

SADDLEBACK COLLEGE FACULTY INFORMATION

Office of Admissions, Records and Enrollment Services
Fall 2002

REGISTRATION

Rosters

Faculty are issued class rosters prior to the start of their classes. The roster is an official list of the students who are enrolled in the class as of the date rosters are printed (1-2 days prior to the start of class). A current roster may be obtained throughout the term by taking the following steps:

Access the Saddleback College home page (www.saddleback.edu)

- Select MYSITE
- Select FACULTY/STAFF LOGIN
- Enter user name (ex: jsmith)
- Enter password (last 4 digits of Social Security Number + 00)
- Select WORK
- Select ROSTER

If students do not appear on the printed roster or on the current roster found on MySite, the student is not officially enrolled in the course. Send the student to the Office of Admissions and Records to complete the enrollment process. Students should not attend class until they show the instructor a computer printout from registration indicating the official enrollment process has been completed.

Class Request Card (pink)

The class request card is used to permit students to enroll in a closed class or to enroll in a class after the first week of class. Class request cards are available in your division office. Issue completed class request cards to those students you have authorized to enroll in your class and direct them to Registration/Admissions to complete the enrollment process. Please be sure to include the following on all class request cards you issue:

- ***Instructor signature***
- ***Student I.D. number and name***
- ***Course name and ticket number***
- ***Date issued***
- ***First date of class attendance*** (earliest date the student attended class – for census and attendance accounting purposes, the precision of this date is very important.)

Students should submit class request cards no later than the end of the second week of instruction for full term classes. The dean's signature and an explanation for the late submittal are required on all class request cards submitted after the second week of full term classes or after the first week of short term classes.

Instructor Drop Card (blue)

Faculty are obligated by state regulations and SOCCCD Board Policy to drop “no show” students by submitting an instructor drop card to the Office of Admissions and Records by the refund deadline date listed on your roster. Instructor drop cards are available in your division office. The instructor drop card should also be used when a student becomes inactive in the class. Return the card to the Office of Admissions and Records within one week of the date issued. Be sure to submit drop cards by the last date to withdraw students with a “W” (indicated on the roster). Students not dropped prior to the last date to drop must be issued a grade other than a “W” at the end of the session. Please be sure to include the following on all instructor drop cards:

- *Instructor signature*
- *Student I.D. number and name*
- *Course name and ticket number*
- *Date issued*

GRADE COLLECTION

The instructor of record must submit grade documents within 5 working days of the completion of the course. Follow the steps below to access the online grade site.

Access the Saddleback College home page (www.saddleback.edu)

- Select MYSITE
- Select FACULTY/STAFF LOGIN
- Enter user name (ex: jsmith)
- Enter password (last 4 digits of Social Security Number + 00)
- Select WORK
- Select SUBMIT GRADES

Once you have submitted your grades online, print and return the signature form with your permanent roster to the Office of Admissions and Records. Spreadsheets with all pertinent information will be accepted in lieu of permanent rosters. Grades will not be processed until these forms have been received.

Permanent Class Roster

This document must be submitted at grade collection. Please be certain that you indicate a final class grade for each student on the permanent roster in the final grade column. If you assign an incomplete, please indicate a default grade (ex: I/C). Your signature is required in the upper left hand section of the form. If you cannot locate the permanent class roster for your course(s), please contact the Office of Admissions and Records at ext. 4361.

Credit/No Credit Grades

CR/NC (credit/no credit) may only be issued for those students with a "Y" in the CR/NC option column of the grade collection sheet.

Incomplete Grades

For each student issued a grade of incomplete ("I"), you must submit an incomplete grade report form. The forms are available in your division office and in the Office of Admissions and Records. Please remove the instructor (pink) copy for your records. The Office of Admissions and Records will mail the student copy (yellow) to the student. Students may not re-enroll in the class to make up the work to be completed.

Positive Attendance Classes

If your class is listed as a positive attendance class, you will receive a positive attendance roster. The positive attendance roster is issued at the beginning of the academic term and must be submitted with final grades. The total hours recorded for each student should not exceed the maximum number of hours listed at the top of the roster except for open entry/open exit classes. Please sign all forms.

POSTING GRADES

Posting of grades according to student identifiable information is not permitted due to federal privacy regulations. Grades are available to students at MySite as soon as you submit them and they are scanned into the system.

If you have any other questions or concerns regarding Admissions, Records and Enrollment Services, please contact:

Joyce Semanik, Registrar (949) 582-4342

Jane Rosenkrans, Director (949) 582-4340