

# MODESTO JUNIOR COLLEGE Enrollment Guide for Faculty



Prepared by Modesto Junior College Enrollment Services

2011-2012



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## DEAR FACULTY MEMBER

Welcome to the 2011-2012 academic year. This Enrollment Guide is designed to help make your classroom management a little easier. Due to the state of the budget, this guide will no longer be printed.

The state of the budget has also affected our hours of operation. During the first week of the semester, only our East Campus Admissions Office will be open until 7 p.m. (Monday-Thursday). The West Campus Admissions Office will close at 5 p.m.

During the semester, only the Admissions Office on East Campus will be open one evening during the week. Effective the second week of school, Admissions East regular office hours are Monday, Wednesday, Thursday, Friday from 8 a.m. to 5 p.m. and Tuesday from 8 a.m. 7 p.m. There will be no evening hours on West Campus.

Thank you for all of your help in making sure that students are properly enrolled and that they receive timely grades.

Admissions & Records Staff

## ADMISSIONS DIRECTORY

### Admissions East

Student Center

575-6853 or Joanne Nielson, 575-6855

### Admissions West

Yosemite Hall

575-6853 or Donna Jamison, 575-7727

### Need more add cards?

Either contact your division secretary or come to the Admissions Office. (We may ask for picture ID if we don't know you! Please do not send students from your class or student workers to pick-up add cards.)

### Office hours during first week of school

First week of semester: Monday – Thursday, 8 am to 7 pm. (East Campus only)

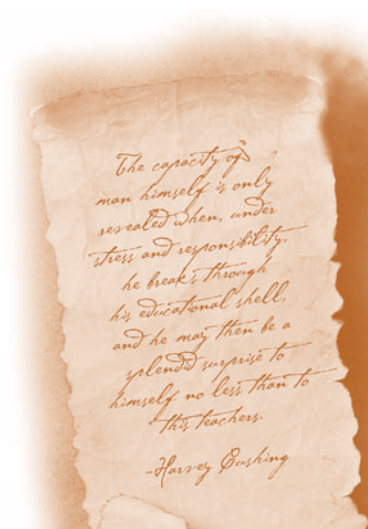
Friday – 8 a.m. to 5 p.m. (East).

First week of semester: M-F 8 am - 5 pm (West Campus)

### Regular office hours

Tuesday, 8 am to 7 pm, (5 pm – 7 pm East Campus only)

Mon, Wednesday, Th, Friday from 8 a.m. to 5 p.m. (On Tuesday from 5 p.m. to 7 p.m., the Records Office in Morris Memorial 105 & 107 relocates to the Admissions Office on East Campus.)



The capacity of  
man himself is only  
revealed when, under  
stress and responsibility,  
he breaks through  
his conventional shell,  
and he may then be a  
splendid surprise to  
himself no less than to  
his teachers.  
-Harvey Dushing

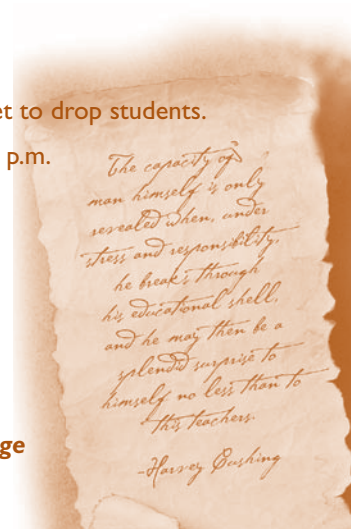


## ENROLLMENT SERVICES DIRECTORY (ADMISSIONS, RECORDS, TESTING & OUTREACH STAFF)

<b>Name</b>	<b>Responsibility</b>	<b>Phone: 575-</b>	<b>Location</b>
Ashouri, Edwina	Transcripts	6858	Morris 105
Belarmino, Sarah	Admissions/Registration/Petitions	7729/6424	YH 133A/Student Center
Blandino, Elisa	Testing	7728	YH 147
Boyatt, Molly	Matriculation issues, including Prerequisites	6491	Morris 105
Champa, Viengkham	Evaluations	6421	Morris 107
Drummond, Judy	Admin. Secretary	6856	Morris 107
Garcia, Cheri	Admissions/Registration	6102	Student Center, Admissions
Ellis, Carol	Academic Records	6014	Morris 105
Hinchman, Crystal	Admissions/Registration	6015	Student Center, Admissions
Hughes, Julie	Evaluations	6033	Morris 107
Jamison, Donna	West Campus Lead/Admissions/Registration	7727	YH 133A
Montee, Monique	Transcripts	6857	Morris 107
Muller, Carol	Testing	7726	YH 147
Nielson, Joanne	East Campus Lead/Admissions	6855	Student Center, Admissions
Oliver, Danell	Admissions/Registration/A & R Website	6784	Student Center, Admissions
Ratto, Kathie	Transcripts	6891	Morris 105
Robles, Martha	Dean, Matriculation, A & R	6740	Morris 107
Smith, Tanya	Evaluations	6040	Morris 107

## MODESTO JUNIOR COLLEGE ADMISSIONS AND RECORDS FALL 2011 CALENDAR FOR FULL-TERM CLASSES

Date	Subject	Notes
Mon., August 29	Faculty should print their class rosters and wait lists from PiratesNet. (Students can enroll in classes until the night before the class begins.) See page 15 for instructions on how to download rosters into excel.	Class rosters include: Class Add Code, start & end dates, deadline dates for: add/drop for FTE accounting; drop without/W; drop for refund; applying for refund; applying for Pass/No Pass; last day to drop.
<p><b>Suggestion:</b> For speedier results, print your rosters directly from the MJC home page (<a href="http://mjc.edu">mjc.edu</a>). In the middle of the page, right column of the screen, click on Alternate Menu - Students &amp; Faculty. Avoid the Datatel jam! It's quick and easy!</p>		
Th., Sept 3	System generated e-mail notices will be sent to you advising you to drop students who were “no shows” or those who attended your class, but are no longer attending. It is your responsibility, as the instructor of record, under Ed Code Section 58004, to drop students prior to census day who were no shows or who are no longer participating in your class.	Census day is Monday, September 12. Therefore, drops must be made by Sunday, September 11 by 5 p.m.  Reminder: Admissions will no longer print permanent roll books. Faculty print their own from PiratesNet and submit to their division.
Mon., September 5	Labor Day – no classes	Please advise students that PiratesNet is available 7-days a week.
Sun., September 11 5 p.m.	Deadline for faculty to drop students who were no shows and students who once attended and are no longer attending. Also, deadline for students to drop & be eligible for a refund.	Faculty must use PiratesNet to drop students. (Drops must be made by 5 p.m. on Sunday, September 11.)

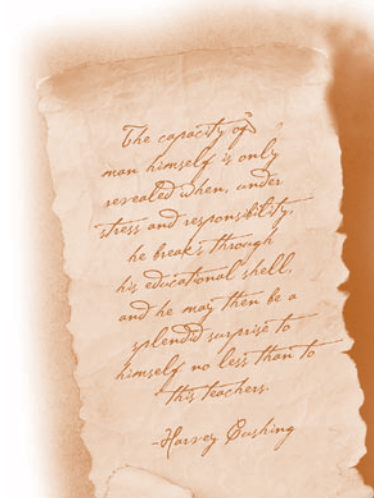


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Date	Subject	Notes
Sun., September 11	Deadline for student adds. The college and your department lose funding if students are not enrolled by TODAY! MAKE SURE THAT ALL STUDENTS ARE OFFICIALLY ENROLLED BY TODAY! Students who add after this date are not counted in State apportionment. <b>*Adds after today require your dean's signature.</b>	After September 11, late adds for full-term classes must be made in person in the Admissions Office.
Mon., September 12	Census Day	
Sun. September 25	Deadline for students to drop a full-term class without a "W". PiratesNet is available 7-days a week. Students can drop until midnight on Sunday, September 25, using PiratesNet.	
Mon., September 26	Deadline for students to file refund for full-term classes dropped by September 11.	
Tues. Sept 27	Deadline for students to file Pass/No Pass grading option.	
Mon., November 7	System generated e-mail notices will be sent advising you that November 17 is your last opportunity to drop a student who is no longer attending your class.	The term CR/NC has changed per Title 5 to Pass/No Pass  This is a courtesy notice. Any student who remains on your rolls <u>after this date</u> MUST be issued a grade at the end of the class. Students whom you drop must be dropped with a "Z" code – no longer attending. You cannot use the "N" code. (An "N" code for no show can only be used from the first day of class until the day before census.)
Fri., November 11	Veteran's Day – no classes	

Date	Subject	Notes
Thu., November 17	Deadline for faculty to drop students. Also, deadline for students to drop.	Any student who remains on your rolls after this date <b>MUST</b> be issued a grade at the end of the class.
Wed., November 23	Evening classes meet	
Thu.-Sat., November 24-27	Holiday – Thanksgiving-no classes	
Mon.-Sat., December 12-17	Finals Week	Faculty must abide by the final exam schedule. See page 36-37 in this booklet for final exam schedule.
Sat., December 17	Semester ends	
48 hours after END of class	<ol style="list-style-type: none"> <li>1. Faculty enter grades into system via PiratesNet</li> <li>2. Faculty submit Positive Attendance Forms to the Records Office (East Campus, or Admissions Office (West Campus, Yosemite Hall 147).</li> <li>3. Faculty submit roll books (with a term grade or drop date for each student) to their Division Office.</li> </ol>	<p>Only when class is set-up as positive attendance.</p> <p>The Division Office maintains faculty roll books for one year and then they are shredded.</p>

**Students can access grades at [mjc.edu](http://mjc.edu) as soon as grades are verified by the Records Office. Grades are verified once a week during the term and daily during and immediately following finals week.**

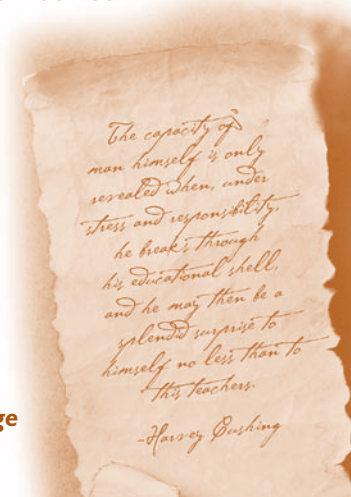


## MODESTO JUNIOR COLLEGE ADMISSIONS AND RECORDS SPRING 2012 CALENDAR FOR FULL-TERM CLASSES

Date	Subject	Notes
Mon., January 9	<p>Faculty should print their class rosters and wait lists from PiratesNet. (Students can enroll in classes until the night before the class begins.) See page 15 for instructions on how to download rosters into excel.</p>	<p>Class rosters include: Class Access (Add Code), start &amp; end dates, deadline dates for: add/drop for FTE accounting; drop without/W; drop for refund; applying for refund; applying for Pass/No Pass; last day to drop</p>
<p><b>Suggestion:</b> For speedier results, print your rosters directly from the MJC home page (<a href="http://mjc.edu">mjc.edu</a>). In the middle of the page, right column of the screen, click on Alternate Menu - Students &amp; Faculty. Avoid the Datatel jam! It's quick and easy!</p>		
Fri., January 13	<p>System generated e-mail notices will be sent to you advising you to drop students who were “no shows” or those who attended your class, but are no longer attending. It is your responsibility, under Ed Code Section 58004, to drop students <u>prior to census day</u> who were no shows or are no longer participating in your class.</p>	<p>Census day is Monday, January 23. Therefore, drops must be made by Sunday, January 22 by 5 p.m.</p>
Mon., January 16	<p>Martin Luther King Day – no classes</p>	<p>Please advise students that PiratesNet is available.</p>
Sun., January 22 5 p.m.	<p>Deadline for faculty to drop students who were no shows and students who once attended and are no longer attending. Also deadline for students to drop &amp; be eligible for a refund.</p>	<p>Faculty must use PiratesNet to drop students by 5 p.m. on Sun., Jan. 22nd.</p>

## MODESTO JUNIOR COLLEGE ADMISSIONS AND RECORDS SPRING 2012 CALENDAR FOR FULL-TERM CLASSES

Date	Subject	Notes
Sun., January 22	Deadline for student adds. The college and your department lose funding if students are not enrolled by TODAY! MAKE SURE THAT ALL STUDENTS ARE OFFICIALLY ENROLLED BY TODAY! Students who add after this date are not counted in State apportionment. <b>*Adds after today require your dean's signature.</b>	After January 22 late adds for full-term classes must be made in person in the Admissions Office.
Mon., January 23	Census Day	
Sun., February 5	Deadline for students to drop a full-term class without a "W". PiratesNet is available 7-days a week. Students can drop until midnight on Sunday, February 5, using PiratesNet.	
Mon., February 6	Deadline for students to file refund for full-term classes dropped by January 22.	
Tues., Feb 7	Last day for students to file Pass/No Pass grading option in the Admissions Office.	
Fri.-Mon., February 17-20	Holiday – no classes-President's Weekend Holiday-no classes.	
Fri., March 23	System generated e-mail notices will be sent advising you that April 2 is your last opportunity to drop a student who is no longer attending your class.	This is a courtesy notice. Any student who remains on your rolls after this date MUST be issued a grade at the end of the class.



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Date	Subject	Notes
Mon. April 2	Deadline for faculty to drop students. Also, deadline for students to drop.	Any student who remains on your rolls after this date <b>MUST</b> be issued a grade at the end of the class.
Mon.-Sat., April 23-April 28	Finals Week	Faculty must abide by the final exam schedule. See page 36-37 in this booklet for final exam schedule.
Fri., April 27	Graduation, 6 p.m.	
Sat., April 28	Semester ends	
48 hours after END of class	<ol style="list-style-type: none"> <li>1. Faculty enter grades into system using PiratesNet</li> <li>2. Faculty submit Positive Attendance Forms to the Records Office, Morris 105 (East Campus, or Admissions Office (West Campus, Yosemite Hall 147).</li> <li>3. Faculty submit roll books (with a term grade or drop date for each student) to their Division Office.</li> </ol>	<p>Only when class is set-up as positive attendance.</p> <p><b>Students can access grades at <a href="http://mjc.edu">mjc.edu</a> as soon as grades are verified by the Records Office. Grades are verified once a week during the term and daily during and immediately following finals week.</b></p> <p>The Division Office will maintain these roll books for one year and then they will be shredded.</p>

## MODESTO JUNIOR COLLEGE ADMISSIONS & RECORDS FALL 2011 & SPRING 2012 SHORT-TERM CLASS INFORMATION

Date	Subject	Notes
Day before class begins	Faculty should print their class rosters and wait lists from PiratesNet. (Students can enroll in short-term classes until the night before the class begins.) See page 15 for instructions on how to download roster into excel.	Class rosters include: Class Access (Add Code), start & end dates, deadline dates for: add/drop for FTE accounting; drop without/W; drop for refund; applying for refund; applying for Pass/No Pass; last day to drop

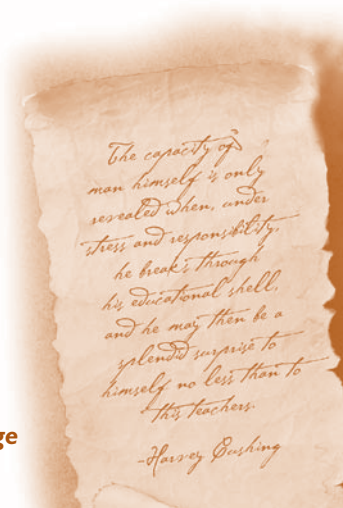
**Suggestion:** For speedier results, print your rosters directly from the MJC home page ([mjc.edu](http://mjc.edu)). In the middle of the page, right column of the screen, click on Alternate Menu - Students & Faculty. Avoid the Datatel jam! It's quick and easy!

8 days prior to 20% point of your class	System generated e-mail notices will be sent to you advising you to drop students who were “no shows” or those who attended your class, but are no longer attending. It is a faculty member’s responsibility, under Ed Code Section 58004 to drop students prior to census day who were no shows or who are no longer participating in your class.
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Day prior to 20% point of your class	Deadline for faculty to drop students who were no shows and students who once attended and are no longer attending.	Use PiratesNet to drop students by 5 p.m. of the deadline date
--------------------------------------	---	--

**MAKE SURE THAT ALL STUDENTS ARE OFFICIALLY ENROLLED BY TODAY!** Students who add after this date are not counted in state apportionment. The college and your department lose funding if students are not enrolled by TODAY!

**Continue to the next page**



The capacity of man himself is only revealed when, under stress and responsibility, he breaks through his educational shell, and he may then be a splendid surprise to himself no less than to his teachers.

-Harvey Dushing

## FOR FALL SEMESTER

Date	Subject	Notes
Sat., September 3	Non instructional day	
Mon., September 5	Holiday – Labor Day – no classes	
Fri., November 11	Holiday – Veterans Day – no classes	
Thu.-Sat., November 24-27	Holiday – Thanksgiving – no classes	

## FOR SPRING SEMESTER

Mon., January 16	Holiday – Martin Luther King – no classes	
Fri.-Mon., February 17-20	Holiday – President’s Weekend Holiday – no classes	
Mon.-Sat., April 23-April 28	Finals Week	
Fri., April 27	Graduation, 6 p.m.	
Sat., April 28	Semester ends	
48 hours after end of class	<ol style="list-style-type: none"> <li>1. Faculty enter grades into system via PiratesNet.</li> <li>2. Faculty submit Positive Attendance Forms to the Records Office, Morris 107 (East Campus, or to the Admissions Office (West Campus, Yosemite Hall 147).</li> <li>3. Faculty submit roll books (with a term grade for each student or drop date) to their Division Office.</li> </ol>	<p>Use PiratesNet to issue grades. Only when class is set-up as positive attendance.</p> <p><b>Students can access grades at <a href="http://mjc.edu">mjc.edu</a> as soon as grades are verified by the Records Office. Grades are verified once a week during the term and daily during and immediately following finals week.</b></p>

# PiratesNet Quick Study Guide for faculty

## INSTRUCTIONS FOR FACULTY FOR PIRATESNET QUICK STUDY

PiratesNet is Modesto Junior College's web system for faculty and students. You can:

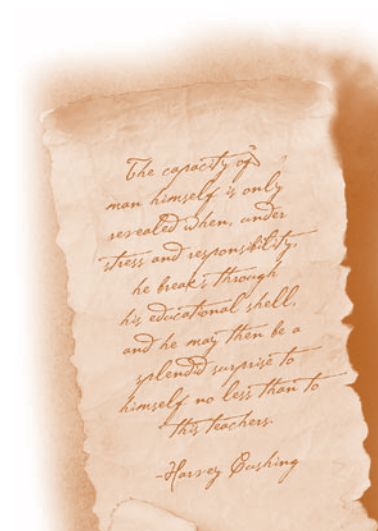
1. Print your initial rosters and wait lists from PiratesNet
2. Print your class schedule
3. Drop students who were no shows or those who stopped attending your class
4. Enter your final grades

Jim Clarke, Coordinator of Instructional Technology and Distance Education, prepared this Quick Study Guide (<http://www.mjc.edu/facultyinformation>) click on Faculty PiratesNet Quick Study Guide.

If you need additional assistance, you can call the Faculty and Staff Help Desk at **209-575-7800**.

**Reminder:** Effective Summer 2011 the Admissions Office will no longer print or issue roll books. You can download your class roster into Excel or Grade Quick. At the end of the semester, submit your roll books to your Division Office. Roll books will only be maintained by your division for one year, effective this summer 2011.

\* For instructions on how to download your roster into Grade Quick or into Excel go to <http://www.mjc.edu/facultyinformation>

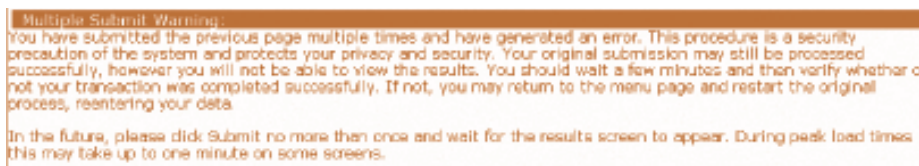


## 1. QUICK NOTE- WARNINGS

- o You will be asked to change your default password (birth date MMDDYY) upon login. If you have already done this in response to the e-mail sent out, please skip below items 2. and 3.
- o Always Log Out by clicking the Log Out link (shown below), and close your browser to protect both your ID and our Students' information.



- o Double submissions – Most screens on PiratesNet contain a 'Submit' button. Only click on the 'Submit' button once. Double clicking on this button will result in the following error screen:



The best thing to do if you get this error screen is to logout, close the browser, and reconnect. Any other action may cause unexpected results.

## 2. HOW TO RETRIEVE YOUR LOGIN ID

Once in PiratesNet, you can retrieve your Login ID by clicking on the What's my Login ID link. Enter your Last Name and Social Security Number then click the submit button. This will give you your Login ID. It may or may not match your desktop login ID – sometime this Fall we will go to a single sign-on and take care of this issue; for now please be patient.

## 3. HOW TO CHANGE YOUR PASSWORD

Once you log in using your new Login ID and default birth date password, you will be asked to change your password. Your new password must be between 6-9 characters and must be composed of both letters and numbers. Passwords are case sensitive, so they must be typed in exactly the same every time (four44 is not the same as Four44). To change your password, please type in your Login ID, new password, confirming password (confirms password is not mistyped), optional hint, and then click the submit button. Please note that your password hint is not a required field, but can be helpful in remembering the correct password. However, a password hint is visible to anyone who knows the user's Login Id. This hint should be obscure enough that anyone who knows the user will not be able to figure out the password. You will be taken back to the menu screen on a successful password change.

## 4. HOW TO DROP STUDENTS FOR NONATTENDANCE

After you have logged onto PiratesNet you drop students from classes by clicking the dropping link on the faculty menu. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it. Follow the prompts.

### Class Roster

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	MCMPGR 202 0257 Intro to Computer Graphics	2008MFA	MELT	116	04:15PM - 06:20PM	TH
<input type="checkbox"/>	MCMPGR 202 1729 Intro to Computer Graphics	2008MFA	MELT	116	11:10AM - 01:15PM	F

SUBMIT

Terms with CC represent Columbia College and MJC represent Modesto Jr. College. After selecting a term click the submit button and your example of the screen is shown above. Select dropping and select one class to work with by clicking on the desired class'checkbox. A roster will be displayed.

### Midterm Grading

**Drops must be done in a timely manner.** The date the drop is put in the system is the effective date of the drop. To drop students who have never attended the class, give a grade of 'N' (No Show) as the intermediate grade. To drop students who originally attended the class but have stopped attending, give a grade of 'Z' (No Longer Attending Class) as the intermediate grade. No notation ('W' or other) shall be made on the academic record of the student who withdraws or is withdrawn by the instructor during the first four weeks or 30% of a term (course), whichever is less. After the 75% completion point, a student must be issued a grade.

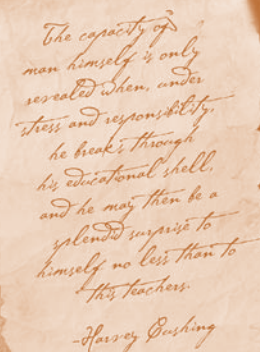
A process will be run on a nightly basis to drop students with an 'N' or a 'Z' in this field. They should no longer appear on class rosters or grade lists after this process has been run.

Class Name MCMPGR-202-1646  
Title Intro to Computer Graphics  
Location Modesto Jr. College East  
Term MJC Spring 2008

#### Instructor

Alejandra L. Cordova

**Drops must be done in a timely manner.** The date the drop is put on the system is the effective date of the drop. To drop students who have never attended the class, enter an 'N' (No Show) in the drops column. To drop students who originally attended the class but have stopped attending, enter a 'Z' (No Longer Attending Class) in the drops column. No notation ('W' or other) shall be made on the academic record of the student withdraws or is withdrawn by the instructor during the first four weeks or 30% of a term (course), whichever is less. Between this time and the 75% point of the class, a student will receive a 'W' for any classes dropped. After the 75% completion point, a student must be issued a grade. A process will be run on a nightly basis to drop the students. Thereafter, the student will no longer appear on class rosters or grade lists.



The capacity of  
man himself is only  
revealed when, under  
stress and responsibility,  
he breaks through  
his conventional shell,  
and he may then be a  
splendid surprise to  
himself no less than to  
his teachers.  
-Harvey Dushing

## 5. HOW TO RETRIEVE YOUR CLASS SCHEDULE

You can retrieve your class schedule by clicking the My class schedule link. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it. Terms with CC represent Columbia College and MJC represent Modesto Jr. College. After selecting a term click the submit button and your class list will appear. An example of a class schedule is shown at the right. The Class Name and Title column contain links to other pages which contain more information on each class. You can press the Return To Menu link above to go back to the Faculty menu.

### Class Schedule

Class Name and Title	Days of Week	Start Time	End Time	Bldg	Room	Start Date	End Date
<a href="#">MCMQGR-202-0257 Intro to Computer Graphics</a>	TH	04:15PM	06:20PM	MELT	116	08/25/08	12/13/08
				MELT	109	08/25/08	12/13/08
<a href="#">MCMQGR-202-1729 Intro to Computer Graphics</a>	F	11:10AM	01:15PM	MELT	116	08/25/08	12/13/08
				MELT	109	08/25/08	12/13/08

OK

## 6. HOW TO RETRIEVE YOUR CLASS ROSTER AND LOOK AT STUDENT PROFILES

We recommend that you use the Alternate Menu to access your class Roster and/or wait list. It works outside of Pirates Net and doesn't bog down with the heavy use we experience at the beginning of each term. You can find the Alternate Menu at [www.mjc.edu](http://www.mjc.edu) in the middle of the page. You can also retrieve your Class roster from the faculty menu in Pirates Net. This will show all of the students currently enrolled in your class. The information on your web roster is live; therefore, as students add or drop your class they will appear or disappear from your roster. You can view your roster by clicking on the Class roster link, selecting a term, and clicking on the desired class's check box –shown below.

### Class Roster

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="checkbox"/>	<a href="#">MCMQGR 202 0257 Intro to Computer Graphics</a>	2008MFA	MELT	116	04:15PM - 06:20PM	TH
<input type="checkbox"/>	<a href="#">MCMQGR 202 1729 Intro to Computer Graphics</a>	2008MFA	MELT	116	11:10AM - 01:15PM	F

SUBMIT

Below is an example of a typical class roster. To view a student's profile and contact information, please click on the appropriate check box and click the submit button at the bottom of your class roster. A new window will appear with the student's information. Please only select one student at a time. When completed click the Return To Menu link to get back to the menu.

### Class Roster

Course Name and Title									
MCMQGR-202-0257 Intro to Computer Graphics (Access Code: 0507)									
Instructors									
<input type="checkbox"/> Alejandra L. Cordova									
<input type="checkbox"/> Alejandra L. Cordova									
<input type="checkbox"/> Brian H. Sinclair									
Start Date: 08/25/2008									
End Date: 12/13/2008									
Positive Attendance: No									
No W/ Date: 09/21/2008									
Last Day Add/Drop for FTE Accounting: 09/07/2008									
CR/NC Date: 09/23/2008									
Refund Date: 09/07/2008									
Drop Date: 11/13/2008									
Student	ID	Access	E-mail address	Pass Aud	Class	Status	Credits	CEUs	Student Profile

## 7. STUDENT EMAIL ADDRESSES

All students are assigned a Microsoft email account. We call our system PiratesLink. The key is to get students to “activate their accounts” so that they receive the communiques we send. Some of the benefits for the classroom include:

- \* Email 5GB Inbox and a 10MB attachment limit, contacts and shared calendaring. Students and Faculty can share and collaborate on coursework.
- \* Live workspace
- \* File Storage: 5GB password protected online storage, users can share documents.
- \* Sharing: Password protected, invitation only, access to online workspace

Please encourage your students to activate their email accounts. All offices, such as Admissions, Counseling, Financial Aid, and Registration send correspondence via Pirates Link.

## 8. HOW TO ENTER FINAL GRADES

Final grades are entered by clicking the Grading link. You will need to select a term by pulling down (click on the down arrow on the selection box) the term and moving your mouse over the term you wish to select, then clicking it.

### Grading

Final or Midterm/Intermediate Grading

Choose One	Class Name and	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	MCMPGR-202-1646 Intro to	01/07/08	04/26/08	MELT	109		MJCE	2008MSP

After selecting a term, click the submit button and your class list will appear. An example of the screen is shown above. Choose the section you would like to grade. A class roster will be displayed as shown below. Enter the students' final grades in the grade column. For incomplete grades only, an expiration date MUST be filled in. Be sure to click on 'Submit' at the bottom of the screen to save the grades.

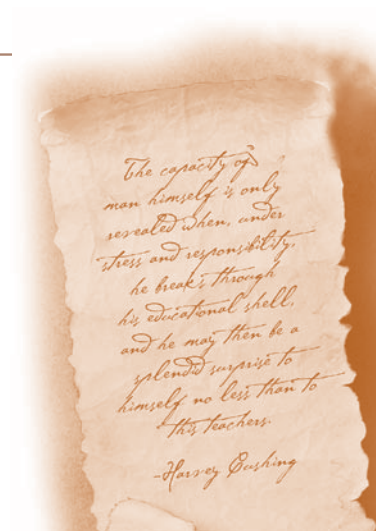
### Final Grading

Class Name MCMPGR-202-1646  
 Title Intro to Computer Graphics  
 Location Modesto Jr. College East  
 Term MJC Spring 2008

**Instructor**  
 Alejandra L. Cordova

Student	ID	Grade	Incomplete Exp. Date	Midterm Grade	Class Level	Status	Credits	CEUs
XXXXXXXXXX	XXXXX	<input type="text"/>	<input type="text"/>			New	3.00	
XXXXXXXXXX	XXXXX	<input type="text"/>	<input type="text"/>			New	3.00	

For assistance please call the help desk at 575-7900.

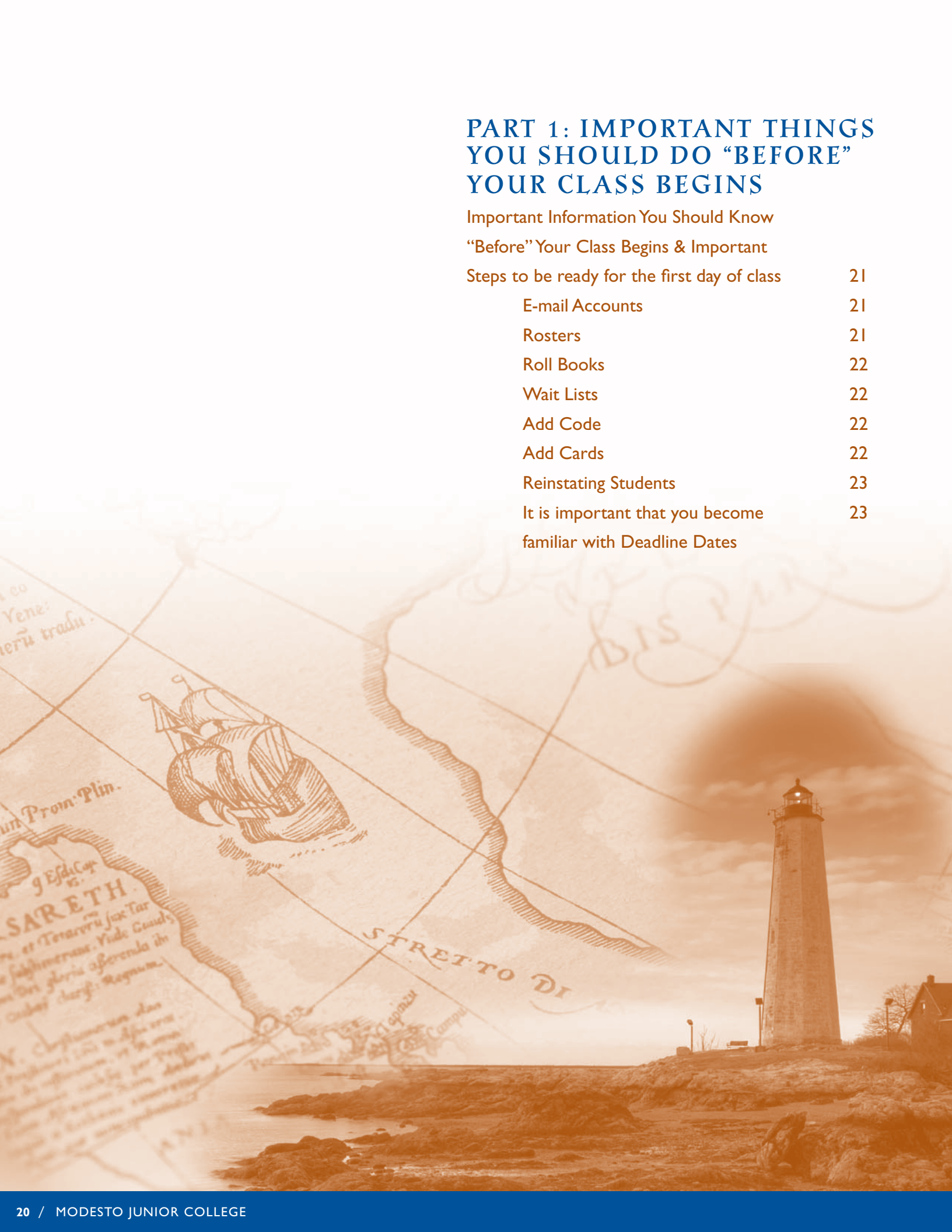


# PART 1: IMPORTANT THINGS YOU SHOULD DO “BEFORE” YOUR CLASS BEGINS

## Important Information You Should Know

### “Before” Your Class Begins & Important

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## IMPORTANT THINGS YOU SHOULD DO “BEFORE” YOUR CLASS BEGINS

1. SET-UP YOUR CAMPUS E-MAIL ACCOUNT.
2. PRINT YOUR ROSTER AND WAIT LIST.
3. LOOK-UP YOUR SECTION'S ACCESS/ADD NUMBER..
4. DOWNLOAD ROSTER INTO EXCEL OR GRADEQUICK FORMAT.
5. MAKE SURE YOU HAVE A SUPPLY OF ADD CARDS.


## IMPORTANT INFORMATION YOU SHOULD KNOW “BEFORE” YOUR CLASS BEGINS & IMPORTANT STEPS TO BE READY FOR THE FIRST DAY OF CLASS

**1. Set-Up campus E-Mail Account:** All faculty (full and part-time) must set up a Yosemite Community College District (YCCD) e-mail account. If you have not already set up an e-mail account with YCCD, please contact your division dean immediately. This is the only way that you will receive important notices about adding and dropping students and about grading. **Faculty should routinely check their district e-mail accounts.** Reminders of deadlines for adding and dropping students will be automatically transmitted to you by e-mail. Student transaction notices, informing you of student adds and/or drops, will also be sent via e-mail. Please, check your e-mail account regularly.

Snail-Mail - Please contact your division dean or division secretary to learn if it is your division's practice to pick-up your mail and place it in division mailboxes, or if it is your responsibility to pick-up your own mail in the college's East or West Campus mailrooms. The mailroom on East Campus is located in Morris 109 and on West Campus in Yosemite Hall A107.

**2. Print Roster and Your Wait List before your class begins:** The Datatel system allows students to register into classes until the night before the class begins. Wait until the night before your class begins and then go into the “PiratesNet for Faculty” and print your class roster and wait list so that you have accurate enrollment information the next day when your class begins. **Suggestion: For speedier results, print your rosters directly from the MJC home page (mjc.edu). Click on Alternate Menu Students and Faculty. Avoid the Datatel jam! It's quick and easy! Just follow the prompts. See page 15 for instructions on how to download your rosters into Excel.**

Jim Clarke, MJC's Coordinator of Instructional Technology and Distance Education, has prepared a “Faculty PiratesNetQuick Study” that is available at [www.mjc.edu/facultyinformation](http://www.mjc.edu/facultyinformation). The Quick Study gives you step-by-step information on how to access PiratesNet to print your roster and wait list.



**Wait List – What do I do with it?** The wait list is a priority list of students who attempted to enroll in your class only to find that it had already reached its capacity and had “closed”. If you are able to add students, because there are additional seats or some students were ‘no shows’, please give each student you have allowed to add a signed and dated “ADD CARD”. You should discuss your division’s add strategy with your division dean. Plan on being “at capacity” on census day. Please include on the add card: the date the student first attended your class, the section number, the name of the class, and the ACCESS NUMBER (add code). Be sure to sign each add card.

**3. Access Number (Add Code):** You must come to class on the first day ready to provide students with the Access Number (add code). You can find the access number (add code) on the PiratesNet for Faculty by selecting the term and pulling up your class roster (roll book).

**4. Roll Books (Roster):** Faculty member, Jim Clarke, has been working with IT staff to provide you with a way to download student rosters into an Excel or Gradequick format. Access the download link at PiratesNet for Faculty (<http://mjc.edu>). Your log-in name is your last name and first initial. The password for obtaining your roster is your six digit birth date (i.e. 010145). When the section data appears, just click on the section number. When importing data into either Excel or Gradequick, be sure to refer to the specific download instructions (available after you use the link above to login).

**For “easy-to-follow” instructions for downloading rosters into Excel. Go to [www.mjc.edu/facultyinformation](http://www.mjc.edu/facultyinformation)**

If you need assistance with this process, please contact Jim Clarke, Coordinator of Instruction Technology and Distance Education at 575-6474 or email him at [clarkej@mjc.edu](mailto:clarkej@mjc.edu).

**5. Add Cards:** Prior to the beginning of the semester, the Admissions Office will distribute a supply of add cards to faculty mail boxes. As soon as the class begins, you are in charge of enrollment in your class. If you have seats available and can accommodate additional students, you may add students according to the priority order of the wait list. For each student you intend to add, give the student a signed and dated add card that includes the student’s first date of attendance, as well as the section number and the access number/add code. Add cards are valid for three working days. Students may add classes in person in the Admissions Office or via PiratesNet (until the day prior to Census Day). Effective Census Day, students may only add in person in the Admissions Office with the division dean’s signature.

**6. Students adding an “on-line” course:** On the first day of the on-line class (not before), students can begin to submit to you an electronic add card. They cannot do this until the first day of the class; Datatel does not allow it. When you receive an electronic add card, you must email the student with instructions on how to add the class if you are accepting the student or you should notify the student that they should look for another class.

**7. Reinstating Students:** Sometimes faculty drop students by accident. There are times when you need to “re-instate” the student in your class. To re-instate a student in your class, please do the following:

Give the student an add card. Be sure to write the student’s first day of attendance on the add card. Be sure to write in large letters at the top: **REINSTATE**. Make sure your division dean signs the add card. Ask the student to bring the signed REINSTATE add card to the Admissions Office.

## IT IS IMPORTANT THAT YOU BECOME FAMILIAR WITH DEADLINE DATES.

**Full-term classes:** Faculty who teach a full-term class can use the calendar provided in this handbook as a guide to important deadline dates. Important section dates are also printed on your roster

**Short-term classes:** Each short-term class has its own unique start and end dates, the deadline dates for adds, drops, etc. are different for each class.

## NOTES:

## PART 2: IMPORTANT INFORMATION YOU SHOULD KNOW ABOUT YOUR CLASS WHILE IT IS IN SESSION

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Allowing Students to Add Classes On or After the Census Date	26
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Dropping Students before Grading-End of Semester	28-29



## IMPORTANT INFORMATION YOU SHOULD KNOW ABOUT YOUR CLASS WHILE IT IS IN SESSION - YOUR RESPONSIBILITIES DURING THE TERM

**I. Attendance – Do you have to monitor it?** Certain classes require that attendance be monitored. For example, if you teach a non-credit or tutoring course, an in-service training or supplemental instruction or apprenticeship course or a non-credit course, you must keep attendance for each student in each class meeting. The same goes for classes that are open entry/open exit, for classes that meet fewer than five times, and for any class that is scheduled irregularly with respect to the number of days of the week and number of hours the course meets on scheduled days.

To determine whether or not the class you are teaching is positive attendance or not, access your class roster in PiratesNet. If you see a Y next to the Positive Attendance, then the section you are teaching is a positive attendance class, and you must keep attendance for each student. If you can't determine whether or not your class is a positive attendance class, contact your division dean.

If your class is a positive attendance class, before the end of the class, the Admissions Office will send you reporting forms to complete. Within 48 hours of the section's ending date, you will be expected to report the number of hours each student spent in your classroom. If your class is not a positive attendance section, it is up to you whether or not you monitor attendance.

### STUDENT ADDS AND CENSUS DATES (ADD DEADLINE DATE). AS OF THE START DATE OF THE CLASS, YOU CONTROL WHO MAY ENROLL IN YOUR CLASS.

Students can "add" classes as of the start day of the class only **if they have a properly completed "add card" from you.** As soon as the class begins, you are in charge of enrollment in your class. Students can add on the web using PiratesNet, or in the Admissions Office. All students must be officially enrolled in your class **before** the census day (by September 12 for Fall full-term classes and by January 23 for Spring full-term classes and prior to the 20% point of the class for short-term classes). Effective census day, students may only add in person in the Admissions Office with the division dean's signature.

Add cards are valid for three working days from the date of the instructor's signature.

**It is your responsibility** to make sure that all students who are attending your class are properly enrolled. Each time a student adds or drops your class (after the start day of the class), the Datatel system will automatically send you an e-mail notice that an add or drop has occurred. Each time you receive a transaction notice, please update your roll book with the student's name, ID number, and date of the add or drop.

Please note that any time Admissions is asked to backdate an add or drop, the system will not generate a transaction notice. When a student or faculty member petitions or you give an add card to a student after census day and we have to backdate the add to the first date of attendance. In these instances, you will not receive a transaction notice.



The following is a sample of a computer-generated add/drop transaction notice that you will receive each time an add or drop occurs.

## ADD/DROP NOTIFICATION

011111 – John Doe

On Sunday, July 31, 2005 the following changes occurred to the section rosters for the given section(s):

**Term: 2005MSU**

**Section: 0130 MPEC-171A - Swim for Fitness**

-----  
Dropped - 7/31/2005 0:0:0 10:35 AM: ID: 0222222 – Joe Student

**In order to count in your division's state apportionment**, each student must be officially enrolled in your course by the day before CENSUS. Students who add classes on or after the census date are not counted in State attendance reports.

The census date for **Fall 2011 full-term** classes is September 12, 2011. Students must be enrolled by September 11, 2011 to be counted as an FTE for your department.

The census date for **Spring 2012 full-term** classes is January 23, 2012. Students must be enrolled by January 22, 2012 to be counted as an FTE for your department.

For the census date for a short-term class, refer to your PiratesNet roster "Last day to Add/Drop for FTE Accounting".

## ALLOWING STUDENTS TO ADD CLASSES ON OR AFTER THE CENSUS DATE (ADD DEADLINE DATE)

If you allow a student to add your class on or after the census date, the student must obtain the Division Dean's signature on the add card. Students can only do a late add in-person in the Admissions Office. The PiratesNet is not an option after the add deadline date. **Instructors must include the student's first date of attendance or the student add cannot be processed.**

## DROPPING STUDENTS IS YOUR RESPONSIBILITY IF THE STUDENTS ARE NO SHOWS!

If a student is a no-show in your class or if the student showed and then stopped 'participating' in the class prior to the census date, it is your responsibility to drop the student. Title V requires you to drop no shows and students who are no longer participating in your class BEFORE the census date of your class!

Title V, Section 551587 reads:

Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment.

Inactive enrollment is defined as follows:

As of each census day, any student who has

1. Been identified as a no show, or
2. Officially withdrawn from the course, or
3. Been dropped from the course.

A student shall be dropped if the student was a "no show" or if the student is no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences, but must relate to non attendance. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student. The "drop date" shall be the end of the day **immediately preceding the census day.**

**Therefore, prior to the census day of your class, you as the faculty member must drop each student who was a "no show" and each student who "is no longer participating in your class" (as described above).**

Please drop these students prior to the published census day of your class. Eight to ten days prior to the census day (20% point of your class), you will receive an e-mail notice that alerts you to drop no shows and students who are no longer participating in your class. Please drop students by 5 p.m. on the published deadline! You must use the PiratesNet to drop students. Failure to drop students prior to the census date results in many student petitions each semester. If, later in the semester, a "no-show student" petitions for a refund because he/she never attended your class, you will be asked to verify that student's attendance.



The following is a sample of the computer-generated reminder to drop students that faculty receive eight to ten days prior to census day.

## CENSUS DROP DATE NOTIFICATION

0222222 – John Doe

This is an automated message to inform you that prior to the census day of the semester/term, you are required, by Title V Section 58004, to drop students who have never attended your class or who are no longer attending your class. The census drop date for the section listed below is approaching. You must make your drops via the PiratesNet (go to [mjc.edu](http://mjc.edu) and click on PiratesNet) prior to the drop date deadline.

### SECTION INFORMATION:

**Section: 0800 MNURSK 800 - Nursing Skills Dev**

**Drop Deadline: 5:00 PM Tuesday, August 9, 2005**

*For questions on how to issue the required drops please view the Faculty Quick Study Guide (<http://mjc.yosemite.cc.ca.us/forms/facultyquickstudy.pdf>) or call the Helpdesk at (209) 575-7800.*

It is each faculty member's responsibility to drop no shows and students who are no longer participating in your class. For faculty who teach short-term classes that are shorter than two weeks, these drops must occur on the first day of class. Please drop all no shows. To find the census day/20% point of your class, refer to your roster.

## DROPPING STUDENTS BEFORE GRADING-END OF SEMESTER

Eight to ten days prior to the deadline for dropping a class (75% point), the system will send you a computer-generated courtesy e-mail notice reminding you that the deadline to drop a student is approaching. If you do not plan to issue a grade to a student because a student has disappeared and is no longer attending your class, please use this opportunity to drop the student. It is not your responsibility to drop the student; however, any student who remains on your rolls after the final deadline to drop must receive a grade of A, B, C, D, F (in the case of a Pass/No Pass grading option only class (formerly Credit/No Credit), a P or NP).

The following is a sample of a system-generated drop notification that faculty receive eight to ten days prior to final drop deadline.

**DROP NOTIFICATION – Prior to Grading  
0333333 – John Doe**

This is an automated message to inform you that the 75% point of your class is approaching. This is your last opportunity to drop a student who is no longer attending your class. Please remember that you must issue a grade to each student who remains on your rolls following the 75% point. You must make your drops via PiratesNet (<http://piratesnet.yosemite.cc.ca.us/>) prior to the drop deadline date.

**SECTION INFORMATION:**

**Section: 0206 MHE 110 - Healthful Living**

**Drop Date: 5:00 PM Wednesday, August 10, 2005**

*For questions on how to issue the required drops please view the Faculty Quick Study Guide (<http://mjc.yosemite.cc.ca.us/forms/facultyquickstudy.pdf>) or call the Helpdesk at (209) 575-7800.*

There is nothing in Title V that makes it your responsibility to drop a student prior to grading. If a student remains in your class beyond the 75% point (last day to drop) you must give the student a grade.

Title V reads:

“The academic record of a student who remains in class beyond the fourteenth week (75% point – MJC’s deadline to drop) must reflect a symbol (grade) other than a “W”. You may not petition to drop the student after the 75% point (drop deadline date).”

## PART 3: END OF CLASS/ END OF TERM RESPONSIBILITIES

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Submitting Roll Book	32



## END OF CLASS/ END OF TERM RESPONSIBILITIES

**1. Issuing grades** - You must enter all grades via the PiratesNet as soon as your class ends, but no later than 48 hours after the last final. (For short-term classes, grades are expected 48 hours after the class ends.)

Letter grades must be entered for all students UNLESS the class is offered with the grading method of P/NP (Pass/No Pass) only (formerly CR/NC). In this instance and only in this instance, can you issue a P or an NP grade. Some classes have the option of grading methods – either letter grade or P/NP grade. (If a student has elected to take a P/NP grading option instead of a letter grade, you must issue a letter grade – the letter grade will automatically be converted by the system to a P or NP grade.)

Remember, if the student is still officially enrolled in your class after the 75% point of the class, you must give the student a grade. Students cannot be added or dropped at the time of grading.

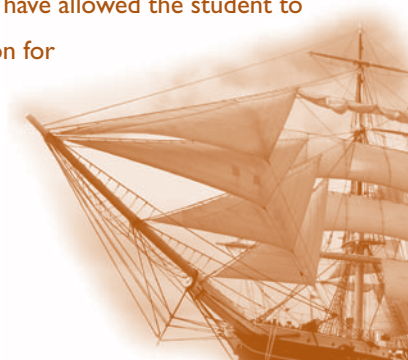
If you teach a non-credit section, an audit section, or any section that has zero units, you must enter an NG grade notation (no grade). All zero unit classes are ungraded sections.

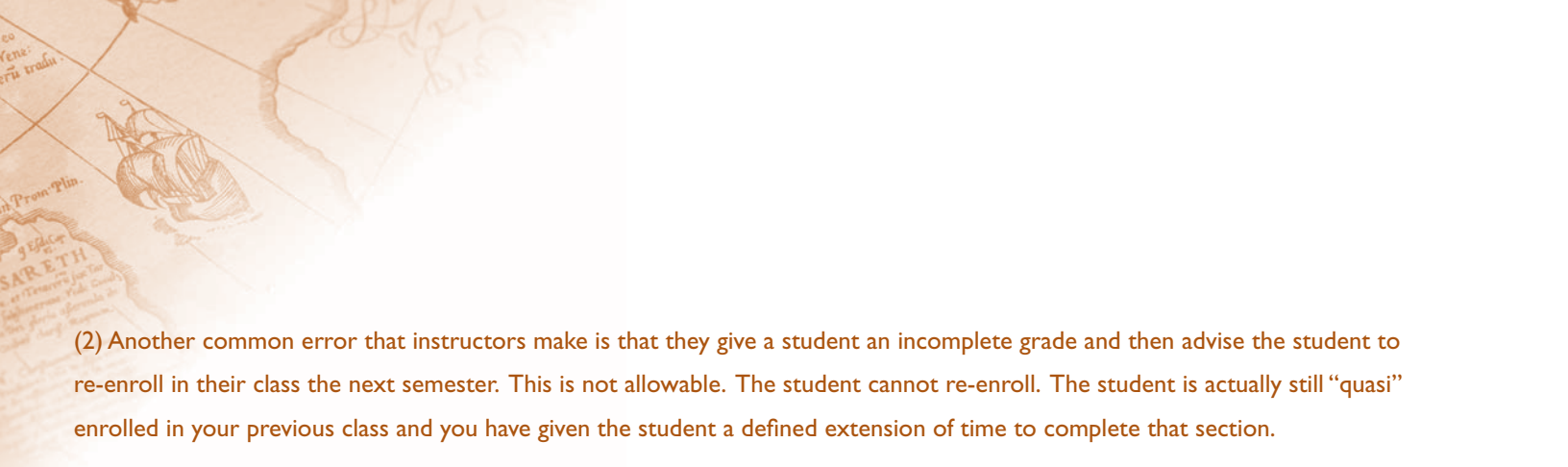
**2. Issuing incomplete grades** - If you have an agreement with the student to allow an incomplete grade, pending make-up of classroom work, test, etc., enter one of the following grades: IA, IB, IC, ID, IF, IPP-INP. INP is an incomplete with an in lieu grade of no-pass. Datatel incorporates the incomplete and the in lieu grade all in one grade notation. You must enter an expiration date. This date may be any date from the day after your class ends up to one year from the last date of your class. Please note that the incomplete grade automatically converts to the in lieu of grade on the expiration date. Please advise the student to complete the work a few days earlier, giving you time to complete final grading. The incomplete expiration date does not wait for you to trigger the grade change for the “in lieu of grade.” It happens automatically on the date that you assigned the incomplete to expire.

If you issue an incomplete grade to a student, you must also submit with your final roll book, a completed Incomplete Grade Form. Records staff uses this form to notify the student of the incomplete. The system will automatically issue the in lieu of grade on the expiration date. So, be sure to notify the Records Office in person (Morris 107) when the student has made up the work (before the expiration date) or call 209-575-6014 with questions. You should submit your paperwork before the incomplete grade expires so that Records staff can make changes in DATATEL “before” the incomplete grade expires.

**Helpful hints:** (1) Over the years, some instructors have issued a grade to a student and then they have allowed the student to retake the final or submit assignments after the class has ended. This then results in a Student Petition for Grade Correction. This, however, is not good practice. The Education Code allows only four reasons for grade correction: 1) mistake; 2) fraud; 3) bad faith, and 4) incompetence.

Since the above example does not fit any of the four reasons, it is recommended that you issue an incomplete grade, enter a short expiration date allowing the student to make up the work, and then submit the final grade on the Incomplete Grade Form.





(2) Another common error that instructors make is that they give a student an incomplete grade and then advise the student to re-enroll in their class the next semester. This is not allowable. The student cannot re-enroll. The student is actually still “quasi” enrolled in your previous class and you have given the student a defined extension of time to complete that section.

**3. Roll books** - Faculty must continue to submit signed roll books to their Division Office. Make sure that each student either has a grade or a drop date and that the roll book includes your written scoring key for your grading method.

The Division Office will maintain roll books for one year and then they are shredded. During the one year, staff refers to roll books often to resolve grading issues and petition issues.

The roll book that you are required to submit when your class ends will serve as certification of your final grades. Be sure that each student still enrolled in your class at the time of grading has a grade posted in the roll book. Please be sure to submit your roll book to your Division Office as soon as your class ends.

**Positive Attendance Reports** –Your positive attendance reports are due in the Records Office 48 hours after your class ends. The college is generally on a tight deadline to report this information to the District. Your diligence in submitting the hours students attended your class sessions is appreciated. Please send positive attendance to Carol Ellis in Records, Morris 105.

## PART 4: MISCELLANEOUS INFORMATION

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PiratesLink Student Email Account	35
Final Exam Schedule for Fall 2009 & Spring 2010	36-37
FERPA (Family Educational Rights and Privacy Act)	38



## ACCESSING THE YCCD INTRANET

Use these instructions to access the YCCD Intranet and to find deadline dates for short-term classes or refer to your Roster for important dates:

1. Access Internet Explorer
2. Go to <http://yccdnet/yccd320>
3. Choose MJC
4. Choose Term
5. Enter Section
6. Choose Division
7. Submit
8. This will take you to the Datatel Calculation Report – Live – where you can see important information such as add dates, drop dates, 1st census dates, and whether or not the class is positive attendance.

**YCCD Datatel Section Calculation Report**

College:  MJC  CC

Term:  Errors Only:

---

**Enter a Section or a Division:**

Section:  (partial allowed)

Division:

MJC:

CC:

ID	Course	Meeting Type & Time	ACTM/SRGD	Start	End	Method	Hours
			SFIN	SOFF			
11397	MCLDDV 366 (4207) 1 Unit 4 Weeks 9/30/2005 - 10/22/2005	LEC F 06:00 PM-08:30 PM LEC S 09:00 AM-03:45 PM NOTE: This class meets 2 weekends over a 4 week period of time. It meets 9 hours each weekend for a total of 18 hours. kt	Prereg	3/1/2005	3/5/2005	Pos Att-CR	18.00 T
				3/1/2005	3/5/2005	Daily	39.20 T
			Registration	7/25/2005	9/29/2005		
				7/25/2005	9/29/2005		
			Add	9/30/2005	10/15/2005		
				9/30/2005	10/15/2005		
			Drop	9/30/2005	10/15/2005		
				9/30/2005	10/15/2005		
			Drop Grades		10/1/2005		
			Reqd		10/1/2005		
1st Census		10/1/2005					
		10/1/2005					
CR/NC		N/A					
		10/7/2005					
Refund		N/A					
		10/1/2005					
<b>Errors:</b> SFIN: Fund Accounting Method (AAM) is invalid. SOFF: Term Student Contact Hours (TSCM) is invalid.							
<b>Warnings:</b> SOFF: Meeting Pattern doesn't maximize Apportionment Table							

If Pos Att. You must maintain attendance data

Disregard these dates - they drive the system

Deadline to drop students prior to grading

Deadline for student to file for credit/no credit option

Drops on or after this date will generate a "w"

Disregard these notes they are for Division Deans

- (1) Drop no-shows and students no longer participating in the class by 5 p.m. the day prior to the 1st census day.
- (2) To be counted in your division's State apportionment report, all students must be officially enrolled/added by 5 p.m. the day prior to the 1st census day.

Deadline for student to drop class and be eligible for a refund

## PIRATESLINK – STUDENT EMAIL

The PiratesLink is an email program available to all MJC students. It is the student's link to Modesto Junior College Admissions, Financial Aid, Counseling, and all other offices, including faculty, on campus. We hope that it will become the link between you and your students. To create a distribution list from your rosters, see instructions at [www.mjc.edu/facultyinformation](http://www.mjc.edu/facultyinformation).

This student email account is provided by YCCD to enhance communication and file movement between students, faculty, and MJC departments. Students are able to secure and share documents and files, chat and message classmates and faculty. They are able to receive campus and class announcements and alerts. You can create online study groups. Students will have 5 GB of mailbox storage- plenty of space for classroom information.

MJC students must retrieve and activate their accounts at <http://piratesnet.mjc.edu>. Soon, this will become the only way campus departments will communicate with students. We hope that faculty will find the advantages of using the PiratesLink to communicate with students for classroom updates, assignments, information sharing, and online study groups.

Your use of PiratesLink in the classroom will enhance student usage of PiratesLink and will increase the number of students who use it.

If you have any questions about how you can incorporate PiratesLink into your classroom, please call the Helpdesk at 209-575-7900.



# FALL 2011 Final Exam Schedule: December 12 – 17, 2011

**What you need to know about Final Examinations:** Below you will find the exam schedule for classes offered during the Fall semester. Final examinations, unless otherwise posted, are held in the traditional class meeting location. **Please verify the date and time of your final exam with your professor. It is your responsibility** to report to your final at the assigned time and place. Math and English faculty will inform you if a common final exam will be scheduled instead of the time posted below.

**If you have a time conflict between two exams:** In some instances, you may find that you have two finals scheduled at the same time on the same day. If that is the case, **it is your responsibility to make alternative arrangements with your instructor(s) by December 5, 2011.**

**MJC Faculty, please note:** This schedule does not accommodate all class starting times nor class meeting days. If a class time is not represented in the schedule below, an instructor may give the exam at the nearest “hour” or “half-hour.” M-Th and daily classes may schedule the final on either MW or TTh. *Please inform your Division Dean of any variations from the schedule below, and reserve the room by contacting the College Facilities/Events office.*

Final Exam Dates – Fall 2011						
Exam Time	Mon Dec. 12	Tues Dec. 13	Wed Dec. 14	Thurs Dec. 15	Fri. Dec. 16	Sat. Dec. 17
7 am – 9:50 am	Classes on <b>MW</b> 8 am (East) or 8:30 am (West)	Classes on <b>TTh</b> 8 am (East) or 8:30 am (West)	Classes that begin <b>MW</b> before 8 am	Classes that begin <b>TTh</b> before 8 am	<b>Friday only and Friday/ Saturday classes</b> will have their final exams at the <b>regular class time on this Friday.</b>	<b>Saturday only classes</b> will have their final exams at the <b>regular class time on this Saturday.</b>
10 am – 12:50 pm	Classes on <b>MW</b> 9:35 am (East) or 10:05 am (West)	Classes on <b>TTh</b> 9:35 am (East) or 10:05 am (West)	Classes on <b>MW</b> 11:10 am (East) or 10:05 am (West)	Classes on <b>TTh</b> 11:10 am (East) or 11:40 am (West)		
1 pm – 3:50 pm	Classes on <b>MW</b> 12:45 pm (East) or 1:15 pm (West)	Classes on <b>TTh</b> 12:45 pm (East) or 1:15 pm (West)	Classes on <b>MW</b> 2:20 pm (East) or 2:50 pm (West)	Classes on <b>TTh</b> 2:20 pm (East) or 2:50 pm (West)		
4 pm – 6:50 pm	Classes on <b>MW</b> between 3:55 & 5:00 pm	Classes on <b>TTh</b> between 3:55 & 5:00 pm	Classes on <b>MW</b> 5:00 pm	Classes on <b>TTh</b> 5:00 p.m.		
7 pm – 9:50 pm	Classes on <b>M or W</b> 6 pm & later	Classes on <b>T or Th</b> 6 pm & later	Classes on <b>W only</b> 6 pm & later	Classes on <b>Th only</b> 6 pm & later		

# SPRING 2012 Final Exam Schedule: April 23 - 28, 2012

**What you need to know about Final Examinations:** Below you will find the exam schedule for classes offered during the Spring semester. Final examinations, unless otherwise posted, are held in the traditional class meeting location. **Please verify the date and time of your final exam with your instructor. It is your responsibility** to report to your final at the assigned time and place. Math and English faculty will inform you if a common final exam will be scheduled instead of the time posted below.

**If you have a time conflict between two exams:** In some instances, you may find that you have two finals scheduled at the same time on the same day. If that is the case, **it is your responsibility to make alternative arrangements with your instructor(s) by April 16, 2012.**

**MJC Faculty, please note:** This schedule does not accommodate all class starting times nor class meeting days. If a class time is not represented in the schedule below, an instructor may give the exam at the nearest “hour” or “half-hour.” M-Th and daily classes may schedule the final on either MW or TTh. *Please inform your Division Dean of any variations from the schedule below, and reserve the room by contacting the College Facilities/Events office.*

Final Exam Dates – Spring 2012						
Exam Time	Mon April 23	Tues April 24	Wed April 25	Thurs April 26	Fri. April 27	Sat. April 28
7 am – 9:50 am	Classes on <b>MW 8 am (East)</b> or <b>8:30 am (West)</b>	Classes on <b>TTh 8 am (East)</b> or <b>8:30 am (West)</b>	Classes that begin <b>MW</b> before 8 am	Classes that begin <b>TTh</b> before 8 am	<b>Friday only and Friday/ Saturday classes</b> will have their final exams at the <b>regular class time on this Friday.</b>	<b>Saturday only classes</b> will have their final exams at the <b>regular class time on this Saturday.</b>
10 am – 12:50 pm	Classes on <b>MW</b> <b>9:35 am (East)</b> or <b>10:05 am (West)</b>	Classes on <b>TTh</b> <b>9:35 am (East)</b> or <b>10:05 am (West)</b>	Classes on <b>M</b> <b>W 11:10 am (East)</b> or <b>10:05 am (West)</b>	Classes on <b>T</b> <b>Th 11:10 am (East)</b> or <b>11:40 am (West)</b>		
1 pm – 3:50 pm	Classes on <b>M</b> <b>W 12:45 pm (East)</b> or <b>1:15 pm (West)</b>	Classes on <b>T</b> <b>Th 12:45 pm (East)</b> or <b>1:15 pm (West)</b>	Classes on <b>MW</b> <b>2:20 pm (East)</b> or <b>2:50 pm (West)</b>	Classes on <b>TTh</b> <b>2:20 pm (East)</b> or <b>2:50 pm (West)</b>		
4 pm – 6:50 pm	Classes on <b>MW</b> between <b>3:55 &amp; 5:00 pm</b>	Classes on <b>TTh</b> between <b>3:55 &amp; 5:00 pm</b>	Classes on <b>MW</b> <b>5:00 pm</b>	Classes on <b>TTh</b> <b>5:00 p.m.</b>		
7 pm – 9:50 pm	Classes on <b>M or W</b> <b>6 pm &amp; later</b>	Classes on <b>T or Th</b> <b>6 pm &amp; later</b>	Classes on <b>W only</b> <b>6 pm &amp; later</b>	Classes on <b>Th only</b> <b>6 pm &amp; later</b>		



## FERPA

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND HOW IT IMPACTS FACULTY

FERPA is a federal law that protects the privacy of students and their educational records. FERPA stands for Family Educational Rights and Privacy Act and is often called the Buckley Amendment. The law applies to all schools and colleges that receive funds administered by the U.S. Department of Education.

FERPA guarantees rights to any individual who attends a postsecondary institution, whether that student is 44 or 14.

As faculty, it is your responsibility to protect any educational record in your possession. An educational record is any record in your possession that can be directly related to a student and is maintained by a college or by a party acting on behalf of the college. Student educational records are considered confidential and may not be released without the written consent of the student.

The only information, under FERPA, that can be released without a student's written consent is called "Directory information". Directory information at YCCD includes: student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams and high school of graduation for athletic team members, degrees and awards received, including honors, scholarship awards, athletic awards and President's List recognition.

To avoid FERPA violations, faculty must not:

- o Post grades in a public place or use any portion of a student's social security number or a student's ID number or their name.
- o Leave graded tests or graded assignments in a stack for students to pick up when students have to sort through the pile.
- o Circulate a printed class list with student names and student ID numbers or grades as an attendance roster.
- o Discuss the progress of any student with anyone other than the student, including parents, unless the student has given you written consent to share the information.
- o Give anyone else a student's class schedule for any purpose.

If you are ever in doubt, do not release any information until you contact the Dean of Matriculation, Admissions and Records or the Vice President of Student Services.





Modesto Junior College  
OFFICE OF MATRICULATION,  
ADMISSIONS & RECORDS

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