MODULE 2

What you need to know

INTRODUCTION

As a faculty member of College of the Siskiyous you are required to know College policies and procedures as well as State and Federal Guidelines. Much of the information can be obtained in your faculty handbook located on your faculty tab. The following are highlights of what you need to know.

FERPA

❖ Federal law designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records.

❖ It is intended that students' rights be broadly defined and applied. Therefore, consider the student as the *"owner"* of the information in his or her education record, and the institution as the *"custodian"* of that record.

BIG FERPA "NO NO'S

❖ Posting Names/Student ID/SSN

❖ Posting/discussion grades publicly

❖ Emailing Student Data from a source other than your siskiyous.edu email address

❖ Employing Graders/Assistants who are not COS Employees or registered volunteers to grade student work

❖ Giving out information to parents/spouse etc. without written approval from student.

WHEN DO FERPA RIGHTS BEGIN?

❖ A FERPA-related college education record begins for a student when he or she enrolls in a higher education institution. At a postsecondary institution, rights belong to the student in attendance, **regardless of the student's age.** You must remember this if you have a K12 in your class. In the K12 system, parents have the right to know information on how the student is doing, when a student is taking a college course this right is transferred to the student.

POSTING GRADES

Since grades can never be directory information, it is inappropriate to post grades in a public setting. An instructor may, however, post grades if the grades are posted in such a manner that only the instructor and the individual student can identify the individual and his or her grade. Grades should never be posted by any portion of the SSN. Additionally, it is recommended that such a posted list should not be in the same order as the class roster or in alphabetical order.

ATTENDANCE METHODS

What is required of you

❖ Every class is measured by the state of California by an attendance mode.

❖ Depending on what mode your class is assigned we need different information.

❖ The attendance methods are:

- W or IW = Weekly or Independent Weekly
- D or ID= Daily or Independent Daily
- P/E = Positive Attendance

WHERE DO YOU FIND ATTENDANCE METHOD &

Pull up your **Print Basic Roster** to your attendance method information regarding your class.

College of the Siskiyous
Fall 2010
Full Term

CRN SUBJ CRSE CREDITS ATTEND COURSE TITLE

7361	GUID	5	2.00 TO 3.00	D	COLLEGE SUCCESS SKILLS

INSTRUCTOR(S) - (P)rimary	**TYPE**	**DAYS**	**TIME**	**BLDG. ROOM**
Witherell, Meghan (P)	Lecture and/or discussion	TR	0800-0915am	MCCLD 4-112

CRITICAL DATES

Start Date: 16-AUG-2010   Last Date to drop without a "W" **before**: 31-AUG-2010
End Date: 04-NOV-2010   Last Date for a No Show: 31-AUG-2010
Last Date to add class: 19-AUG-2010   Last Date to drop with a "W" **before**: 19-OCT-2010
Last Date to drop with a refund: 19-AUG-2010   Census Date: 31-AUG-2010

Seats	Taken	Avail	WList	Taken	Avail			As of: 15-AUG-2017 12:19:24
30	22	8	25	0	25		Week	
							Date	M T W R F S M T W R F S M T W R F S M T W R F S
	Student Name			ID		Reg	Cr	M T W R F S M T W R F S M T W R F S M T W R F S

WHAT YOU NEED TO TURN IN

Attendance Method	Census	Grades	Back up	Positive hrs Sheet
W- Weekly	Y	Y	Y	N
D-Daily	Y	Y	Y	N
IW- Independent Weekly	Y	Y	Y	N
ID-Independent Daily	Y	Y	Y	N
P or E – Positive Attendance	N	Y	Y	Y

WHAT IS CENSUS

❖ Census is how COS reports all registered students to the state. These numbers are used to determine the college's apportionment funding, so it is **critical** to our fiscal health. **This is REQUIRED**!

❖ Census is also a good time to ensure that instructors and students are on the same page regarding students' status in the course. This part is optional.

❖ Census grades need to be inputted in the Midterm form on Navigator

❖ Use only symbols of "**S**" for Satisfactory (A, B, C) or "**U**" for Unsatisfactory (D, F) or "**NS**" for No Show

WHY DO WE NEED TO DO CENSUS?

❖ Census is how COS reports all registered students to the state.

❖ These numbers are used to determine the college's apportionment funding, so it is critical to our fiscal health.
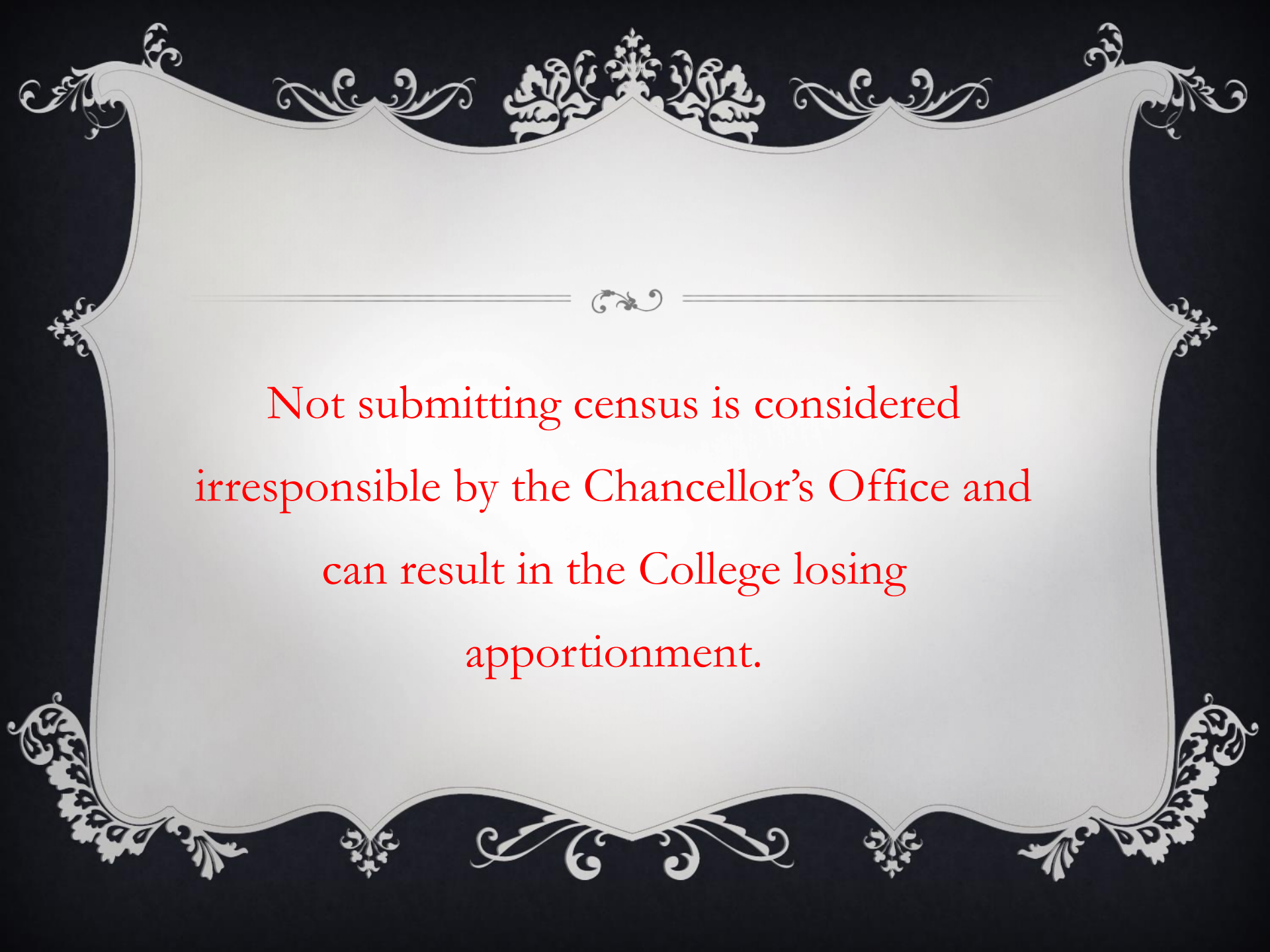
❖ This is **REQUIRED** by the State of California

WHEN IS CENSUS DUE & WHAT IS REQUIRED

Census is the first Monday 20% in to each term.

❖ For classes that are scheduled not through the 16 week semester census date can vary (still at the 20% mark)

❖ Census dates are on the Faculty Rosters

❖ Remember to drop any "no shows" by this date.

Appropriate Census Symbols

❖ S – Satisfactory Progress (A,B,C)

❖ U – Unsatisfactory Progress (D,F)

❖ NS – No Show (Have never attended class)

Not submitting census is considered irresponsible by the Chancellor's Office and can result in the College losing apportionment.

POSITIVE ATTENDANCE

❖ If your class is classified as a positive hrs you also need to document how many hours each student spent in class.

❖ You can attach this documentation with your grade back up or as a separate document all together.

❖ Courses that have TBA hour components must have this back up as well to document the TBA hrs. Ask me for help

This is required by the Chancellor's Office.

YOUR ROSTER

Your roster is live data- meaning that when you pull up your electronic roster that is the add/drop information as of the current day. Students who are missing from your roster have not registered and students you think have dropped who are still on your roster (without a "W" next to their names) are still registered.

TYPES OF ROSTERS

When you select your roster off your faculty dashboard 👥 you will have 3 options
Self Service (A), Excel Download (B) and Print Basic Roster (C)

Summary Class List

A

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

B [Excel Download]   **C** [Print Basic Roster]

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail	Notification Expires
1	0	Leticia	S000	**Registered**	Credit	2.000	S	C		
2	0	Jordan M.	S000	**Registered**	Credit	2.000	U	C		
3	0	Larry	S000	**Registered**	Credit	2.000	U	FW		
4	0	. Amanda M.	S000	**Web Registered**	Credit	2.000	S	C		
5	0	Lynsey C.	S000	**Registered**	Credit	2.000	U	B		
6	0	Nathan J.	S000	**Web Registered**	Credit	2.000	S	B		
7	0	David C.	S000	**Registered**	Credit	2.000	S	D		
8	0	Thelma L. Confidential	S000	**Registered**	Credit	2.000	S	A		
9	0	Calvin L.	S000	**Web Registered**	Credit	2.000	U	B		
10	0	. Amanda M.	S000	**Web Registered**	Credit	2.000	S	A		
11	0	Rachelle L.	S000	**Registered**	Credit	2.000	S	B		

WHAT'S THE DIFFERENCE?

Self Service	Excel	Basic
• Straight from the Registration system • Doesn't print out easily	• Downloads all registration history for your class • This includes Adds, Drops & Waitlist • Is handy to use for back up	• Has all your critical dates • Way to see what your class attendance method • Easy way to keep attendance

MAINTAINING ROSTERS AND WAITLIST

"NO SHOWS" VS. STUDENT RESPONSIBILITY

❖ Although it is the student's responsibility to drop it is the Instructor's responsibility to drop "No Shows"

❖ It is your responsibility as an instructor to make sure Students who are attending your class are registered for your class

❖ FTE's claimed for Students who never attended a class but are still counted at Census are considered Fraud by the CCC.

❖ Check your rosters every week before census to ensure that they are accurately reporting the students who are participating in your class (adds/drops etc)

❖ This is the best way to avoid Late Adds as well (see Late Adds below)

BANNER ROSTER VS. CANVAS ROSTER

Banner Roster

❖ Banner Roster comes in straight from the registration system.

❖ When a student adds or drops it is immediately reflected on this roster.

Canvas Roster

❖ You class roster pulls information from the registration system

❖ Can take up to 8hrs before add/drops are reflected

❖ Can track students attendance (log in) and assignments

You Need to check both

LATE ADDS

A Late Add Permit is required to register after census for full-semester courses with appropriate approval. Late add dates for short-term, irregularly scheduled courses vary.

Please note: It is your responsibility to ensure that students participating in your classes are registered. If you need to have a student do a Late Add please complete the Late Add permit and submit to your Dean.

If your student is in your Class but not on your roster

❖ The student must obtain your signature and first date of attendance and then take to the Dean's office for his signature.

❖ Once complete submit to Admissions & Records

If your student is on your roster but not in class you should

❖ Contact the student either by phone or E-mail.

❖ Submit an "Instructor Withdraw" form to Admissions & Records

WHAT TO DO WITH WAITLIST

❖ Faculty has no power over the waitlist prior to the **first day of classes**

❖ Students who do not have a spot can get permission (signature or Add Code) from the instructor on the first day of instruction

❖ Instructors are to allow students in the order of their placement on the waitlist

❖ Check your waitlist on the first day of class. This is the order in which students should be allowed to fill open spots.

❖ If a student missed their 24hr window of notification and missed their spot they can get back on the waitlist but they do not necessarily get priority.

❖ If a student does not show up on the first day of class they loose his/her spot on the waitlist.

AUTHORIZATION CODES

❖ Add Authorization Codes are an electronic signature that allows students to register online

❖ If you do not feel comfortable with codes then you can sign a add/drop form and the student can add at the window.

WHERE DO I FIND MY AUTHORIZATION CODES

❖ Add Authorization codes are located on the last page of your faculty print roster.

❖ They will show up the first day of class

❖ The codes are individualized to the course and the student so you should only distribute one code per student.

❖ Please document which code you give each student so that there are no duplicates

HOW DOES THE STUDENT USE THEM?

❖ The student will type in the code in the box provided.

❖ Then he/she will select validate and submit to register for the course

INCOMPLETES AND GRADE CHANGES

❖ Incompletes

- If a student is doing well in your class but has an unforeseen issue or problem finishing the class you may do an Incomplete contract with that student.

❖ Grade Changes

- Please be very careful when submitting your grades. Once a roster is rolled to transcripts any grade changes must be submitted by a form that is signed by the Dean with an explanation of what happened.
- Each grade must be submitted individually

WHAT IS REQUIRED OF GRADES

❖ A   - Excellent

❖ B   - Above Average

❖ C   - Average

❖ D   – Below Average

❖ F   - Failing

❖ FW   - Fail/Withdraw

❖ P   - Pass

❖ NP   - No Pass

❖ UG – For 0 unit non Credit courses

❖ Grades and Positive hours (if applicable) are submitted online the **Monday after your last class/final**

❖ Back up is required and can be sent either through mail, fax, in person or email.

❖ You only have to put a "Last day of Attendance" in if the student has received an FW for no longer attending class.

❖ Appropriate Grade Symbols

LAST DAY OF TERM

❖ Be sure to check the dates on your roster of when your class ends.

❖ Duel Enrolled courses are schedule based on COS semester.

❖ Documentation is due at the end of the term.

WHEN ARE GRADES DUE?

GRADES MUST BE ELECTRONICALLY SUBMITTED BY 5:00PM THE MONDAY AFTER YOUR FINAL

WHAT IS BACKUP?

Back up is a hard copy indicating how each student in your class earned the grade he/she received.

Course and Section Number: 5039 & 5040 ADHS 1013 Relapse Prevention
Semester: Summer 2017
Meeting Days/Times: June 5, 2017-June 8, 2017; 9:00am-12:50pm
Instructor's Name: Jennifer Reynolds

Last Name	First Name	Abstinence Exercise/Paper	Thought Paper/ RP Plan (movie)	Oral presentation	Professionalism (participation)	Total Points	
		35	0	20	10	65	D
		35	35	20	10	100	A
		35	30	0	5	70	C
		35	35	20	10	100	A
		35	35	20	7.5	97.5	A
		35	35	20	10	100	A
		35	35	20	10	100	A
		35	35	20	7.5	97.5	A
		35	35	20	10	100	A
		35	35	20	10	100	A
		35	35	20	10	100	A
		35	35	20	10	100	

Grading Scale
90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
59 or Below = F