TO: Mission College Fall 2018 Faculty
FR: Admission and Records/Office of Instruction

Dear Colleagues,

Welcome to Spring 2018! Below and attached are some basic instructions and reminders for instructors teaching this term.

**Important Dates**

Please note that dates for classes vary based on class length so please refer note specific dates for your class. Attached for your reference is an Important Dates Listing that includes the specific dates below for each summer class.

**Full term courses**

- First day of Saturday classes: January 27, 2018
- First day of Weekday classes: January 29, 2018
- Last day to add a student to class w/o Dean signature: February 11, 2019
- Last day to drop a student w/o “W” & for a refund: February 11, 2018
- Census date: February 12, 2018
- President’s Holiday: February 16-19, 2018
- Deadline to submit Pass/No pass grading option: March 2, 2018
- Spring Break/Cesar Chavez Day: March 26 – 31, 2018
- Last day for student to drop with a “W” & no refund: April 26, 2018
- Final Exams: May 19 – 25, 2018

**Short term courses**

- Census date: 20% of class meeting days
- Last day to elect PASS/NO PASS grading: 30% of class meeting days
- Last day to ADD classes: Day before census date
- Last day to DROP a class without a ‘W’: 20% of class meeting days
- Last day to DROP a class with a ‘W’: 75% of class meeting days
- Final exam: Last day of class

Rev M. Escobar 1.25.18
Class Rosters
Instructions for viewing and printing class rosters are included in the attached Banner College Web Services Guide for Faculty (Guide). The Division Office can also furnish (by request) a printout of the class roster with waitlisted students, important dates, add codes, etc. If you need assistance, please contact the respective Division Office/Administrative Specialist.

Dropping Students
Instructors must drop all students deemed a “no show” by the end of the first day of class (unless previously arranged). Please do not wait until census to complete this. CWS allows for three periods of dropping students:

1. **Opening Day Roster**: Available on class start date up until the census date; used to submit drops for ‘no show’ students and those who stop attending class prior to census
2. **Census Roster**: Available three days prior to census day and **DUE on the census date**; used to submit drops for those who have stopped attending
3. **‘W’ Roster**: Available between the census date and 75% of the class length; used to drop students before the last day to drop a class with a ‘W’

Please note that drop rosters and census dates for full term and short term classes vary so please refer to CWS for specific date details. **IMPORTANT**: Drop “no shows” and students who have stopped attending classes so that the Financial Aid office has a record of the approximate period when the student last attended.

Census Rosters
Instructions for submitting census rosters are included in the attached Guide. Please note the following:
- Only students enrolled/attending the class should be included on the census roster.
- If for some reason you are unable to submit electronically via CWS, please print, sign and submit a hard copy to Admissions & Records in Student Engagement Center (SEC) 118 by the due date.
- Late census rosters are due immediately after the submission deadline and require signatures of both the instructor of record and respective Division Dean.

Add Codes
Add codes are available starting on the first class meeting and can be used through the day before census. After census, students will no longer be able to add into a class and cannot participate in the class if they are not officially registered. Instructions for using add codes are included in the Guide.

Pass/No Pass Option
Students must submit a request to Admissions and Records to elect a Pass/No Pass grade for a given class before 30% of the class has transpired. Check the [MC Class Schedule](#) site for more details.

Final Grades
Grades are due within **five (5)** working days of when the class ends. Please submit Spring 2018 grades through CWS. Late grade submissions adversely affect students’ financial aid eligibility, degree
completion, transcript production, and academic standing, etc. Instructors submitting late grades must
do so in person through special arrangements with the Records staff.

**Contacting A&R and Office of Instruction**

To facilitate in responding to your questions or needs, when contacting A&R and/or the Office of
Instruction regarding your class, please include the CRN in your communication. Similarly, when contact
us regarding a student please include the student’s name and G0#.

Thank you for effectively managing your class enrollments and rosters have a great!

Office of Admissions & Records
Office of Instruction

For Reference:

- Link to [Banner College Web Services](#) login
- Link to [MC class schedule and registration info](#)
- [Banner College Web Services Guides for Faculty](#)
- Important Dates Listing for all Summer 17 active classes (see attached) or go to [class schedule info](#)

For Help:

- Logging in to CWS: IS Help Desk at IS_help.desk@wvm.edu or (408) 741-2696
- Access to rosters, important dates, class information: Contact the respective Division Office.
- Questions about roster submissions: asmare.tadesse@missioncollege.edu or maria.escobar@missioncollege.edu

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<th>Division Office</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Humanities, Social Sciences and Art</td>
<td>408-855-5152</td>
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<tr>
<td>Math, Science and Engineering</td>
<td>408-855-5295</td>
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