New Faculty Orientation – Admissions & Records

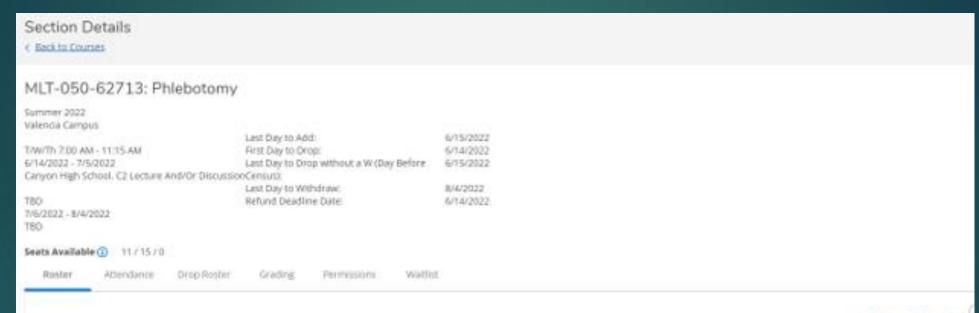
Steve Erwin

Associate Dean, Admissions, Records and Online 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



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	Student Name	Student ID	Cleared	Preferred Small
1	joe Dirt Test	0390413	No	idintest@ny.caryons.edg
30	MR Mickey Test Mouse Test	0141515		mmouselimy carsons edu
3	Min Mouse	0141516		mmousel@mv.cawons.edu
4.	Bluebeny Pancake	0507828		boancake@mv.carvons.edu
5	OpSmus M. Prime (Withdrawn 7/5/2022)	0232744		omorime@mv.canvons.edu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 DiscussionCensus):

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 6/15/2022

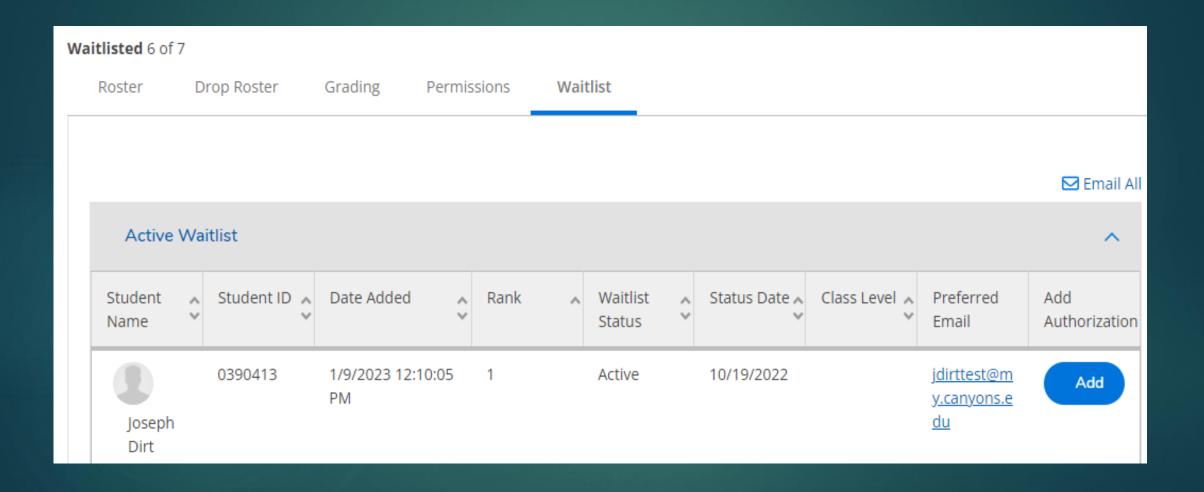
Last Day to Withdraw: 8/4/2022

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.

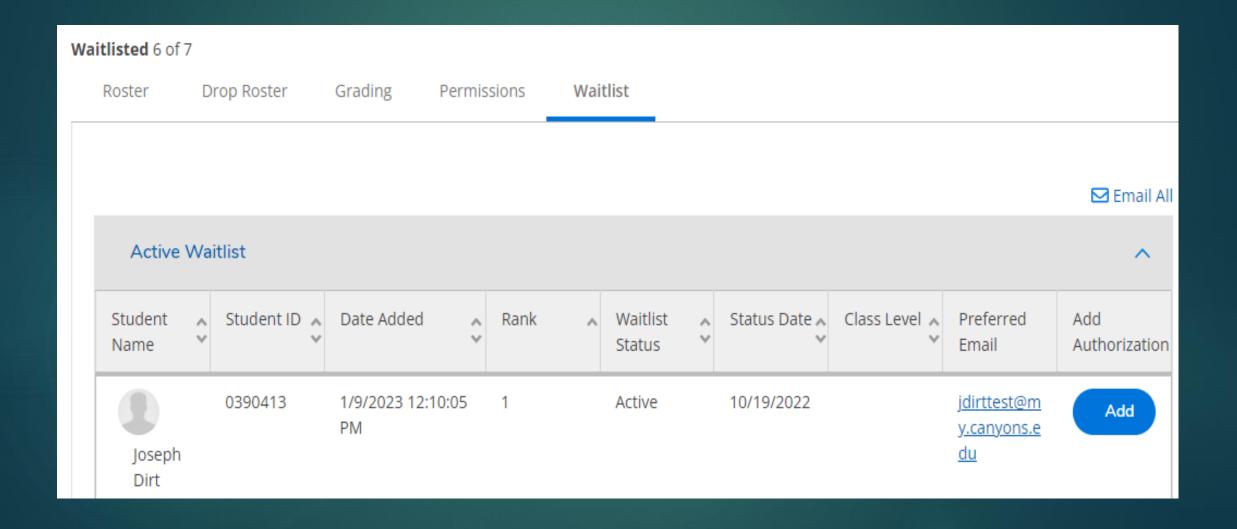
Waitlist Example



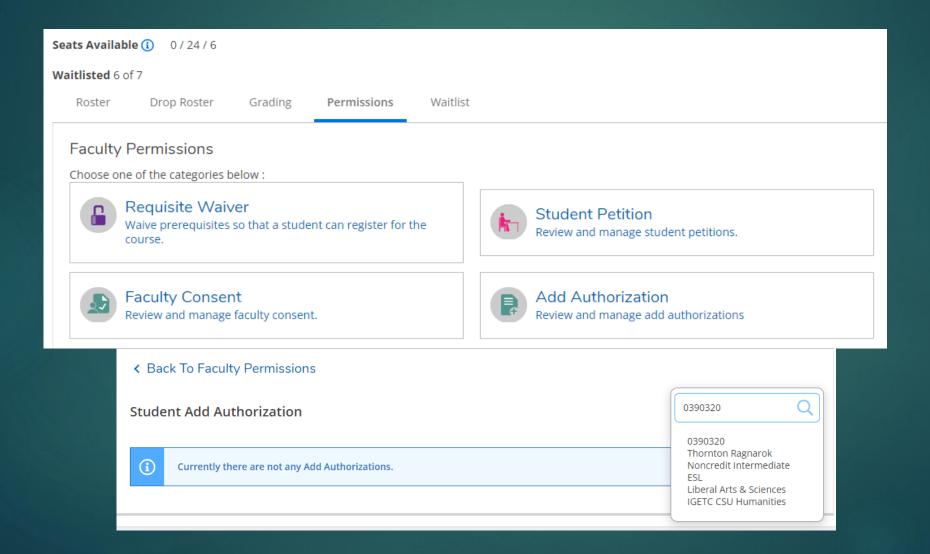
Add Authorizations

- 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



Add Authorization Example #2



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 dropdown 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