



# Pete's Points for Professors

**Fall 2020**

OCC Faculty Services office is temporarily closed on campus until further notice. During this time, the best way for faculty to get assistance is by emailing [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu)

**Contact Hours:**

**Mon.-Thurs.: 8 a.m.-6 p.m.**

**Friday: 8 a.m.-5 p.m.**

## 1 Add Permits

Add permits for Fall 2020 will be emailed as a blank copy for the 16, 1<sup>st</sup>, and 2<sup>nd</sup> 8 week courses. The 16 week blank add permits will have the refund and the Last to Register Deadlines listed for you. If you teach a 1<sup>st</sup> or 2<sup>nd</sup> 8 week course(s), you will need to enter these Deadlines. Please enter your name, course name, CRN, Add Code (Add codes are listed on a page within your attendance roster link), and first date of attendance. The first date of attendance and your signature are required for the add permit to be valid. The add permits include instructions for students to properly enroll and the deadlines that need to be met. It is very important that you send each student a copy of the Add Permit.

These permits include VERY important information that students need to read prior to registration. Use of an Add Permit is the only acceptable method for a student to add courses after the term begins. Add permits are not valid until the first day of class. If you need more add codes generated for you, please contact OCC Faculty Services by using your CCCD e-mail address, and email [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu). Please include your name, CRN, and the number of add codes to be generated. You may also call (714) 432-0202 Ext. 26374 to contact Martha Munoz-Sanchez, or (714) 432-5041 to contact Ivane Bui. Please allow a 1-day turnaround time for generating all add codes.

## 2 Add Codes Information

Our Add Codes consist of a six-digit, alpha numeric code (3XBT4D) and is case sensitive. Students can validate their add codes and proceed with registration online via their MyCoast portal.

If a student experiences any issues with the add codes, please have them email [arinfo@occ.cccd.edu](mailto:arinfo@occ.cccd.edu) from their CCCD student email. Have the student include their name, student ID, course name, CRN, and Add Permit(s)/Code(s) given by the Instructor. The Add Permit needs to be

completely filled out with the First date of attendance and the Instructor's signature. If this information is missing, the student will be redirected to the Instructor to obtain the required information.

## 3 Drop No-Shows Before Census

Title 5 Code of Regulations Section 58000 et seq. mandates that faculty drop clear their rosters of inactive students ("no-shows") prior to census. Each year OCC undergoes an audit by the state to verify that this has occurred. Therefore, it is critical that you verify your rosters and report "no show" students or if you have no drops to report, check the roster verification box and select "No Drops to Report".

Students who drop your class before the refund deadline will show on your Roster with a "DN" designation ("Drop with a Refund"). When submitting your drops please determine if any of these students with the "DN" designation were "No-shows." If so, you must change their status to a "No-show" drop prior to the census date of your course. If the box is grayed out (which is an indication that the Census date has passed), and you are unable to update the drop status, you should contact Faculty Services at [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu) to complete the appropriate form to make the required changes. You must provide your attendance roster for auditing purposes. This needs to be done as soon as possible and well in advance of end of the semester.

It is YOUR RESPONSIBILITY to drop any student who attends your class and then stops attending prior to census by checking the box in the Drop column on the Drop Roster. Please also make note of the student's Last Day of Attendance, as it may be requested of you at a future date. If a student was dropped as a No-show and then wants to re-enroll into the class, you may give the student an

Add Permit to register prior to the expiration date on the Add Permit, if seats are available.

## 4 Rosters in Real Time

Many students add and drop classes during the first two weeks of the semester. Please print your initial roster(s) the morning the class begins, and then daily during the first three weeks to verify enrollment in your class. Make sure that students whom you've given an Add Permit have registered for the class within the stated deadlines. Students who fail to register should not be permitted to attend class after the Add period. Students who are not registered in your class are not covered under the District's Liability Insurance policy and the college does not collect funding for these students. Please tell students that they will NOT be permitted to register past the expiration date printed on the Add Permit and that you CANNOT issue a grade for the class if they are not registered by the expiration date. Note: As of the census date, if a student is not listed on your roster, they are not enrolled. Do not allow him/her to attend class and have the student contact [arinfo@occ.cccd.edu](mailto:arinfo@occ.cccd.edu) immediately for assistance.

## 5 Attendance/Record Keeping

Attendance rosters printed from MyCoast allow you to mark attendance for four weeks. Please print a roster the day your class begins, daily during the first three weeks that your class meets, and as necessary through the semester. Please indicate calendar dates and mark attendance on your attendance roster by using black or blue ink. These rosters are scanned for federal and state auditing. You may submit attendance rosters to [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu) at the end of the semester. If you elect not to submit your attendance rosters, State Ed Code requires you keep them for 3 years and are able to provide them upon request. You will be required to enter the "last date of attendance" for all non-passing grades

See Back Page Please

## 5 Attendance/Record Keeping

(F, NP, I) and for all W's (Withdrawals) when submitting final grades.

Attendance Codes to use on your roster:

E = Entered – Mark the first day of each student's attendance

Blank = Indicates attendance

/ (Slash) = Indicates absence

/(Slash with a line) = Indicates tardy

W = Withdrew – immediately following

## 6 Critical Dates

All critical dates (withdrawal deadlines, refund deadline, census date) for Fall 2020 are listed at the top of your attendance roster. These dates are determined by the state. Please be aware of the dates and follow the deadlines as they cannot be overridden.

Title 5 Code of Regulations Section 58000 et seq. mandates that faculty drop all no-show students from their roster before the census deadline..

## 7 Waitlists

The Coast Community College District utilizes a waitlist for closed classes. The waitlist is located on MyCoast, under your Faculty tab, then under Other Resources. The waitlist roster will print from MyCoast after your regular attendance roster(s) and will show a registration code of WL. You are encouraged to utilize the waitlist when issuing Add Permits

## 8 P/NP Deadline

Sept. 12<sup>th</sup> – for 16-week classes.

Other classes – same day as the Last Day to Withdraw to avoid a “W” – listed on roster under Critical Dates.

There are no exceptions!

## 9 Class Conflicts are Not Allowed

District Board Policy 4226 prohibits multiple and overlapping enrollments. There are no exceptions!

## 10 Reinstatements

Please check your rosters weekly, and if a student needs to be reinstated, please do so immediately. Students are not covered by District's Liability Insurance policy unless they are enrolled in the class. If a student needs to be reinstated because you might have dropped the student in error, you must fill out a reinstatement form that is

available upon request from [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu). The student signature is required on the reinstatement form. Once the form is filled out completely with the required initials and signatures, you may submit it back to Faculty Services. If the student dropped him/herself, then the student MUST submit the form to our OCC Enrollment Center office at [arinfo@occ.cccd.edu](mailto:arinfo@occ.cccd.edu) from their OCC email.

No reinstatements will be honored after Nov. 30th.

## 11 Section Changes

A student may request a section change if they are moving from one class into another section of the same class and of the same length. If a student wants to do a section change during the first two weeks of the semester, please give the student an Add Permit instead of signing a section change form. No section changes will be honored until the 3<sup>rd</sup> week of the semester. The student will need to email [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu) to obtain the section change form. The student has one week from the date you signed the form to move into the other section. Please check your roster to see if the change occurred. All section changes must be processed on or prior to the last day to withdraw from the course. No section changes will be honored after the withdrawal date.

## 12 Grade Submission Deadline

Due to Federal Financial Aid regulations, regarding satisfactory academic progress and facilitating disbursements to students, it is of utmost importance that grades and positive attendance hours are submitted by the following dates:

1<sup>st</sup> 8 weeks

Oct. 23<sup>rd</sup>

2<sup>nd</sup> 8 weeks and 16 weeks

No later than Thursday, Dec. 17<sup>th</sup>, 2020

## 13 Incomplete Grades

If you are issuing an incomplete grade due to extenuating circumstances (per CA State Ed Code) you must submit written documentation to Faculty Services **on or prior to the Grades Due Date, from your CCCD e-mail address.** Please see #13 for Grades Due Dates. Incompletes should be issued when a student is missing only a final skill check or project; not a substantial portion of the course.

**Note:** The [incomplete form](#) must be signed by the student and faculty member. However, if the student is unavailable to sign the form due to extenuating circumstances, the faculty member may sign in lieu of the student signature if you have informed the student of the requirements necessary to complete the course and if the student has agreed to accept the incomplete grade. **Failing to drop a student is not an extenuating circumstance.**

## 14 Grade Changes

California Education Code (Title 5), Section 55025(a) states that “In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article.” Grading is under the purview of the faculty member, and for purposes of verifying that the grade change is being made only by the faculty member, an OCC grade change must either have a wet signature, or e-signed via Adobe, and emailed from your CCCD email to [OCCfacultyservices@ccd.edu](mailto:OCCfacultyservices@ccd.edu). Once the Enrollment Center/OCC Faculty Services Office re-opens, grade changes will be required to be completed in person. There is a 1-year time limit to change a grade.

To ensure the security of our records, we may ask you for photo identification.

## 15 CCCD Email

In lieu of a photo ID and to verify the request and/or form is coming from the student or faculty member, please utilize CCCD email address.

In order to assist you in a timely manner, please include the student's name, ID number, course name, and CRN of the class in all email correspondence.

## 16 Preferred Name

The Coast Community College District has instituted a Preferred Name Policy. Students may change their legal name to their preferred name on MyCoast any time. If there is a name you do not recognize on your Attendance Roster, please compare the Student ID numbers on each of your rosters as the Student ID number remains the same.

\*\*\* We now have a new [Faculty Services Announcement page](#) located on the OCC website. To see all the latest updates, go to [www.orangecoastcollege.edu](http://www.orangecoastcollege.edu) > About OCC > Faculty & Staff Resources > Faculty Services.