

OPENING DAY BULLETIN

A Newsletter from the Office of Admissions and Records

Spring 2012
Jan 9-May 23

TERM # 1475 SPRING 2012



**LONG BEACH
CITY COLLEGE**

Submit your Class Roster

Please remember to submit your signed and dated class roster at the end of the term after you have submitted your grades online.

Why? There are several reasons:

1. Your grade roster supports your grading decisions in case a student challenges your grades.
2. The State of California will be auditing some grade rosters for state requirements this year.
3. Courts usually issue subpoenas for attendance and sometimes grading information.

You may submit your grade roster in hard copy or through email at the end of the term. Nicole Lovely in Admissions & Records will be able to accept your electronic files at nlovely@lbcc.edu

New Attendance Regulation

The new Administrative Regulation on Student Attendance 4020 updates the philosophy of attendance focusing on student growth into adulthood from adolescence. This means the new regulation stresses the responsibility and accountability of students for their education and required attendance and action if they wish to drop or withdraw from a class. If you wish to read the entire regulation you may find it at the following link: <http://policies.lbcc.edu/regulations/4020reg.pdf>

Third Party Information Requests

You may receive student records requests from outside agencies, companies, people, etc. Please forward all these types of requests such as grades, attendance, names, addresses, emails, etc. to the Registrar, Irene Arrigo or the Dean of Enrollment Services Ross Miyashiro.



Monitor your Class Roster

Review your online class roster each class meeting; enrollment information may change daily with students adding and/or dropping.



DO NOT allow students to attend your class without OFFICIAL proof of enrollment (make sure to review the date of the proof). Registration will not add students after the registration deadline.

Important Information and dates

OPENING DAY BULLETIN, CONTINUED

IMPORTANT DATES TO REMEMBER (for classes other than 18 weeks please consult your online grading deadlines)

18 Week Session Only	Student drop deadline to receive a refund of enrollment fees	Last day to drop without record & Census Reporting Deadline to clear roster of "in-active" students.	Last day for students to use a permission number	Last day for students to change their grading basis (pass – no pass)	Last day for students to drop and receive a "W" mark	All grading is to be completed and the Report Delayed process will be run the following day
January 9	January 22	January 29	Jan 29	February 12	April 22	May 22

WITHDRAWAL POLICY

If a student withdraws, or you drop the student for excessive absences, or the student stops attending by the drop deadline, you must record on your rollbook the day the student dropped, or record the student's last day of attendance. In any case, the student can withdraw or be withdrawn by you and get a "W" up to the 75% point of the course. If a determination is not made by the 75% point of the course, the student must receive a letter grade. The last day by which a student can withdraw or be withdrawn from the course is noted on the inside cover of your rollbook (Instructor Class Record).

INCOMPLETE GRADE

If a student has done the major portion of the workload and is unable to complete a portion of the work due to unavoidable circumstance beyond the student's control, at his/her request, you may give him/her an incomplete grade. You must complete the appropriate forms in the Records Office and input an "I" online and submit them along with your grade at the end of the course or term. You must assign the student the grade based on the total requirements of the course, example "I/D".

Students may not enroll in the same class that an incomplete was issued. Student must complete the incomplete first before any further enrollment is allowed.

PASS/NO PASS OPTION

Students who wish to receive a grade on a pass/no pass basis must be designated by the student by the **30% point of the course**.

The student can do this online or be sent to the Admissions Office to fill out the necessary form. You may review the change on the online grading roster as the grading basis will be changed to P/NP for credit courses. You will want to record this information in your Instructor Class Record or rollbook. *Note that once such a grade is elected by the student and is awarded, it cannot be reversed at a later time.*

REINSTATEMENT AFTER DROPPING

Reinstatement is the act of re-adding a student to your class when they have been "accidentally" dropped. Students can only be reinstated into your class when YOU the faculty member have dropped them. They cannot be added back into the class when they have dropped themselves. Why? Because if the student drops themselves they will get a refund and will not inform you unless they feel they are doing well in the class.

