Faculty News You Can Use

VOLUME 2

SPRING 2016

ENROLLMENT SERVICES: A&R/FIN-AID/VETERANS’ SERVICES/ARTICULATION

THANK YOU!
Faculty and Staff continued thanks for all that you do for our students.

CENSUS
Census is the 20% point of each session. On and after the census date students can no longer enroll in the course. On this date if a student is dropped they will receive a ‘W’

WAITLIST
Auto Enroll From the Waitlist and registration ends the Saturday prior to the Class starting and rosters are updated Saturday evening.

CLASS DEADLINES
All classes have deadlines which vary based on the ‘session’ in which the class is taught. For example all 16 weeks session courses have the same deadlines regardless of the days of the week the class meets. All other sessions have unique deadlines based on the course’s meeting patterns.

Important Dates Chart

CLASS ROSTERS
• PeopleSoft Class Rosters are updated three times daily during the semester.

• Make sure your PeopleSoft Class Roster is refreshed daily during the days prior to census. This ensures the students to whom you issued permission numbers are using them. Please refer to ‘Important Dates Chart’.

• Please make sure you reconcile any roster you may use (Moodle, Excel, Paper, etc.) with PeopleSoft Class Roster to make sure all students that are attending your class are officially enrolled.

PERMISSION NUMBERS
• Permission numbers are needed the week the class begins even if class has available seats.

• Permission numbers must be issued and used the day prior the census date of each class.

• If a student is repeating the class they will need to physically go to Enrollment Services with the permission number for assistance with registering. They need to do this during Enrollment Services Business Hours prior to the deadline.

• If a student has a hold on their record, they first must clear it and then enroll with the permission number prior to the deadline.

• If a student does not officially enroll by the deadline they should not be allowed to attend class or participate online.

• Permission numbers should not be issued the day of census (they have already expired).
NS/NA AND WHY THEY ARE IMPORTANT

- NS (No Show) is used prior to census and should be assigned for students who Never Attended a class meeting.

- NA (Not Active) is used for students who have attended at least one class or ‘logged online’ at least once prior to census but have stopped attending and/or participating.

Although it is the responsibility of the student to drop a course they no longer wish to be enrolled in, the institution also has a legal obligation to clear rosters of students who never show up or participate online prior to the census date.

FINANCIAL AID

Financial Aid is disbursed the week prior to the semester beginning and funds are available to students no later than the Friday of the first week of Fall Semester for those students who applied and completed the verification process on time. For the students who are just submitting their files a disbursement is made weekly as their files are completed. The second major disbursement is mid-way through the semester. Book vouchers are made available to qualifying students. The first disbursement for spring semester is just over 8 million dollars.

REINSTATEMENT

If you have dropped a student as NS/NA and you wish to reinstate them please use the reinstatement form. A student may pick up and return the form to Enrollment Services. An A&R Technician II or manager will email you and the student when the student is reinstated into the class.

PASS/NO PASS OPTION

For applicable course that offer Pass (P)/No Pass(NP) option students must designate by the 30% point of the course* see deadline chart. Students can change the grading basis online in the Viking Student System or in Enrollment Services. Please note once the 30% point has passed the student can no longer change the grading basis for the course.

RESOURCES

Online Directory for Faculty Services
The Instructional Technology Development Centers (ITDC)
ITDC Locations: LAC-Building L-142 and PCC-Building LL-124
Enrollment Services
Locations: LAC-Building A-1075 and PCC-Building GG-102

QUESTIONS

When in doubt or if you have any questions please do not hesitate in contacting one of the Enrollment Services Team Members
Lillian Justice, Director of E.S. ljustice@lbcc.edu
Franc Menjivar, Deputy Director of E.S. jmenjivar@lbcc.edu
Jason Avila, Supervisor of E.S. at LAC javila@lbcc.edu
Michele Pope, Supervisor of E.S. at PCC mpope@lbcc.edu

Note: Emailing often is the fastest way of reaching us