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

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

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

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		jdirttest@my.canyons.edu	Add

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

0390320 🔍

ⓘ   Currently there are not any Add Authorizations.

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