



# SANTA MONICA COLLEGE

## Admissions & Records Faculty Guide

### Webpages of Interest

Faculty Guide:

[www.smc.edu/facultyguide](http://www.smc.edu/facultyguide)

Faculty portal (mProfessor)

[www.smc.edu/mp](http://www.smc.edu/mp)

Admissions & Records

[www.smc.edu/admissions](http://www.smc.edu/admissions)

Enrollment Updates

<http://www.smc.edu/EnrollmentDevelopment/Admissions/Pages/Enrollment-Updates.aspx>

SMC GO app

[www.smc.edu/smcgo](http://www.smc.edu/smcgo)

### Class Rosters—First Day of Class

- Class rosters are available prior to the start of the course through mProfessor. You may download and print rosters any time. Active students will be noted with an “X” on the “Active” column.
- Temporary attendance rosters are available.
- Class-specific deadlines are displayed under the “Class Roster Dates and Deadlines” header: Class Census Day, Class 60% Day, Last Day to Withdraw to Receive a Refund, Last Day to Withdraw to Avoid a “W,” Last Day to Withdraw to Guarantee a “W.”
- Student profile information is available for each student in the class. Just click on the student’s name. A photo may be available—along with their placement history.
- Confirm course enrollment. Students must be officially enrolled to attend the class. Students are officially enrolled if their name appears on the class roster. The online roster will always be current. Drop any student on

your online roster if they are a “no show” and consider granting an add code to a student on the Wait List.

- Continue to manage your class roster throughout the semester. Students may not be permitted to enroll in the class once the late period for adding has ended.
- Adding students to the class: Students authorized to add your class with an Authorization Code (an add code) must enroll online using Corsair Connect, the student portal, at [www.smc.edu/cc](http://www.smc.edu/cc) prior to the next class. Verify students have enrolled and do not permit them to attend until they do.
- When granting Authorization Codes, please adhere to the Wait Lists. Click on “Online Class Roster Tasks” then on “View Class Waiting Lists” to get the updated Wait List for your class(es).

### Dates and Deadlines

- Semester and class-specific deadlines are available through mProfessor.

### Class Wait Lists

- Students interested in adding themselves to a class “wait list” (the prioritized list instructors get at the beginning of the term) will be able to do so starting two (2) weeks before the start of a term.
- The wait list is capped at 25% of the class seat capacity.
- The wait list is ordered in chronological order, with the name of the student joining the list the earliest included at the top (#1).
- Students are able to join any wait list, subject to course/section eligibility requirements (e.g., prerequisites, time conflicts).
- The wait list is updated as students enroll in the class or remove themselves from it.
- Students are able to see their position in the wait list (“Wait List Rank”) in Corsair Connect.

- Click on “Online Class Roster Tasks” then on “View Class Waiting Lists” to get the updated Wait List for your class(es).

## Authorization (Add) Codes

### (Instructor Authorization Codes)

- Authorization Codes are generated the Thursday before the term starts.
- Issue based on Wait List priority and then to other students. You may not conduct any type of assessment in order to grant an add code.
- Safeguard and check who uses the codes you give as sometimes they end up with the wrong student or sold.
- Authorization Codes Types: Regular Add (valid for 1 week); Late Add (expires at 50% of term); Reinstate (can be used to reinstate a student you dropped or as a late, late add through the 89<sup>th</sup> percentile of class).
- You may generate more authorization codes on demand via mProfessor by going to “Online Class Roster Tasks” and clicking on “View / Request Instructor's Authorization Codes.”

## Auditing a Course

- Auditing is not permitted at SMC.

## Census Day Rosters

- Know your class’ Census Day (Click on the “Roster” button for the class; then click on “Class Roster Dates and Deadlines.”)
- A reminder will display in mProfessor to “Verify Roster.” Census verifications are mandated by Education Code and have a major impact on funding for the College.
- Verify who is actively attending or participating in your classes. Drop any students who are not. Clear your rosters before Census Day.
- Ensure students are enrolled
- Manage rosters—drop/add because too many of you don’t
- High volume of petitions for special consideration (retroactive withdrawals) are for students who never attended the class
- Audit of courses not permitted at SMC
- Send students to Admissions if they tell you they are having problems

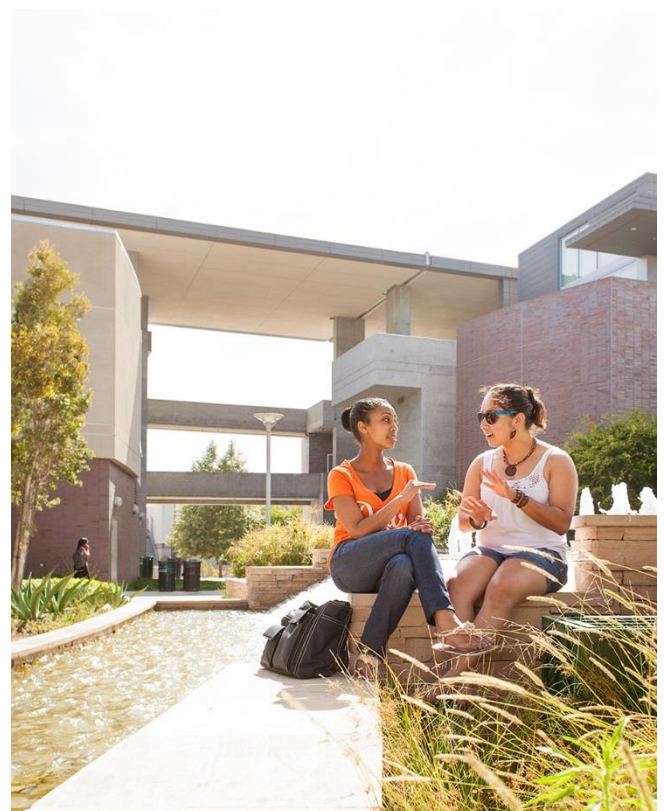
## Grade Submissions

- Grades are submitted directly through mProfessor for each of your classes. Inputting grades in Canvas will not post grades on mProfessor.
- Grades are due one week after the term ends. Adhere to deadlines!
- Do not issue a “W” grade as a final grade.

- Students whose name does not appear on the grade sheet: If a student's name does not appear on the grade roster, they were probably dropped, or they never properly enrolled. Students cannot be added to your class once the grade rosters have launched (one week before finals start).
- Students have option to request to be graded on a Pass/No Pass basis (must apply for it in Admissions), but instructor assigns a “regular” letter grade. P/NP will be issued automatically based on grade reported.
- Grade appeals and grade changes are a possibility. Instructors should maintain their grade books with sufficient information to recreate a grade.
- Keep grade records and final exams/projects for at least 2 years—3 is best.

## Incomplete Grades

- Issue Incompletes (I) consistent with college policy. An incomplete (I) is a temporary grade that can be given to a student who is doing C or better work but who is unable to finish the final exam or final project because of an extenuating circumstance beyond the student's control. If the instructor agrees to give an incomplete, he/she will do so using the online grade roster when submitting grades. The instructor will be prompted to fill out an online form. The instructor must notify the student on the conditions of the Incomplete and the deadline for the completion of the coursework. It is not appropriate to give an Incomplete if the student is missing more than 10% of the coursework.



- Students should not be permitted to attend your class to make up an Incomplete. Class attendance should not be required in order to change the Incomplete.
- Students re-enrolling in a course with an Incomplete will be dropped by Admissions.

## F Grade Validations

- Some instructors may be asked to verify the reason why a student who received all F grades in his/her classes, received the F; namely, was it because the student stopped attending before the 60<sup>th</sup> percentile in the class or because of poor academic performance.
- This check only impact Financial Aid recipients.
- Admissions will notify you by email if you need to conduct this verification.
- Impact on Financial Aid Students: The 60% drop roster is extremely important for the College to determine if students receiving Federal Financial Aid will have to possibly pay money back to the Department of Education if they have stopped attending classes. Accurate attendance accounting maintained by faculty is the sole determination we have in ensuring that our calculations are accurate.

## Grade Changes

- Grade changes may be made in cases when a clerical or computational error was made by the instructor.
- Grade changes will not be made after 2 years.
- A grade change form available on the Admissions & Records Faculty Guide webpage ([www.smc.edu/facultyguide](http://www.smc.edu/facultyguide)) is available. Turn in this form in person at Admissions & Records—Ronnie Felder. Never hand a grade change form to the student.
- Documentation supporting the grade change will be required.
- Keep your grade records for 2-3 years.
- Grade changes are sometimes denied.

## Midterm Placement Rosters

- Midterm Placement Rosters are required for courses with an enforced prerequisite. This currently includes some courses in Biology, Chemistry, Early Childhood Education, English, ESL, Film, Mathematics, and Physics.
- Your department chair will advise you if courses you are teaching require the completion of an online Midterm Placement Roster.
- If required to do so: conduct an assessment of the student's standing in your class up to the date when the Midterm Placement Roster is due. Then, indicate on the roster if the student is passing the course or not passing. Those passing will be able to enroll in the

next two courses in the sequence. Those not passing will be able to re-enroll in the same course.

- A final eligibility check will be conducted before the term starts (or possibly on the first week of class). If student did not successfully complete the prerequisite, the student will be administratively dropped.

## Petitions for Late Withdrawal

- Students seeking to withdraw for extenuating circumstances past the 75<sup>th</sup> percentile of the class will need to complete a Petition for Late Withdrawal.
- Instructors will be asked to review the petition and provide feedback, including the last date of attendance.
- Return Petition directly to Admissions—never to the student.

## Time Conflicts

- Students cannot enroll in courses which meet at the same or overlapping time or if in the College's estimation the student would fail to arrive on time to the second course due to distance traveled between the sites where the classes are held. Some exceptions may be made.
- Classes may not overlap by more than 15 minutes. The faculty member teaching the affected class must grant his/her approval in order for the student's request to enroll in the class to move forward. The instructor must complete the Time Conflict Approval form provided by the student stating how the student will make-up the missed time, under that faculty member's direct supervision, including the specific location, and day and time of the make-up sessions. The instructor is under no obligation to approve the student's request.
- In the case of time conflicts due to distance/time needed for travel between classes, students may not enroll in: (1) same-campus classes unless there is a minimum 10-minute gap between classes; or (2) different sites/campuses unless there is a minimum 30-minute gap between classes.

## Admissions & Records

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