THANK YOU!
Enrollment Services would like to sincerely thank the faculty for an outstanding 2014-2015 year. For the first time in quite a while we were able to close each semester on time. Faculty got grades into PeopleSoft by the deadline enabling us to process students’ transcripts in a timely manner. Again we thank you!

ENROLLMENT SERVICES
Enrollment Services (E.S.) Department consists of the offices of:
• Admissions & Records
• Articulation
• Financial Aid
• Veteran Services

New Format
Enrollment Services is taking a new approach with the “Opening Day Bulletin” it will now be referred to as “Faculty News You Can Use” and you will receive updates throughout the semester with pertinent information at the time you need it. In this edition, we provide everything you need to know prior to census.

CENSUS
Census is the 20% point of each session. On the census date students can no longer enroll in the course.

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

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 ‘Deadline 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.

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.

Deadline Dates Chart

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 to 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.

**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 the form from Enrollment Services. To avoid fraudulent form submission we ask the faculty member to return the form to E.S on either campus or email the scanned form to rollbooks@lbcc.edu from your LBCC email account.

**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.

**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 midway through the semester.

**RESOURCES**

Online Directory for Faculty Services

*The Instructional Technology Development Centers (ITDC)* are great resources centers for faculty with locations on both campuses: LAC- Building L-142 and PCC Building LL-124

**QUESTIONS**

When in doubt or if you have any questions please do not hesitate in contacting one of the Enrollment Services Team Members

Note: Emailing often is the fastest way of reaching us