**TERM # 1485**
**Fall 2012**

**NA = Not Active**

There will be a new mark on your online grading roster for students who have either stopped coming to class or in your professional opinion are no longer active in class before the census date AND have attended at least one class meeting = NA (not active)

NS = No Show will still be used for students who have NEVER attended one class meeting

**Auto-Enroll from the Waitlist**

Auto-Enroll from the Waitlist will automatically move students from the waitlist and enroll them in the classes. This process will be run every night at 11:00 p.m. and the last process run will be on Saturday, August 25th for 16 week classes. On Sunday, August 26th students will need a permission number to enroll in classes.

Other late start classes will continue to run the auto-enroll from the waitlist process every night until the Saturday before the session begins.

**Faculty Online Support by:**
(grades, drops, etc.)

The Instructional Technology Development Center

*Help Line 938-4357

*Online Help at:
http://www.lbcc.edu/peoplesoft/peopleofthelp/instructorhelp9/

*Walk-in Help
At LAC L-142
At PCC LL-124 (part-time)

Check for hours and location at:
itdc.lbcc.edu/location.html

**Permission Numbers & Class Rosters**

Permission numbers will be generated on the afternoon of August 24th for ALL sessions (16 & 8 weeks). Please do not hand out permission numbers until the first day of class; especially for the late starting classes.

**Submit your Class Roster**

Please remember to submit your 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.

You may submit your grade roster in hard copy or through email at the end of the term. Send your roster electronically to Felicia Jefferson at fjefferson@lbcc.edu. Hard copies can be submitted to Admissions & Records directly.
IMPORTANT DATES TO REMEMBER (for classes other than 16 weeks please consult your online grading deadlines)

<table>
<thead>
<tr>
<th>16 Week Session Only</th>
<th>Student drop deadline to receive a refund of enrollment fees</th>
<th>Last day to drop without record &amp; Census Reporting Deadline to clear roster of “in-active” students</th>
<th>Last day for students to use a permission number</th>
<th>Last day for students to change their grading basis (pass – no pass)</th>
<th>Last day for students to drop and receive a “W” mark</th>
<th>All grading is to be completed and the Report Delayed process will be run the following day</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27</td>
<td>Sept 9</td>
<td>Sept 9</td>
<td>Sept 24</td>
<td>Nov. 13</td>
<td>Dec. 21</td>
<td></td>
</tr>
</tbody>
</table>

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 it 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 rollbook 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”.

Student may NOT enroll in this class again until the incomplete is resolved.

Upon completion of the requirements by the student, and with your approval, the Incomplete grade will be changed. The student has one year to make up an incomplete grade, or less than one year at the discretion of the instructor, at which point it reverts to the assigned grade.

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.**

RECONCILE YOUR GRADE ROSTERS

To protect the integrity of your grades please make sure your online grade roster and paper rollbook information match to insure all information is the same. Students may challenge your grade; to avoid a Grade Review Hearing it is important that your paper grade roster is accurate to validate the grade submitted online.

Sign the rollbooks where required and submit your paper rollbook to the Records Office after you have entered them online (the paper copy is used to support the change of grade process when it is requested by students).