

Opening Week Bulletin

A Newsletter from Student Services and Academic Affairs

Fall: August 15 – December 18, 2016

Welcome Faculty

Welcome to Fall semester! In this newsletter you will find helpful information and instructions on various clerical and record keeping for your classes. Additional information for instructors can be found in the [Faculty handbook](#). Have a great term!



Reinstatement after Dropping

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Reinstatement is the act of re-adding a student to a class when they have been dropped. It is completely up to the instructor whether or not they wish to reinstate a student.

Monitor your Class Roster

- As an instructor, you should be logging into MySolano where you can print your rosters, get add codes and drop students.
- Do not let students attend class without proof of enrollment (appearing on your official roster)
- If you need help using MySolano, please ask your School's Administrative Assistant or your Dean for assistance.
- Please be certain that you log in and process drops for the following key time frames:
 - a. The first week of classes (drop no-shows).
 - b. The Last Date to Add (drop no-shows and any who have stopped attending).
 - c. By the W deadline (drop any who have stopped attending).

If a student NEVER attends a class and does not drop the class, the instructor of record should drop the student as a No Show (NS). Students should be assigned either NS (no show) or whichever other drop code is showing. Please do not worry about what all the different drop codes stand for. You should never have access to any more than two (NS for no show and whichever other option applies based on the date) which should make it easy to choose correctly.

- We cannot accommodate drops after drop deadlines.
- We cannot change grades to No Show.
- Exceptions are only allowed in the case of **Verifiable Extenuating Circumstances**. Documentation is required and auditors review this information thoroughly.

Add cards can be found in your School offices, at Admissions and Records on the main campus, or at the front desk of any of the Centers. They must be turned in by the instructor.

Write "reinstate" on the front of card. Please include the class name, section number(s), each student name and ID you wish to reinstate.

Record Retention

Class information must be retained and may be requested by auditors for up to 4 years. If you have any questions regarding this, please contact John Mullen, Senior Consultant, Admissions and Records. Be sure to maintain grades, positive attendance hours, TBA hours and any other pertinent course/student specific documentation.

Full term Dates and Deadlines

For additional critical dates in Fall semesters, check online at <http://www.solano.edu/ar/dates.php>

Please consult your MySolano rosters to determine when dates occur for short term or other non-standard semester classes.

Full term classes begin	Last day for students to Add class and to Drop without a "W"	Census Reporting Deadline	Last day for students to file for Pass/No Pass option or reverse	Last day to for students to drop a class with a "W"	All grading is to be completed and submitted electronically
August 15	September 4	September 6	September 16	October 30	December 22

Submit Census Roster, Positive Attendance, and TBA Documentation

Census Rosters

For Census based classes prior to the census date showing on your rosters you will receive a document that you must sign stating that the student list reflected on your roster is true and complete as of the census date.

This is a state audit requirement, we are legally required to comply.

Rosters are to be submitted to your School's Administrative Assistant.

Positive Attendance

A list of all positive attendance classes and their respective instructors will be sent by the office of Scheduling and Curriculum. All instructors of positive attendance classes must keep daily records of every student's hours attended. Post the total hours attended after the last day of class when you post grades, and keep all your backup documentation for four years per SCC Board Policy.

For questions or correspondence: Curriculum@solano.edu

TBA

If you are teaching a full term lecture class that also has hours by arrangement outside the lecture, per Title 5 regulations you **MUST** keep a roster showing the dates and times the students completed those hours and ensured that all students completed the appropriate number of hours prior to census that apply to that class.

Unsure? See your Dean or the Scheduling and Curriculum Office. You must also include these requirements in your syllabus. An email from the Curriculum Office (Leslie Hentzen, Ajani Byrd, or Lisa Abbott) was sent to you if this requirement applies to your class.

Adding a Class Late

Students may use add codes given to them by you, their instructor, in order to late add classes **online** through 11:59 pm on the Last Date to Add. That date is printed on your rosters (upper right corner) and on student's class schedules (aka Schedule Bills).

Students may not late add after the census date unless some kind of verifiable extenuating circumstances have occurred. In that case, students must complete

a Late Add Petition (they can get it from the website) that has to be signed by you, the instructor, and your Dean. The student must then bring that to the Admissions & Records office for processing.

Time Conflicts

- Per Title 5 regulations, Time Conflicts are considered carefully, and are rarely allowed.
- In the rare situation in which they are appropriate, a completed Time Conflict petition must be submitted to A&R **by the student**.
- You must keep track of the time (DAYS AND HOURS) and work done by students for whom you do allow Time Conflicts, and submit at the end of the term.

Canvas

Canvas uploads occur twice daily.

- Students use the same log-on info for online classes that they use for MySolano.

Online instructors **must** check their MySolano rosters against

their Canvas rosters and drop accordingly.

We cannot backdate drop students or do grade changes on them as a result of students erroneously being left in class throughout the entire semester because they appeared on the MySolano roster but not the E-College/Canvas roster.

Grade Submission

Grades are due each term **four (4) days after the last day of the term** (calendar days, not business days).

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 roster or grade book 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 your Web Roster.
- An incomplete grade may be assigned when a student has failed to complete the final examination, a class project, or other assignments because of an illness or other extenuating circumstances beyond the control of the student.

Incomplete Grade Contract

- 1) Complete an Incomplete Grade Contract for each incomplete grade assigned. Each contract must include a detailed description of the work to be completed, a preliminary grade, the weight of the work assigned, and the

final grade to be issued if the work is not submitted by the deadline.

- 2) Obtain the student's signature and School Dean's signature once the contract is completely filled out.
- 3) A copy of the signed Incomplete Grade Contract is given to the student.
- 4) Make a copy and give to your School's Dean and submit the original to Admissions and Records.
- 5) When the student submits the required work, complete a Request for Change of Grade and give to your School's Dean for initial and submission to Admissions and Records.
- 6) At the end of one calendar year, all outstanding incomplete grades will be changed to the Final Grade indicated on the Incomplete Grade Contract.

Administration

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Contacts & Resources

Admissions and Records:
(Forms, help, and information)
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Email: admissions@solano.edu
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