Date: August 21, 2019

To: Fall 2019 Teaching Faculty

From: Maria D. Escobar

RE: Fall 2019 Term Reminders

Dear Colleagues:

Welcome to fall 2019! I hope you had an enjoyable summer. Please take a few minutes to read the following reminders to assist you with the enrollment aspects of your full-term course(s) for fall.

Add Codes
- Add codes will be generated on Friday, August 23, 2019 and will not become active until the first day of instruction.
- As the instructor of record, you may assign add codes to students through the end of the add period which is **Sunday, September 8, 2019**.
- Students may drop or add a course through, **Sunday, September 8**. As a courtesy, A&R will manually Add/Drop students on Monday, September 9 due to the deadline falling on Sunday. Students need to come to A&R in person for this service.
- After census, students that drop will receive a “W” and will not be eligible for a refund.
- After census, students **will not** be able to add into a course and should **not be allowed** to attend the class if they are not officially registered.

Census Rosters due Monday, September 9, 2019
- Census rosters can be submitted electronically as early as Friday, September 6, 2019 and as late as 11:59 PM, Monday, September 9, 2019.
- If you are unable to submit electronically contact:
  - Asmare Tadesse at Asmare.Tadesse@missioncollege.edu or at 408-855-5010, or
  - Nitha Vasquez at Nitha.Vasquez@missioncollege.edu or at 408-855-5028, or
  - Please print, sign and **BRING** a hard copy of your roster, indicating any drops, to Nitha Vasquez, Admissions & Records, in SEC 118.
  - If you submit electronically you do not need to bring a signed copy in the office.
- Late census rosters are to be submitted ASAP and require signatures of both the instructor of record and respective division dean.
- ONLY Students enrolled/attending your courses should be on your rosters.
- Review your rosters and drop any student(s) that never attended or stopped attending.
- Students attending your classes and not appearing on the roster need to be added. To add students complete the attached Add/Drop Form, including Add Code.
  - Submit in person or electronically to Diemanh Le at Diemanh.Le@missioncollege.edu from your district issued email account.
Late Adds

- Late adds should be avoided. Work with students and monitor your rosters to ensure that students to whom you have given an add code have successfully enrolled in the course.
- If for some extenuating reason a student fails to add into the class online or in person by census date they can be added as a late add.
  - If the student has attended prior to census date, the instructor must sign off verifying the first date of attendance on the add form. Then the dean must sign it. In these situations, the college can still claim the FTES generated by the student’s enrollment.
  - If the student did NOT attend prior to census date, the instructor must sign approval or the student to enroll, and then the form should be sent to the dean. In these situations, the college cannot claim the FTES generated by the student’s enrollment, so the dean will likely be very cautious in approving these types of late adds, and likely approved in very limited circumstances.

Pass/No Pass Option

- Students must submit the P/NP Grade Option Form to Admissions and Records on or before 30% of course has transpired. For full semester Fall 2019 courses the deadline is Friday, September 27, 2019. For non-traditionally scheduled courses log in to your portal to find out the dates for your courses.
- Faculty are required to submit a letter grade for each student enrolled in their courses unless the course is being taken as a P/NP course.

Auditing a class

- Per Board policy a student can audit a course only if the student has successfully completed the course, previously.
- The audit registration process does not start until after the end of the second week of instruction for a full-term course.
- A student must receive the instructor’s written permission to audit. Audit Forms are available in Division Offices, and is also attached.
  - Signed forms are submitted by the student to the Admissions office, and a $15.00 per unit charge is assessed. (NOTE: the audit fee is set by the State of California and not by WVC)
- Auditing a course allows the student to be an observer and not a participant in the class.
- Concurrent Enrollment/high school students are not allowed to audit Mission courses.

W Rosters

- The “W” or Withdrawal roster is due on Friday, November 15, 2019.
- Faculty are to clean up their rosters and drop any students by this date. A grade notation is required for every student enrolled in the course after this date.
Final Grades

- Fall 2019 grades are due no later than Monday, December 23, 2019, 5 business days from end of the term.
- Grades and positive attendance hours are to be submitted electronically via the My Mission Portal.
- Positive attendance course instructors should submit sign-in sheets to Diemanh Le in A&R for preparation of the annual June audit.
- Late grade submissions prevent:
  - running the end of term processes; posting grades to academic history; updating academic standing; identifying students that do not meet prerequisites for the next term; evaluating for continued financial aid eligibility, producing official transcripts for transferring students, etc.

Incomplete Grades

- The fall 2019 deadline to submit an Incomplete Form for a student is December 14, 2019.
- Instructors assigning incomplete grades are to submit an Incomplete Grade form on which the terms of the incomplete grade are noted.
- The incomplete grade will be in place for one year after the end of the term in which it is assigned, and if not completed will convert to a final grade of “F” at the end of the year.
- Students who receive an incomplete will not be allowed to re-enroll in the course while an incomplete exists.
- Instructors must fill out the incomplete form which is available in A&R or in the Division Office, also attached.
- Instructors need to submit a grade change form (located in the Records office) after all work has been completed.

Short term courses

For assistance with short term courses, such as census dates, if applicable, check your portal to determine census date, and deadlines for optional P/NP grade selection by student. You can also call the Diemanh Le, in A&R at 408-855-5027 or deimanh.le@missioncollege.edu for assistance.

Important Dates

- September 8: Last day to add a full-term course with an add code. Last day a student can add into a full-term course on line using an add code.
- September 8: Drop with no “W” on record, full refund given. Last day students can drop full-term course (s) without a “W” on record and receive a full refund.
- September 9: Census date. Faculty to electronically report enrollment in course(s) as of this date. Clean up roster. Drop students that have not attended.
- September 27: Deadline for student so submit P/NP grade change form
- November 15: Drop with a “W” on record. Last day students can drop full-term course (s). A “W” will appear on record.
- December 9-14: Finals
• December 14: Incomplete grade forms due.
• December 23: All grades for fall 2019 course are due.
• December 24: “Close Fall 2019”. Run end of term processes.

Please find attached the following documents for your reference:
• Add/Drop form
• P/NP form
• Audit form
• Incomplete form
• Fall 2019 short term courses list.
• Please check your portal to determine census date, and deadlines for optional P/NP grade selection by student. You can also call the Diemanh Le, in A&R at 408-855-5027 or deimanh.le@missioncollege.edu.
• Banner Resources link: https://www.wvm.edu/services/banner/Pages/default.aspx#Tab1

Have a great semester and thank you for your cooperation!

CC: Deans
Administrative Assistants
VPI/VPSS