sarah Woodard, ext. 6683	mjcESeFORMS@yosemite.edu
Roster Certification Troubleshooting	Brigitte James, ext. 6015	mjcESeFORMS@yosemite.edu
Move Add-Move Drop	Student Services Representative, ext. 6853	mjcadmissions@yosemite.edu
Loss of Priority Registrations	Sarah Woodard, ext.6683 Edwina Ashouri, ext. 6858	mjcESeFORMS@yosemite.edu
Time Conflict	Student Services Representative, ext. 6853	mjcadmissions@yosemite.edu
Student Petitions	Arianna Kennedy, ext. 6535	mjcESeFORMS@yosemite.edu

Fall 2022 Calendar for Full Term Classes:

Date	Subject	Notes
Mon., August 22	Roster Printing	Faculty should print their class rosters and wait lists from PiratesNet
Sat., September 10	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
Sun., September 11	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.
Mon., September 12	Census	Dropping on this date or after will result in a "W".
Wed., November 9	Drop roster certification reminder	System generated email notices will be sent advising you that November 17 is your last opportunity to drop a student who is no longer attending your class and drop with a "W"
Thurs., November 17	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.
December 12-17	Finals Week	Final grades must be submitted within 72 hours
Wed., December 21	Final Grades due	

Spring 2023 Calendar for Full Term Classes:

Date	Subject	Notes
Mon., January 2	Roster Printing	Faculty should print their class rosters and wait lists from PiratesNet
Sat., January 15	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
Sun., January 22	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.
Mon., January 23	Census	Dropping on this date or after will result in a “W”.
Sun., March 29	Drop roster certification reminder	System generated email notices will be sent advising you that April 3 is your last opportunity to drop a student who is no longer attending your class and drop with a “W”
Mon., April 3	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.
April 24-April 29	Finals Week	Final grades must be submitted within 72 hours
Wed., May 3	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. [Faculty Instructional Video](#)

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).

[Dropping Students & Certifying Roster Instructional Video](#)

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 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. [**Dropping Students & Certifying Roster Instructional Video.**](#)

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.

Part 4: FACULTY FREQUENTLY ASKED QUESTIONS

Waitlist

Q: What is the timeline for students to add themselves to a course from the waitlist? When does the system stop prompting students to add from the waitlist?

A: Students will add via the waitlist prior to the start of the term. They will not receive notification to add a course from the waitlist 5 days prior to the start of the term.

Q: Once a student is notified that a seat has become available, how many days does the student have to add the course?

A: Students have 5 days to add the course before their permission expires. After 5 days the student is removed from the waitlist. If it's prior to the start of the term, students may add themselves back to the waitlist.

Q: When is the last day a student can register for an open course?

A: Before the course starts. Once the course has started, the student will need granted "add authorization" from the instructor. Students can begin adding via add authorization on the day the course begins.

ADD Authorization (Self-Service)

Q: When can instructors begin granting "add authorization" to students?

A: On the 1st day of the course.

Q: When can students add through self-service, once the "add authorization" has been granted by the instructor? Is that the same with late start classes?

A: Students can act on their "add authorization" permission in Self-Service on the 1st day of the course. Yes, it is the same process for late start courses.

Q: How can I grant "add authorization" to a student who is not on the waitlist?

A: In Self-Service under the permission tab, you can search the student by student ID #.

Q: Is there an automatic email that goes to students once faculty grant "add authorization" to a student?

A: Yes, the student will receive an email confirming that an "add authorization" has been granted and they can now register for the class in their student portal ([Student Add Authorization Guide](#)).

Roster Certification

Instructor Guide: <https://youtu.be/SSRZVVJEQGI>

Q: What is the exact window when faculty can begin to certify their rosters? Is the timeline the same for short-term classes or is it dependent on term length?

A: 5 days prior to census. Example: census is on 1/23/22 faculty have a 5-day window from 1/19-1/23 to certify their roster (20% of the length of the course).

Q: Can faculty certify their rosters more than once?

A: No.

Q: Can faculty drop students after they have certified their rosters, but before census?

A: Yes. They can drop students up to the last day to withdraw.

Q: Where should we properly drop a student from our rosters?

A: Under the drop roster tab in self-service. Note: for no show students you will mark the “never attended” option.

Enter the last day of attendance for students who stopped attending, but participated in your course.