Modesto Junior College
Enrollment Guide for Faculty

Enrollment Services
July 2023
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<th>Service</th>
<th>Staff</th>
<th>Submit Forms to:</th>
</tr>
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<tbody>
<tr>
<td>Course Audit</td>
<td>Student Services Representatives, ext. 6853</td>
<td><a href="mailto:mjcadmissions@yosemite.edu">mjcadmissions@yosemite.edu</a></td>
</tr>
<tr>
<td>Course Registration</td>
<td>Student Services Representative, ext. 6853</td>
<td><a href="mailto:mjcadmissions@yosemite.edu">mjcadmissions@yosemite.edu</a></td>
</tr>
<tr>
<td>Course Substitutions</td>
<td>A&amp;R Specialist - Evaluations, ext. 6605</td>
<td><a href="mailto:mjcevaluations@yosemite.edu">mjcevaluations@yosemite.edu</a></td>
</tr>
<tr>
<td>Course Equivalency</td>
<td>A&amp;R Specialist - Evaluations, ext. 6605</td>
<td><a href="mailto:mjcevaluations@yosemite.edu">mjcevaluations@yosemite.edu</a></td>
</tr>
<tr>
<td>Instructor Grade Corrections</td>
<td>Cheryl Garcia, ext. 6102</td>
<td><a href="mailto:mjcESeforms@yosemite.edu">mjcESeforms@yosemite.edu</a></td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td>Cheryl Garcia, ext. 6102</td>
<td><a href="mailto:mjcESeforms@yosemite.edu">mjcESeforms@yosemite.edu</a></td>
</tr>
<tr>
<td>Permissions to Add After Census</td>
<td>Crystal Gonzalez, ext. 6510</td>
<td><a href="mailto:mjcESeforms@yosemite.edu">mjcESeforms@yosemite.edu</a></td>
</tr>
<tr>
<td>Permission to Drop After Census</td>
<td>Clara Valencia, ext. 6740</td>
<td><a href="mailto:mjcESeforms@yosemite.edu">mjcESeforms@yosemite.edu</a></td>
</tr>
<tr>
<td>Positive Attendance</td>
<td>Sarah Woodard, ext. 6683</td>
<td><a href="mailto:mjcESeforms@yosemite.edu">mjcESeforms@yosemite.edu</a></td>
</tr>
<tr>
<td>Roster Certification Troubleshooting</td>
<td>Brigitte James, ext. 6015</td>
<td><a href="mailto:mjcESeforms@yosemite.edu">mjcESeforms@yosemite.edu</a></td>
</tr>
<tr>
<td>Loss of Priority Registration</td>
<td>Edwina Ashouri, ext. 6858, Sarah Woodard, ext. 6683</td>
<td><a href="mailto:mjcESeforms@yosemite.edu">mjcESeforms@yosemite.edu</a></td>
</tr>
<tr>
<td>Time Conflict</td>
<td>Student Services Representative, ext. 6853</td>
<td><a href="mailto:mjcadmissions@yosemite.edu">mjcadmissions@yosemite.edu</a></td>
</tr>
<tr>
<td>Transfer Work Evaluation</td>
<td>A&amp;R Specialist - Evaluations, ext. 6605</td>
<td><a href="mailto:mjcevaluations@yosemite.edu">mjcevaluations@yosemite.edu</a></td>
</tr>
<tr>
<td>Student Petitions</td>
<td>Collette Corell, ext. 6511</td>
<td><a href="mailto:mjcESeforms@yosemite.edu">mjcESeforms@yosemite.edu</a></td>
</tr>
<tr>
<td>Date</td>
<td>Subject</td>
<td>Important Notes</td>
</tr>
<tr>
<td>--------------------</td>
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</tr>
<tr>
<td>Mon., August 28</td>
<td>Roster Printing</td>
<td>Print class rosters and waitlists from PiratesNet.</td>
</tr>
<tr>
<td>Sat., September 9</td>
<td>Roster Certification</td>
<td>System generated email notices will be sent prior to the class census date advising you to drop students who were “no shows” or those who attended your class, but are no longer attending.</td>
</tr>
<tr>
<td>Sun., September 10</td>
<td>Deadline to drop students from roster without a “W”</td>
<td>Pursuant to Ed Code Section 58004, Students must be dropped prior to census day who were no shows or no longer participating. Drops must be done by 10:00pm.</td>
</tr>
<tr>
<td>Mon., September 11</td>
<td>Census</td>
<td>Dropping on this date or after will result in a “W”.</td>
</tr>
<tr>
<td>Wed., November 9</td>
<td>Drop Roster Certification</td>
<td>System generated email notices will be sent advising you that November 17th is the last day to drop a student with a “W” who is no longer attending class.</td>
</tr>
<tr>
<td>Fri., November 17</td>
<td>Deadline to drop students from roster with a “W”</td>
<td>Students whom you drop must be dropped with a W and the last date of attendance/participation. Drops must be done by 10pm.</td>
</tr>
<tr>
<td>December 11-16</td>
<td>Finals Week</td>
<td>Final grades must be submitted within 72 hours after</td>
</tr>
<tr>
<td>Wed., December 20</td>
<td>Final Grades due</td>
<td></td>
</tr>
</tbody>
</table>
## Spring 2024 Calendar for Full Term Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., January 8</td>
<td>Roster Printing</td>
<td>Print class rosters and waitlists from PiratesNet</td>
</tr>
<tr>
<td>Sat., January 20</td>
<td>Roster Certification Reminder</td>
<td>System generated email notices will be sent prior to the class census date advising you to drop students who were “no shows” or those who attended your class, but are no longer attending.</td>
</tr>
<tr>
<td>Sun., January 28</td>
<td>Deadline to drop students from roster without a “W”</td>
<td>Pursuant to Ed Code Section 58004, Students must be dropped prior to census day who were no shows or no longer participating. Drops must be done by 10:00pm.</td>
</tr>
<tr>
<td>Mon., January 29</td>
<td>Census</td>
<td>Dropping on this date or after will result in a “W”.</td>
</tr>
<tr>
<td>Sun., March 31</td>
<td>Drop Roster Certification Reminder</td>
<td>System generated email notices will be sent advising you that Mon. April 8th is the last day to drop a student with a “W” who is no longer attending/participating in class.</td>
</tr>
<tr>
<td>Mon., April 8</td>
<td>Deadline to drop students from roster with a “W”</td>
<td>Students whom you drop must be dropped with a W and the last date of attendance/participation. Drops must be done by 10pm.</td>
</tr>
<tr>
<td>April 29 – May 4</td>
<td>Finals Week</td>
<td>Final grades must be submitted within 72 hours after the end of the course.</td>
</tr>
<tr>
<td>Wed., May 8</td>
<td>Final Grades due</td>
<td></td>
</tr>
</tbody>
</table>
PART 1: IMPORTANT THINGS YOU SHOULD DO BEFORE YOUR CLASS BEGINS

INSTRUCTIONS FOR CLASS-RELATED DEADLINE DATES

Class related deadline dates may be found in Self-Service under Section details or on your class rosters.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 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 13 or 53.

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 comply with FERPA, faculty must NOT:

• 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.
• Leave graded tests or graded assignments in a stack for students to pick up when students have to sort through the pile.
• Circulate a printed class list with student names and student ID numbers or grades as an attendance roster.
• 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.
• 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 Director of Admissions & Records or the Dean of Enrollment Services.

References: Title 5, YCCD Board Policy 5040
WAITLIST

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 is now "closed". If you are able to add students, because there are additional seats or some students were 'no shows', please grant each student you have allowed an add authorization through your Self-Service under the Permission or waitlist tab. You should discuss your division’s add strategy with your division dean. Plan on being "at capacity "on census day.

ADD AUTHORIZATION

You may grant Add Authorization to students in Self-Service under the Permission or Waitlist tabs. Video tutorial.

Once you have logged into Self-Service, click on the "Section Details" tab. Select the "Wait list" tab. Under your "Active Wait List" section you may sort students by wait list rank by clicking on the arrows in the rank column. To grant an "Add Authorization," select the blue "add" button next to the student’s information. Once you click add you will see a green "Add authorization granted" notification in the upper right-hand corner of the screen. To view granted permissions, click on the “Permissions” tab. Select “Add Authorization.” On this screen you can grant "Add Authorization" to a student that is NOT on the wait list by entering the students ID number. You may also revoke a permission that you have previously granted. Students will still need to register for the class before they appear on your class roster. Students will have the ability to act on the granted "Add Authorization" on the 1st day of the term up to the last day to drop w/out a "W".

DOWNLOADING ROSTER

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). Dropping Students & Certifying Roster Instructional Video

REINSTATEMENTS

Sometimes faculty drop students or students may drop themselves by accident. There are times when you need to “reinstate” the student in your class. To reinstate a student in your class, please do the following:

Give the student a completed Request for Reinstatement Form. Be sure to write the student’s first day of attendance. This form can be found at mjc.edu under Faculty & Staff Forms. This form is ONLY for students whom have previously been enrolled in the course prior to census.
PART 2: IMPORTANT INFORMATION YOU SHOULD KNOW WHILE CLASS IS IN SESSION

ATTENDANCE & POSITIVE ATTENDANCE

Faculty should plan to keep track of attendance on the first day and up to census to assist with census and roster certification. Certain classes require that attendance be monitored. For example, if you teach a noncredit or tutoring course, an in-service training or supplemental instruction or apprenticeship course or a noncredit 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, access your class roster in self-service. 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, within 72 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 after census. Please reach out to your division secretary for assistance on how to calculate positive attendance hours.

STUDENT ADDS

Students can add on the web through PiratesNet or in the Enrollment Services Office. All students must be officially enrolled in your class before the census day. It is your responsibility to ensure 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 Colleague system will automatically send you an email notice that an add or drop has occurred. Each time you receive a transaction notice, please update your roster with the student’s name, ID number, and date of the add or drop.

DROPPING STUDENTS FOR NONATTENDANCE

Drops must be done in a timely manner BEFORE CENSUS DATE. 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, you may only mark the never attended option in self-service and drop the student. To drop students who originally attended the class but have stopped attending, you may drop the student in Self-service under the Drop Tab - along with the last date of attendance. No notation of a 'W' shall be recorded on the academic record if the student withdraws or is withdrawn by the instructor within the first two weeks or at census point whichever comes first. 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 letter grade or the "FW" symbol shall be used to denote that a student stopped attending after the final withdrawal date and failed the course due to non attendance in accordance with Title 5 Section 55023.

A process will be ran on a nightly basis to drop the students. Thereafter, the student will no longer appear on class rosters or grade lists. Dropping Students & Certifying Roster Instructional Video.

What defines a "no-show student" for online courses?

Faculty are instructed to drop students who are not participating. It's not enough for online students simply to log in but do nothing and collect Financial Aid. Please contact Michael Smedshammer, Distance Education Coordinator at x6490, for more information on how you can adopt syllabus language to enforce this policy.
Part 3: END OF TERM GRADING RESPONSIBILITIES

ISSUING FINAL GRADES
You must enter all grades via Self-Service when your class ends, but no later than the Wednesday after the last final. (The deadline is the same for short-term classes).

Letter grades must be entered for all students UNLESS the class is offered with the grading method of P/NP (Pass/No Pass) only. In this instance, you can issue a P or an 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.

If you teach a non-credit section, an audit section, or any section that has zero units, you must enter a grade of (P/NP).

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, IP-INP. 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 the semester.

Please submit the Incomplete Grade form to the division office for the dean’s signature. The form is available on the MJC website, located under Faculty & Staff Forms. The initial form must be emailed to mjceseforms@yosemite.edu within 72 hours after the incomplete grade and expiration date are issued. Once the student completes the requirements, the form will need to be finalized at the bottom of the form with the grade the student will receive, signature and date. Please email the finalized form to mjceseforms@yosemite.edu.

Please note that the incomplete grade automatically reverts to the in lieu of grade on the expiration date. The student will need to be notified via college issued student email outlining the work to be completed and timeline.

Incomplete grades should never be issued to students to "re-enroll" in your course to finish their work. This is not allowable.

Please call Enrollment Services at ext. 6853 with questions.

PERMISSION TO ADD AFTER CENSUS
Enrollment Services understands that some courses have a shorter time period to complete the roster certification process, especially for those courses who meet after business hours. The Permission to Add After Census form was created to assist you with this issue.

PERMISSION to DROP AFTER CENSUS
It is your responsibility to clear your rosters of no shows and/or students who are no longer participating then certify your roster via self-service one day before the census date. This form does NOT take place of roster certification.

Faculty may submit this form if the student never attended or no longer participating and the faculty was not able to drop prior to the census deadline via self-service. The drop will require an administrative drop in order to drop the student without a "W". The last day of attendance or participation must be indicated on the form if the student is not longer participating prior to census. The form may be submitted up until the last day of the term.
Part 4: FACULTY FREQUENTLY ASKED QUESTIONS

Waitlist
Q: What is the timeline for students to add themselves to a course from the waitlist? When does the system stop prompting students to add from the waitlist?
A: Students will add via the waitlist prior to the start of the term. They will not receive notification to add a course from the waitlist 5 days prior to the start of the term.

Q: Once a student is notified that a seat has become available, how many days does the student have to add the course?
A: Students have 3 days to add the course before their permission expires. After 3 days the student is removed from the waitlist. If it’s prior to the start of the term, students may add themselves back to the waitlist.

Q: When is the last day a student can register for an open course?
A: Before the course starts. Once the course has started, the student will need a granted “add authorization” from the instructor. Students can register for the course via “add authorization” on the day the course begins.

ADD Authorization (Self-Service)
Q: When can instructors begin granting “add authorization” to students?
A: Prior to the start of the term, however students may NOT act on the granted “add authorization” until the start of the course.

Q: When can students add through self-service, once the “add authorization” has been granted by the instructor? Is that the same with late start classes?
A: Students can act on their “add authorization” permission in Self-Service on the 1st day of the course. Yes, it is the same process for late start courses.

Q: How can I grant “add authorization” to a student who is not on the waitlist?
A: In Self-Service under the permission tab, you can search the student by student ID number.

Q: Is there an automatic email that goes to students once faculty grant “add authorization” to a student?
A: Yes, the student will receive an email confirming that an “add authorization” has been granted and they can now register for the class in their student portal (Student Add Authorization Guide).

Roster Certification
Instructor Guide: https://youtu.be/SSRZVQJGQGI
Q: What is the exact window when faculty can begin to certify their rosters? Is the timeline the same for short-term classes or is it dependent on term length?
A: 5 days prior to census. Example: census is on 1/23/22 faculty have a 5-day window from 1/19-1/23 to certify their roster (20% of the length of the course).

Q: Can faculty certify their rosters more than once?
A: No.

Q: Can faculty drop students after they have certified their rosters, but before census?
A: Yes.

Q: Where should we properly drop a student from our rosters?
A: Under the drop roster tab in self-service. Note: for no show students you will mark the “never attended” option.

Enter the last day of attendance for students who stopped attending, but participated in your course.