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ENROLLMENT SERVICES DIRECTORY (ADMISSIONS, RECORDS, EVALUATIONS)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Phone Ext.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aguilar, Kimberly</td>
<td>Admissions &amp; Records Specialist</td>
<td>6524</td>
</tr>
<tr>
<td>Arroyo, Vivian</td>
<td>Admissions &amp; Records Specialist</td>
<td>6040</td>
</tr>
<tr>
<td>Ashouri, Edwina</td>
<td>Admissions &amp; Records Specialist</td>
<td>6858</td>
</tr>
<tr>
<td>Bond, Barbara</td>
<td>Admissions &amp; Records Specialist</td>
<td>6137</td>
</tr>
<tr>
<td>Boyatt, Molly</td>
<td>Program Technician</td>
<td>6491</td>
</tr>
<tr>
<td>Brown, Stacey</td>
<td>Administrative Assistant</td>
<td>6860</td>
</tr>
<tr>
<td>Coffman, Amanda</td>
<td>Student Services Representative</td>
<td>6510</td>
</tr>
<tr>
<td>Corell, Collette</td>
<td>Student Services Representative</td>
<td>7837</td>
</tr>
<tr>
<td>Drummond, Judy</td>
<td>Administrative Secretary</td>
<td>6856</td>
</tr>
<tr>
<td>Garcia, Cheri</td>
<td>Admissions &amp; Records Specialist</td>
<td>2102</td>
</tr>
<tr>
<td>Guzman, Angelica</td>
<td>Director of Admissions &amp; Records</td>
<td>6471</td>
</tr>
<tr>
<td>Hughes, Julie</td>
<td>Admissions &amp; Records Specialist Lead</td>
<td>6033</td>
</tr>
<tr>
<td>James, Brigitte</td>
<td>Admissions &amp; Records Specialist</td>
<td>6015</td>
</tr>
<tr>
<td>Kennedy, Arianna</td>
<td>Admissions &amp; Records Specialist</td>
<td>6535</td>
</tr>
<tr>
<td>Keith, Krista</td>
<td>Student Services Representative</td>
<td>6995</td>
</tr>
<tr>
<td>Manning-Torres, Susan</td>
<td>Student Services Representative</td>
<td>7725</td>
</tr>
<tr>
<td>Mizuno, Rhonda</td>
<td>Admissions &amp; Records Specialist</td>
<td>6854</td>
</tr>
<tr>
<td>Oliver, Danell</td>
<td>Admissions &amp; Records Specialist</td>
<td>6784</td>
</tr>
<tr>
<td>Oviedo, Sonya</td>
<td>Admissions &amp; Records Specialist</td>
<td>6511</td>
</tr>
<tr>
<td>Padilla, Jose</td>
<td>Student Services Representative</td>
<td>6892</td>
</tr>
<tr>
<td>Saghatelyan, Serven</td>
<td>Student Services Representative</td>
<td>6998</td>
</tr>
<tr>
<td>Valencia, Clara</td>
<td>Admissions &amp; Records Specialist</td>
<td>6740</td>
</tr>
<tr>
<td>Woodard, Sarah</td>
<td>Admissions &amp; Records Specialist</td>
<td>6683</td>
</tr>
</tbody>
</table>

Enrollment Services East
Student Services Building, Room 102
575-6853

Enrollment Services West
(combined with Financial Aid)
Yosemite Hall, Room 118
575-7700

Testing Center
Yosemite Hall A117
575-7728

Enrollment Services office hours during first week of school:
Monday – Thursday, 8 a.m. to 7 p.m.
Friday – 8 a.m. to 5 p.m.

Enrollment Services regular office hours:
Monday through Friday, 8 a.m. to 5 p.m.

Testing Center office hours:
Walk-ins accepted.
### FALL 2018 CALENDAR FOR FULL-TERM CLASSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., August 27</td>
<td>Faculty should print their class rosters and wait lists from PiratesNet. Note: Students can add open classes without permission during the first week of the semester. Be sure to <strong>reprint rosters</strong> to verify additional students in the second week of class and also after census.</td>
<td>Please advise students that PiratesNet is available 7-days a week, until 11 pm. Students have these important dates on their class schedule and are specific to each class.</td>
</tr>
<tr>
<td>Sat., September 8</td>
<td>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.</td>
<td>It is your responsibility, as the instructor of record, under Ed Code Section 58004, to drop students <strong>prior to census day</strong> who were no shows or who are no longer participating in your class.</td>
</tr>
<tr>
<td>Sun., September 9</td>
<td>Deadline for student adds. <strong>MAKE SURE THAT ALL STUDENTS ARE OFFICIALLY ENROLLED PRIOR TO CENSUS DATE!</strong> Students CANNOT add after this date as they are not eligible for state apportionment.</td>
<td>Students can drop up until 11 p.m. on Sunday, September 10th, using PiratesNet only. The deadline for students to drop in-person would be the Friday prior (September 7, 2018). Today is also the deadline for students to drop full-term courses and be eligible for a refund.</td>
</tr>
</tbody>
</table>

Additionally, make sure all students are officially enrolled prior to the census date!
## FALL 2018 CALENDAR FOR FULL-TERM CLASSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., September 10</td>
<td>Census Day. Certification must be done no later than 5 p.m. the day before the census date (September 9th by 11 p.m.).</td>
<td>Census is very important. Faculty must certify their roster making sure all students who do not attend or are no longer attending are dropped as well as making sure that all students who were given an access code to add have added.</td>
</tr>
<tr>
<td>Wed., November 7</td>
<td>System generated email notices will be sent advising you that November 16 is your last opportunity to drop a student who is no longer attending your class and drop with a &quot;W&quot;.</td>
<td></td>
</tr>
<tr>
<td>Wed., November 14</td>
<td>Deadline for faculty and/or students to drop with a &quot;W&quot;. (Submit by 11 pm).</td>
<td>Students whom you drop must be dropped with a &quot;Z&quot; code – no longer attending. You cannot use the “N” code. (An “N” code for no show can only be used from the first day of class until the day before census.)</td>
</tr>
<tr>
<td>Mon.-Sat., December 10-15</td>
<td>Finals Week.  Faculty must adhere to the final exam schedule. See <a href="http://www.mjc.edu/instruction/finalschedule.php">http://www.mjc.edu/instruction/finalschedule.php</a> for final exam schedule.</td>
<td>Final grades MUST be submitted with 48 hours.</td>
</tr>
<tr>
<td>Sat., December 15</td>
<td>Fall 2018, full-term classes end.</td>
<td></td>
</tr>
</tbody>
</table>

*Students can access grades at mjc.edu once verified by the Enrollment Services Office. Grades are verified once a week during the term and daily during and immediately following finals week.*
<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., January 14</td>
<td>Faculty should print their class rosters and wait lists from PiratesNet. Note: Students can add open classes without permission during the first week of the semester. Be sure to <strong>reprint rosters</strong> to verify additional students in the second week of class and also after census.</td>
<td>Please advise students that PiratesNet is available 7-days a week. Students have these important dates on their class schedule and are specific to each class.</td>
</tr>
<tr>
<td>Sun., January 20</td>
<td>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.</td>
<td>It is your responsibility, as the instructor of record, under Ed Code Section 58004, to drop students <strong>prior to census day</strong> who were no shows or who are no longer participating in your class.</td>
</tr>
<tr>
<td>Sun., January 27</td>
<td>Deadline for student adds. <strong>MAKE SURE THAT ALL STUDENTS ARE OFFICIALLY ENROLLED PRIOR TO CENSUS DATE!</strong> Students CANNOT add after this date as they are not eligible for state apportionment.</td>
<td>Students can drop up until 11 p.m. on Sunday, January 27, using PiratesNet only. The deadline for students to drop in-person would be the Friday prior (January 25th). Today is also the deadline for students to drop and be eligible for a refund.</td>
</tr>
</tbody>
</table>
**SPRING 2019 CALENDAR FOR FULL-TERM CLASSES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. January 28</td>
<td>Census Day. Certification must be done no later than 5p.m. the day before the census date (January 27th by 5p.m.)</td>
<td>Census is very important. Faculty must certify their roster making sure all students who do not attend or are no longer attending are dropped as well as making sure that all students who were given an access code to add have added.</td>
</tr>
<tr>
<td>Sun., March 30</td>
<td>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 &quot;W&quot;.</td>
<td>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 &quot;W&quot;.</td>
</tr>
<tr>
<td>Thur., April 4</td>
<td>Deadline for faculty and/or students to drop with a &quot;W&quot;.</td>
<td>Students whom you drop must be dropped with a &quot;Z&quot; code – no longer attending. You cannot use the &quot;N&quot; code. (An &quot;N&quot; code for no show can only be used from the first day of class until the day before census.)</td>
</tr>
<tr>
<td>April 29-May 4</td>
<td>Finals Week.</td>
<td>Faculty must adhere to the final exam schedule.</td>
</tr>
</tbody>
</table>

Students can access grades at mjc.edu as soon as grades are verified by the Enrollment Services Office.

Grades are verified once a week during the term and daily during and immediately following finals week.
### Fall 2018 & Spring 2019 Short-Term Class Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day before class begins</td>
<td>Faculty should print their class rosters and wait lists from PiratesNet. Students can enroll in short-term classes until the night before the class begins.</td>
<td></td>
</tr>
<tr>
<td>8 days prior to 20% point of your class</td>
<td>System generated email notices will be sent to you advising you to drop students who were “no shows” or those who attended your class, but are no longer attending.</td>
<td>It is a faculty member’s responsibility, under Ed Code Section 58004 to drop students prior to census day who were no shows or who are no longer participating in your class.</td>
</tr>
<tr>
<td>Day prior to 20% point of your class</td>
<td>Deadline for faculty to drop students who were no shows and students who once attended and are no longer attending.</td>
<td>Use PiratesNet to drop students no later than 5 p.m. of the deadline date.</td>
</tr>
</tbody>
</table>

**Make Sure That All Students Are Officially Enrolled Prior to Census Date!** Students CANNOT add after this date as they are not eligible for state apportionment.

Census is very important. Faculty must certify their roster making sure all students who do not attend or are no longer attending are dropped as well as making sure that all students who were given an access code to add have added.
PART I: IMPORTANT THINGS YOU SHOULD DO BEFORE YOUR CLASS BEGINS

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FERPA 11
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Add Code (Access Number) 12
Rosters 12
Students adding an online course 12
Reinstating Students 12
INSTRUCTIONS FOR CLASS-RELATED DEADLINE DATES

Use these instructions to access the YCCD Intranet and to find deadline dates for short-term classes or refer to your Roster for important dates:

1. Access Internet Explorer
2. Go to [http://yccdnet/yccd320](http://yccdnet/yccd320)
3. Choose Term
4. Choose Division
5. Enter Section
6. Submit
7. This will take you to the Section Calculation Report – Live – where you can see important information such as add dates, drop dates, 1st census dates, and whether or not the class is positive attendance.

---

**Deadline to drop students prior to grading**

**Deadline for student to file for pass/no pass option**

---

Drops on or after this date will generate a "W"

(1) Drop no-shows and students no longer participating in the class by 5 p.m. the day BEFORE the 1st census day.

(2) To be counted in your division’s State apportionment report, all students must be officially enrolled/added by 5 p.m. the day prior to the 1st census day.
FERPA
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 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 44 or 14.

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 Student Services.

References: Title 5, YCCD Board Policy 5040
Wait List – 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.

Access Code: You must come to class on the first day ready to provide students with the Access Code. You can find the access code on the PiratesNet for Faculty by selecting the term and pulling up your class roster. If you need assistance please contact your division.

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).

Students adding an online course: On the first day of the on-line class (not before), students can begin to submit to you an electronic add card. They cannot do this until the first day of the class; Datatel does not allow it. When you receive an electronic add card, you must email the student with instructions on how to add the class if you are accepting the student or you should notify the student that they should look for another class.

Reinstating Students: Sometimes faculty drop students 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.
PART 2: IMPORTANT INFORMATION YOU SHOULD KNOW WHILE CLASS IS IN SESSION

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Student Adds & Census Dates 14
Short-term Census 15
Dropping Students 16
Roster Certification 17
Dropping Students before grading 17
End of Term Grading Responsibilities 18
IMPORTANT INFORMATION YOU SHOULD KNOW WHILE CLASS IS IN SESSION

Attendance – Do you have to monitor it? 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 or Sarah Woodard, Admissions & Records Specialist in Enrollment Services at 6683.

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.
In order to count in your division’s state apportionment, each student must be officially enrolled in your course by the **DAY BEFORE CENSUS**.

The census date for Fall 2018 full-term courses is September 10, 2018. **Students must be enrolled by September 9, 2018 no later than 11 pm** to be counted as an FTE for your department.

The census date for Spring 2019 full-term courses is January 27, 2018. **Students must be enrolled by January 26, 2018 no later than 11 pm** to be counted as an FTE for your department.

For the census date for a short-term class, refer to your PiratesNet roster “Last day to Add/Drop for FTE Accounting”.

**PERMISSION TO ADD AFTER CENSUS FORM**

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 must be submitted within five (5) days of class census date. 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.

*A copy of this form can be found online at [http://www.mjc.edu/general/staffforms.php](http://www.mjc.edu/general/staffforms.php). For more information, please contact Danell Oliver at 6784.*
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 IS YOUR RESPONSIBILITY IF THE STUDENTS ARE NO SHOWS!

If a student is a no-show in your class or if the student showed and then stopped ‘participating’ in the class prior to the census date, it is your responsibility to drop the student. Title V requires you to drop no shows and students who are no longer participating in your class BEFORE the census date of your class!

Title V, Section 58004 reads:

Districts shall, according to procedures adopted by the governing board, clear the roster of inactive enrollment. Inactive enrollment is defined as follows:

As of each census day, any student who has

1. Been identified as a no show, or
2. Officially withdrawn from the course, or
3. Been dropped from the course.

A student shall be dropped if the student was a “no show” or if the student is no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences, but must relate to non attendance. “Extenuating circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. The “drop date” shall be the end of the day immediately preceding the census day.

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, Instructional Design Coordinator, for more information on how you can adopt syllabus language to enforce this policy.
ROSTER CERTIFICATION

Census is very important. According to Title V, Section 58004, faculty must certify their roster (making sure all students who do not attend or are no longer attending are dropped as well as making sure that all students who were given an access code to add have added). Certification must be done no later than 5 pm the day before the census date. Reminder emails will be sent to faculty for all missing roster certifications. Reports will also be sent to division deans and VPI to assist with on-time roster certifications.

Go to the “Dropping” roster and the certify box is located at the bottom of the roster. Check the box to certify your roster.

DROPPING STUDENTS BEFORE GRADING- END OF SEMESTER

Prior to the deadline for dropping a class, the system will send you a computer-generated courtesy email notice reminding you that the deadline to drop a student is approaching. If you do not plan to issue a grade to a student because a student has disappeared and is no longer attending your class, please use this opportunity to drop the student. Any student who remains on your roster after the final deadline to drop must receive a grade of A, B, C, D, F, a P or NP.
END OF TERM GRADING RESPONSIBILITIES

Issuing grades - You must enter all grades via the PiratesNet as soon as your class ends, but **no later than the Tuesday 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 and only in this instance, can you issue a P or an NP grade. Some classes have the option of grading methods – either letter grade or P/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.

**Remember, if the student is still officially enrolled in your class after the 75% point of the class, you must give the student a grade. Students cannot be added or dropped at the time of grading.**

If you teach a non-credit section, an audit section, or any section that has zero units, you must enter an NG grade notation (no grade). All zero unit classes are ungraded sections.

To change a grade after final grades have been submitted, you must complete an Instructor Grade Correction Form. This form can only be used up to **ONE YEAR** following the end of the term. For questions regarding grade changes, please contact Cheri Garcia, Admissions & Records Specialist at 209.575.6102.

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. Datatel incorporates the incomplete and the in lieu grade all in one grade notation. 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. You must submit the Incomplete Grade Form within 72 hours of grade finalization. Please advise the student to complete the work a few days earlier, giving you time to complete final grading. 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.**

Be sure to notify the Enrollment Services Office in person (Student Services Building) or by email when the student has made up the work (before the expiration date) or call Cheri Garcia, Admissions & Records Specialist in Enrollment Services at 209.575.6102 with questions.

When to use an incomplete: Over the years, some instructors have issued a grade to a student and then they have allowed the student to retake the final or submit assignments after the class has ended. This then results in a Student Petition for Grade Correction. This is not good practice. The Education Code allows only four reasons for grade correction: 1) mistake; 2) fraud; 3) bad faith, and 4) incompetence.

Since the above example does not fit any of the four reasons, it is recommended that you issue an incomplete grade, enter a short expiration date allowing the student to make up the work, and then submit the final grade on the Incomplete Grade Form. **Incomplete grades should never be issued to students to “re-enroll” in your course to finish their work. This is not allowable.**

The student is actually still “quasi” enrolled in your previous class and you have given the student a defined extension of time to complete that section.