

New Faculty Orientation – Admissions & Records

Steve Erwin

Associate Dean, Admissions, Records and Veteran Services

Class Roster

- ▶ Access roster(s) via my.canyons.edu
- ▶ Rosters include registered student names, ID numbers, email addresses
- ▶ Deadline Dates – please include on course syllabus

Roster Example

Section Details
[← Back to Courses](#)

MLT-050-62713: Phlebotomy

Summer 2022
Valencia Campus

T/WTh 7:00 AM - 11:15 AM 6/14/2022 - 7/5/2022 Canyon High School, C2 Lecture And/OR Discussion	Last Day to Add: 6/15/2022 First Day to Drop: 6/14/2022 Last Day to Drop without a W (Day Before Census): 6/15/2022
TBD 7/6/2022 - 8/4/2022 TBD	Last Day to Withdraw: 8/4/2022 Refund Deadline Date: 6/14/2022

Seats Available ⓘ 11 / 15 / 0

[Roster](#) [Attendance](#) [Drop Roster](#) [Grading](#) [Permissions](#) [Waitlist](#)

[Print](#) [Email All](#)

#	Student Name	Student ID	Cleared	Preferred Email
1	joe Dirt Test	0390413	No	jdirttest@my.canyons.edu
2	MR Mickey Test Mouse Test	0141515		mmouse@my.canyons.edu
3	Min Mouse	0141516		mmouse1@my.canyons.edu
4	Blueberry Pancake	0507828		bpncake@my.canyons.edu
5	Optimus M. Prime (Withdrawn 7/5/2022)	0232744		omprime@my.canyons.edu

Deadline Dates Example

MLT-050-62713: Phlebotomy

Summer 2022

Valencia Campus

T/W/Th 7:00 AM - 11:15 AM

6/14/2022 - 7/5/2022

Canyon High School, C2 Lecture And/Or Discussion

TBD

7/6/2022 - 8/4/2022

TBD

Last Day to Add: 6/15/2022

First Day to Drop: 6/14/2022

Last Day to Drop without a W (Day Before Census): 6/15/2022

Last Day to Withdraw: 8/4/2022

Refund Deadline Date: 6/14/2022

Waitlist and Add Authorizations

- ▶ Waitlist capacity is 7
- ▶ In front of section starting, auto-waitlist function is active.
- ▶ Waitlist is frozen the Friday before a section begins.

Waitlist Example

Waitlisted 6 of 7

Roster

Drop Roster


Grading

Permissions

Waitlist

 Email All

Active Waitlist

Student Name	Student ID	Date Added	Rank	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
 Joseph Dirt	0390413	1/9/2023 12:10:05 PM	1	Active	10/19/2022		jdirrttest@my.canyons.edu	Add

Add Authorizations

- ▶ Adding additional students to section, after the section has started
- ▶ In all cases, add authorizations are required (even if there are open seats), and are active until the add deadline
















Add Authorization Example #1

Waitlisted 6 of 7

Roster Drop Roster Grading Permissions **Waitlist**

 Email All

Active Waitlist

Student Name  	Student ID  	Date Added  	Rank 	Waitlist Status  	Status Date  	Class Level  	Preferred Email	Add Authorization
 Joseph Dirt	0390413	1/9/2023 12:10:05 PM	1	Active	10/19/2022		jdirrttest@my.canyons.edu	

Add Authorization Example #2





Seats Available ⓘ 0 / 24 / 6

Waitlisted 6 of 7

Roster Drop Roster Grading **Permissions** Waitlist


Faculty Permissions


Choose one of the categories below :

-  **Requisite Waiver**
Waive prerequisites so that a student can register for the course.
-  **Student Petition**
Review and manage student petitions.
-  **Faculty Consent**
Review and manage faculty consent.
-  **Add Authorization**
Review and manage add authorizations

[← Back To Faculty Permissions](#)

Student Add Authorization

 Currently there are not any Add Authorizations.

0390320 

- 0390320
Thornton Ragnarok
Noncredit Intermediate
ESL
Liberal Arts & Sciences
IGETC CSU Humanities

Drops

- ▶ No-Show Drop: You will be able to select a no show drop during the first week of your course. This drop is used for students who did not show up on the first day of class. (Required)
- ▶ Census Drop: This drop is used for a student who has stopped attending prior to the census drop. The state requires us to report this. This drop period will end on the drop deadline of your class. (Required)
- ▶ Instructor Withdrawal: This drop is used for a student who has stopped attending prior to 75% of the term. This is the last opportunity you will have to drop this student from your roster. Once the W deadline passes you must assign all students on your roster a final grade. (Optional)

Grades

- ▶ Grades must be submitted within 48 hours of last class meeting
- ▶ A, B, C, D, F, FW may be assigned by an instructor. EW is not assigned by instructors
- ▶ If class is offered as Pass/No Pass, grades of P or NP will be available in drop-down menu. If student elects P/NP option, enter the earned letter grade – it will be converted to P/NP
- ▶ Incompletes must be agreed upon by both student and instructor. An incomplete form must be submitted to A&R
- ▶ FW is used to indicate a student stopped attending the course after the withdrawal deadline and has not achieved a passing grade
- ▶ EW is assigned via petition to the Academic Standards Committee

Resources

- ▶ A&R Intranet:
<https://intranet.canyons.edu/departments/admissions/>
- ▶ A&R Faculty Handbook, Grande Change Request, Incomplete Grade Agreement, Reinstatement Forms
- ▶ A&R Faculty Liaison: Linda De Leon, 661-362-3629,
linda.deleon@canyons.edu