Admissions & Records

101

Adjunct Orientation Resource

Jasmine Ruys, Director of Admissions and Records
Learning Outcomes:

• By the end of this presentation, you will be able to process waitlisted students, drops, adds, and grades for your COC Classes.

• By the end of the presentation, you will be able to explain important policies relating to student privacy and processes available to students.
Your Class Roster

Go to my.canyons.edu to email yourself a copy of your roster. Click on Email Class Roster, select term, select email, then check your email— including your junk folder.

Info on roster
a. **Printed Date/Time Stamped** (bottom right hand of roster)
b. **Deadline dates for your class are in the upper right hand side of the roster. Please include these on your syllabus.**
c. **Check each week for first 3 weeks. Then each month.**
   a. Verify the students in your class are on your roster and those on your roster are sitting in your class.
d. **Roster includes enrolled students, waitlisted students, and add codes.**
   i. First page – enrolled students
   ii. Second page – waitlist and add codes
Waitlist

If your class goes to a waitlist, you will need add codes on your first day of class.

a. Prior to the start of your class, if a seat opens in your class, we will fill your class with students from your waitlist each day. We stop enrolling students from the waitlist to your roster on the Friday before your class starts.

b. On the first day of class, take roll to see how many seats you have available. Once you have seats available, please enroll students into your course starting with #1 on your waitlist. Continue to go down your waitlist until all seats in your class are full.

• Students will need an add code form from your to enroll in your class if you have a waitlist or if your class is full.
• Enter your class name, section number, first date of attendance, add code number, and sign the form.
• The student can process these online or in person. All information on the form is needed if they process the form in person.
Drops

At College of the Canyons, there are three times you can drop students from your class; two of which are mandatory.

• No Show – mandatory
  • A no-show drop is processed if the student does not attend the first day of class. A no-show drop must be recorded during the first week of your class.

• Census – mandatory
  • A census drop must be processed after the first day of class but before the add deadline of the course. This will be used if the student attended the first day of class but stopped attending prior to the add/drop deadline.

• Withdrawal – optional but recommended
  • A withdrawal drop may be processed up until the withdrawal deadline of your course. If the student stopped attending during the term, please drop the student with a withdrawal. If you do not drop the student prior to the withdrawal deadline, you must assign a grade to the student at the end of the term.

• All drops should be processed through My Canyons.
Course Deadline Dates

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Full Term</th>
<th>Short Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund</td>
<td>2nd Friday- September 5</td>
<td>10%</td>
</tr>
<tr>
<td>Add</td>
<td>2nd Friday-September 5</td>
<td>20%</td>
</tr>
<tr>
<td>Drop without a W</td>
<td>2nd Friday-September 5</td>
<td>20%</td>
</tr>
<tr>
<td>Drop with a W</td>
<td>12th Friday- November 14</td>
<td>75%</td>
</tr>
<tr>
<td>Grades Due</td>
<td>December 16</td>
<td>48 hours after end of course</td>
</tr>
</tbody>
</table>

Final Exams are the last week of classes. There is no “finals week” at College of the Canyons.
Grades

At College of the Canyons we have a 48 hour deadline. All grades must be turned in no later than December 16 for full term classes or 48 hours after your short term class. All grades are entered into My Canyons.

a. A, B, C, D, F, and FW can be assigned to a student as a final grade.

b. If your class is offered as a Pass/No Pass option, you will see the column P/NP marked as Yes. Please use those grades for any class or student marked with a Y in the P/NP column in My Canyons.

c. Incompletes are given to students if there is an extenuating circumstance that prevented the student from completing your course. It is your choice if you want to offer the student an incomplete, you do not have to. Also, you will work with the student independently for the following term for them to complete the coursework. They cannot attend a class in the next term to make up coursework.

i. Incomplete grade contract – must be turned in with the final grades.

ii. Change to a grade – The grade will default to the grade assigned on the incomplete form. if a grade change form was not turned in by the following term.

d. FW grades are used for a student who stopped attending the course after the withdrawal deadline. This shows other schools, financial aid, and counselors that the student did not complete the course or take the final.

e. We do not have + or – grades.

f. You cannot assign a W grade at the end of the term. If you forgot to drop a student, then a grade must be assigned. The grade will most likely be a FW.

g. Grades cannot be turned in early.
Grade Changes

a. Cannot change a grade to drop/withdraw; however, student may petition to have a grade changed to a drop or W.

b. Grade changes are in duplicate forms – one for you and one for Admissions & Records.

c. The only reason you may file a grade change for a student is because of Mistake, Bad Faith, Fraud, or Incompetency (Title 5 section 55025 and Board Policy 4321).

AUDITS

Only specific courses outlined in catalog, online and in schedule of classes.
Petitions

There are many petitions in the Admissions and Records office that may be brought to you by a student. Each petition is reviewed in the Admissions and Records Faculty Handbook. Copies of the petitions can be found on www.canyons.edu/intranet, under departments, then Admissions.

a. Overlap  
b. Repeat  
c. In Progress  
d. Level/Section Transfer
FERPA

a. All student records are to be kept confidential. Please do not share student information with anyone but the student.

b. Use the student’s @my.canyons.edu email address only.

c. Do not speak with parents about their student’s grades or attendance in your class.

d. Visit one of our many FERPA FLEX presentations for more information.
A& R Office Intranet Site

For user name and password, please contact the IT help desk.
intranet.canyons.edu->Office Directory->Admissions and Records

MY CANYONS

Everything is easily accessible on my.canyons.edu.

A&R CONTACT

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