To: Faculty
From: Admissions & Records
Subject: Welcome to Fall 2019

COURSE ROSTERS

Access your rosters by logging into your Pipeline account at http://pipeline.sbcc.edu . From your 'Faculty' tab, select 'Class Management'. Several rosters will be available to you:

1. "Print or View your Class roster" displays currently registered students and add, drop and withdrawal deadlines for your course. Deadline dates are computed based on the number of class meetings. **Each CRN may have different deadline dates.**
2. *Waitlist Roster* provides the names of the students who have waitlisted your class(es). Please use this roster on the first day of class to prioritize the distribution of add authorization codes.
3. Add Authorization Code roster provides unique add codes for you to give to students you are permitting to add your class. For courses with *waitlists*, add codes will be available the day prior to the class start date.
4. Dropped Students roster displays those students who have dropped your class on or after the first day of the course or who were dropped for non-payment of fees (DN) or for failure to meet a prerequisite (DP).
5. Detailed Course Roster for Download. You may also download a course roster into an Excel spreadsheet that will identify the student's information including: Major, phone, SBCC & Personal Email, and mailing address. Under the "Class Management" link, simply click on "Download Class Rosters. You are prohibited from using this data for any reasons unrelated to your course.

ADDING STUDENTS

You may authorize students to add your course through the 'Last Date to Add Class' reflected at the top of your Official Course roster. It is critical to check for the last day to add for each of your CRNS. To permit a student to add, provide them with an Add Authorization Code from the Add Authorization Code roster. Note the student name next to the code you provide. Remind students that the codes are only valid until the 'Last Date to Add Class'. Direct students to validate and submit the add authorization code you provided to them to officially add the class in their Pipeline account. After that date, Late Add Petitions will be required. Verify that the student has added by reviewing your Official Course roster in Pipeline.

IMPORTANT INFORMATION RE: LATE ADD DEADLINE

Students who miss the last day to add deadline for a course due to extenuating circumstances may submit a Petition for Late Add to Admissions & Records. In order to be eligible for consideration of a late add a student must have begun attending the course prior to the last day to add deadline. Instructor approval and signature is required for consideration. The final deadline to submit a Petition for Late Add for Fall 2019 (16 week courses) is Friday, September 20, 2019 by (11:59 PM) (25% length of the class for classes less than 16 weeks in length). **No exceptions.**

NO SHOW DROP ROSTERS

Access and submit your No Show Drop Rosters from your 'teach' tab. No Show Drop Rosters are required. No Show Drop Rosters must be submitted by the No Show deadline date noted at the top of your Official Course Roster. You must drop any student who never attended/participated. **If you do not have any drops to report, select the 'I certify…' button and submit.** This will also be a good time to verify if you have any students that you had previously given an add code to, but they do not appear on your official roster. Please advise students that they are not permitted to attend your course beyond this point until they appear on your course roster. Please comply with state requirements to clear rosters of no shows by the stated deadlines.

PASS/NO PASS GRADING

Students may elect to take your course as a Pass / No Pass grade option. They can submit an online form that will be emailed to you or an academic counselor for approval. Forms must be submitted to Admissions & Records for processing no later than (11:59) September 27, 2019. Forms are available in Admissions & Records and at www.sbcc.edu/forms .

PLUS/MINUS GRADE SYMBOLS
Instructors have the option of using the "plus" and "minus" designation in combination with letter grades, except that C minus shall not be used. Each instructor shall determine final grades based upon his/her grading policy as set forth in the course syllabus as well as aligning with the grading standards contained in the official course outline of record.

EXCUSED WITHDRAWAL
Students may now petition the Admissions & Records office to request an Excused Withdrawal (EW). In some instances, you may have a student that must withdraw from your course under circumstances that were beyond their control. The new EW grade is a non-evaluative symbol reflected on the grade transcript and allows the college to exclude the student from progress probation and dismissal calculations.

An EW is appropriate when a student requests a withdrawal from courses due to specific events "beyond the control of the student" affecting their ability to complete a course(s) that may include: 1) job transfer outside of geographical region; 2) an illness in the family where the student is the primary caregiver; 3) when student is incarcerated in a CA State Prison or county jail is released from custody or involuntarily transferred before the end of the term; 4) student is the subject of an immigration action 5) Death of an immediate family member; 6) verifiable accidents or chronic/acute illness; 7) Natural disasters directly affecting the student. If you are working with a student that meets this criterion, please refer them to the Admissions & Records office.

What is the Difference Between an "FW" and an "F" Grade Symbol?
(Reference: Title 5, 55023)The "FW" grade symbol indicates that a student has stopped participating in the class after the official deadline to withdraw from the course and as a result has failed to meet the class performance objectives. If an "FW" grade is used, its grade point equals zero (0), and it will be calculated into the GPA, course repetition and academic standing in the same manner as an "F" grade. The "FW" grade more accurately represents what the student has done, assists the Financial Aid Office and helps academic counselors to work more effectively with a student.

The sole responsibility for assigning grades rests with the individual instructor of record. Each instructor is expected to consistently employ their best judgment in the determination of final grades as set forth in the course syllabus and official course outline of record.

DROPPING FOR NON-ATTENDANCE
You may drop students for non-attendance by accessing your Drop Rosters from your 'teach' tab through the 'Last Day to Drop with a "W"' noted on your Official Course Roster. Refer to your Official Course Roster for each CRN last day to withdraw deadline. All students registered after that date must be assigned an evaluative grade at the end of the Fall session.

REINSTATING A STUDENT DROPPED IN ERROR
Email Akil Hill hilla@sbcc.edu with your request to reinstate a student dropped in error. Be sure to include the student's full name, SBCC I.D., course name and number and CRN (course reference number).

COURSE REPEATS AND AUDITS
Board Policy & CA ED CODE may prohibit students from repeating your course. These students may petition for special consideration in order to retake the course. Students ineligible to repeat may audit the class by completing an AUDIT card (instructor permission required). Audit cards are due in Admissions & Records no later than 1:00 p.m. on Friday, September 13, 2019.

NON-REGISTERED STUDENTS

Under no circumstances may a student who is not officially registered or officially auditing attend your course. Check your rosters frequently and refer any student who is attending your course but not appearing on your official roster to Admissions & Records immediately for registration assistance.

FINAL GRADE AND POSITIVE ATTENDANCE ROSTER

Access and submit your Final Grade and Positive Attendance roster (if applicable) from your 'teach' tab. Supporting documentation reflecting student achievement and actual hours of attendance for each student (if applicable) must be submitted to Admissions & Records. Fall 2019 grades and attendance must be submitted no later than 7:00AM Wednesday, December 18, 2019.

If you are assigned to teach a course that requires attendance records, you will be sent an additional email with the subject title "You are Teaching a Positive Attendance Course(s) with Reporting Requirements". Please reference that email for more information.

FOR ASSISTANCE

View tutorials created for you by David Wong, Director, Faculty Resource Center at http://frc.sbcc.edu/?page_id=3 .

Admissions & Records Faculty Support
- Akil Hill, Senior Admissions & Records Technician, ext. 4050 or hilla@sbcc.edu

STUDENT SERVICES BUILDING HOURS

Monday, Thursday 8:00 a.m. – 4:00 p.m.	Tuesday, Wednesday 8:00 a.m. – 6:00 p.m.	Friday 8:00 a.m. – 1:00 p.m. (open until 4:00pm on: 8/23, 8/30, 9/6)

QUICK REFERENCE: REGISTRATION CODES

RW – Registered via the web
RE - Registered with assistance in A & R
DD – Dropped prior to the start of the course
DN – Dropped for non-payment of fees
DP – Dropped for failure to meet the prerequisite
DR – Dropped with eligibility for refund
NS – Dropped by faculty as a No-Show
MW – Military Withdrawal
WC – Withdrawn after census
EW—Excused Withdrawal