Hello, Faculty.

As we finish the midway point of the fall semester, we would like to provide a few reminders to you.

**Course Grades/Positive Attendance Hours**

**Grades** for all 1st eight-week courses are due **Friday, Oct 16, 2015**.

**Grades** for full semester courses will be due, **Friday, Jan 8, 2016**.

**Grade Submission Procedure**
1) Submit grades/pos. attendance hours on line in MySite (choose the “Submit Grades” option in Faculty Services)
2) Submit required documents by mail, in person, or email* from your Saddleback College email account:
   a) **Positive Attendance roster** (This is your daily attendance records for classes designated as positive attendance.)
   b) **Incomplete Grade Forms** (if issuing an incomplete grade to a student)

*Positive Attendance rosters may be scanned and emailed as an attachment from your Saddleback College email account only. Please send to mtruong@saddleback.edu and cc jsemanik@saddleback.edu.

Please note: Grades will not be processed or available to students until these forms have been received

**Instructor Grade Change Form** and the **Incomplete Grade Record Form** are available online in MySite.

Choose the “Submit Grades” option within Faculty Services in MySite. A link to the forms may be found at the top of the page.

**Hours of Operation:**
The Admissions Office (SSC 102) is open as follows to receive any grade documents (positive attendance rosters, incomplete grade forms, grade change requests):

Mon – Thurs 9:00am-6:00pm
Fri 9:00am-12:00pm
(12:00-5:00pm knock on side door. Look for the faculty sign on the door.)

**Positive Attendance Classes**
Please check to see if your class is a Positive Attendance class. The course accounting method is listed at the top of the online roster as indicated in the sample below:

If your class is designated as Positive Attendance, you will need to submit your hard copy daily attendance sheet to the Admissions Office when you submit grades/hours at the end of your class. A Positive Attendance roster is one of the options when you print a roster through MySite. If you have questions about this procedure, please contact our office at x4352 (My Truong) or x4342 (Joyce Semanik). If you keep your attendance on a spreadsheet, you may submit the spreadsheet provided that all course information is listed at the top of the spreadsheet. Please sign your attendance roster before submitting. Illegible submissions will be returned for correction.

Positive Attendance daily rosters may be scanned and emailed as an attachment from your Saddleback College email account only. Please send to mtruong@saddleback.edu and cc jsemanik@saddleback.edu.

**APCs for Second Eight-week courses**
Please remind your students that they **must enroll by the Last Day to Add on the APC form**. The deadline comes quickly for short-term classes. The APC forms may be sent easily by e-mail from within the APC program.

>>>Online registration is available for students seven days a week from 6:00am-11:00pm. Students must pay by credit/debit card if using the online registration. Registration with the check and cash option is only available in the Admissions Office during the semester. >>>>

**Drops**

*Full semester courses:*
At this point we would just like to remind you that you may drop students who become inactive in your class up to the last day to drop with a "W". The deadline for most full semester classes for Fall 2015 is Nov 2, 2015. Be sure to check your roster or class schedule for the actual deadline. The last day to drop for short term classes will be different.

Instructor drops are submitted on-line through MySite>Work>Faculty Services>Current Classes. Students who appear on your roster after the drop deadline, must be issued a grade. Students not officially enrolled may not receive a grade.

*Second eight-week courses*
Please remember to drop any no-show students before the census date listed at the top of your online roster. Drops are submitted on-line through MySite>Work>Faculty Services>Current Classes. If you wish to drop students who have stopped attending later in the semester, please do so by the 65% mark for the course. The last date to drop is listed at the top of your roster.

**Drop a Student in Error?**
If you drop a student in error, and wish to have them reinstated, please send an email using your Saddleback email account to isemanik@saddleback.edu. Please be sure to include: course name & number, ticket number, student ID number and name.

If you have questions regarding the enrollment and grade submittal process, please do not hesitate to contact our office at x4352 (My Truong) or x 4342 (Joyce Semanik).

Thank you for your assistance.

Joyce Semanik
Registrar
Saddleback College