

Fall 2021

Faculty Services is located on the 1st floor of Watson Hall. Our office is currently open with limited hours. To view our hours of operation in-person, please visit:

<http://www.tinyurl.com/occ-reopen>

We are also available via email at OCCfacultyservices@ccd.edu

Contact Hours via Email/Phone:

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

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

Pete's Points for Professors



[Faculty Handbook](#)

[Faculty Services Webpage](#)

1 Add Permits

Add permits for Fall 2021 will be emailed as a blank copy for the 16, 1st, and 2nd - 8 week courses. The 16 week blank add permits will have the refund and the Last Day to Register Deadlines listed for you. If you teach a 1st or 2nd 8 week course, 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. Once the term begins, using an Add Permit is the only acceptable method for a student to add courses. **Please note: Add permits are not valid until the first day of class.**

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 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.

If you need more add codes generated, please email OCCfacultyservices@ccd.edu from your CCCD e-mail. Please include

your name, CRN, and the number of add codes. You may also call (714) 432-0202 Ext. 26374 to contact Martha Munoz-Sanchez, or (714) 432-5041 for Ivane Bui. Please allow a 1-day turnaround time for generating all add codes. Please note: Add codes are not valid until the first day of class.

3 Drop No-Shows Before Census

Title 5 Code of Regulations Section 58000 et seq. mandates that faculty drop and 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 (this indicates that the Census date has passed), and you are unable to update the drop status, please contact Faculty Services at 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 only if it is prior to the deadline and seats are available.

4 Rosters in Real Time

All critical dates (withdrawal deadlines, refund deadline, census date) for Fall 2021 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.

Many students add and drop classes during the first two weeks of the semester. Please print/save your initial roster(s) the morning the class begins and then daily during the first three weeks to verify enrollment in your class. Ensure that students you've given an Add Permit have registered for the class within the stated deadlines and appear on your roster. If a student is not listed on your roster or fails to register, they are not permitted to attend class after the Add period. Students 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 to them.

If any issues arise, please have the student email arinfo@occ.cccd.edu immediately for assistance.

5 Attendance/Record Keeping/LDA

Attendance rosters printed from MyCoast allows 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 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.

Attendance/Record Keeping/LDA continued on next page

Attendance Codes to use on your roster:

E = The first day when students entered

Blank = Indicates attendance

/ (Slash) = Indicates absence

T = Indicates tardy

W = Withdrew – immediately following the last day of the student's attendance.

You will be required to enter the “last date of attendance (LDA)” for all non-passing grades (F & NP), Incompletes (I), and drops (W's, DN, DC, DI, IN, IC, II) when submitting final grades.

Note: Our office does not accept attendance downloaded off Canvas or Zoom. Instead, you may enter the information onto an excel sheet and later submit it as a PDF. Please include the term, course name, CRN, instructor's name, student IDs, student's first and last name, and dates of your course meetings/assignments.

6 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.

7 P/NP Deadline

Sept. 18th – 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!

8 Class Conflicts are Not Allowed

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

9 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 OCCfaculty@cccd.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 OCCfaculty@cccd.edu from their OCC email. **No reinstatements will be honored after Monday, Dec 6th.**

10 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 3rd week of the semester. The student will need to email OCCfaculty@cccd.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.

11 Grade Submission Deadlines

Grades are to be submitted through MyCoast or Canvas grade roster. For instructions on how to submit grades via MyCoast, please [click here](#), and for instructions to submit via Canvas, [click here](#).

In an effort to be student-centered, comply with financial aid regulations, and meet students University transcript submission deadlines, it is imperative that grades and positive attendance hours are submitted by the following dates:

1st 8 weeks

Thursday, October 28th, 2021

2nd 8 weeks and 16 wk

No later than Friday, January 7th, 2022

12 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 #11 for Grades Due Dates. Incomplete grades should be issued when a student is missing only a final skill check or project; not a substantial portion of the course.

Note: The student and faculty member must sign the [incomplete form](#). However, suppose

the student is unavailable to sign the form. If the student has agreed to the incomplete and was informed of the requirements, then the faculty member may sign on behalf of the student. Note: Failing to drop a student is not an extenuating circumstance.

13 Grades 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 for 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 be electronically-signed via Adobe, and emailed from your CCCD email to OCCfaculty@cccd.edu. Faculty may also come in-person during our [limited campus hours](#) to complete grade changes. 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.

14 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 a 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.

15 Preferred Name

The Coast Community College District recognizes that many students use preferred first names rather than legal first names to identify themselves. Students may change their legal name to their preferred name on MyCoast any time. Both the student's legal and preferred name can be found on the MyCoast roster, but the preferred name will show on Canvas. Please remember to always address the student with their preferred name.

16 Student ID Cards

Enrollment Services is currently open in-person with limited hours during Fall 2021. Please have the student verify Enrollment Services on-campus hours prior to coming in.

To view OCC on-campus hours, please visit:

<http://www.tinyurl.com/occ-reopen>