

Welcome to Fall 2020!

Important Reminders from the Enrollment Center & Faculty Services

Add Codes are not valid until the first class meeting
Some Add Codes expire on or immediately after the first class meeting

Before your first class:

- ✓ Download or print your Attendance Roster, Add Authorization Code Roster and Waitlist Roster from your MyCoast portal the day your class begins.
- ✓ When issuing Add Permits:
 - **Use the provided PDF Add Permit when distributing Add Codes to students. Include the first date of attendance and your signature on the Add Permit.**
 - You are encouraged to utilize the waitlist when determining which students receive an Add Permit. You can use your online *Summary Waitlist* in MyCoast to email waitlisted students.
 - Tell students to register now! Students will not be allowed to register after the expiration date printed on the Add Permit.
 - Write the name of the student by the corresponding add code on the Add Authorization Code Roster for future reference.
- ✓ Need more Add Codes? Please e-mail OCCfacultyservices@cccd.edu. Allow a one-day turnaround time to receive the additional Add Codes.

Before census:

- ✓ **Drop no-shows prior to census! CA Ed Code requires that students who do not attend be dropped.**
 - Please drop no-shows after the first class meeting.
 - Please drop students who do not participate in an online course.
 - If a student did not attend your first class meeting and shows as a drop (DN) on your drop roster, then you must change the drop to a NO SHOW drop by clicking the box in the NO SHOW drop column.
 - If a student you dropped as a NO SHOW returns to class, please give them an Add Permit and have the student register immediately if space is still available in your class.

Immediately after census:

- ✓ Print a new attendance roster the day after the Add Permit expiration date to verify enrolled students. If students are not listed on your class roster after the Add Permit expiration date, do not allow them to attend class
- ✓ Any student not on your attendance roster must contact the Enrollment Center immediately for assistance with course registration. Students should contact ARInfo@occ.cccd.edu from their CCCD email address and include the following information:
 - Student full name
 - Student OCC ID #
 - Course name and CRN #
 - Add Permit Information
 - Any screenshot with "error" message

**Fall Grades are due no later than
Thursday, December 17th, 2020.**

Questions? Please contact the Faculty Services team at OCCFacultyservices@occ.cccd.edu for assistance. We will be glad to help 😊

For the safety and well-being of our community, the Enrollment Center is temporarily closed until further notice. During this time, we are available to assist students and faculty via email.