EL CAMINO COLLEGE
Admissions and Records

MEMORANDUM

TO: El Camino College Faculty
FROM: Espe Nieto, Assistant Director, Admissions & Records
SUBJECT: **ATTENDANCE ACCOUNTING INSTRUCTIONS FOR FALL 2014**

ONLINE ONLY REPORTS
The **No-Show** and **Active Enrollment (Census) Reports** will be processed online only.

INSTRUCTIONS
Faculty will receive **Temporary Attendance Records** by the middle of the first week of the semester. Prior to the start of class, print your rosters on MyECC. Students will have the ability to register through Wednesday, August 20. Therefore, for the most accurate rosters, please print them after 12:00 am on Thursday, August 21. Do not add students to the Temporary Attendance Record before reading the instructions contained in the **Online Add Procedure**.

WAIT LIST
Instructors **MUST** add students to the class in the order in which they appear on the waiting list before you add students that do not appear on the wait list. Please see the online add instructions on how students need to add the class. Once classes begin, waitlisted students will not be automatically added to the class regardless of how many students drop the class or are dropped by the instructor in the online no-show report. Waitlisted students must be given an add code and a copy of the "Online Add Process" instructions.

ADDING STUDENTS TO CLASS
Students must add the class online using the add stickers provided to each instructor. Assistance will be available in the East Lounge in the Student Activities Center from Monday, August 25 to Friday, September 5, 2014. Please see Online Add Assistance flyer for hours of operation. There will be no late adds. A student who fails to officially add a course by the deadline will not be added, unless the instructor states in writing that the student could not add due to faculty error. The add deadline for full semester classes is Friday, September 5, 2014. For short term classes, please consult the Short Term Calendar.

FIRST CLASS MEETING – ONLINE NO-SHOW REPORT
Instructors must submit the **No-Show Report** online. Please follow the attached instructions. Note: a student who does not attend your first class session and has not made prior arrangements with you must be dropped. Instructors may not carry a "no show" student on their roster beyond the census date. The district may not collect apportionment for "no show" students and these students cannot be given a letter grade or a "W." Note: the Chancellor's Office has made it clear that collecting apportionment for a student who never attended is fraud.

CENSUS – ACTIVE ENROLLMENT REPORT
Census day is Monday, September 8, 2014 for full semester classes. Short term and positive attendance classes have different processes and dates. Please consult the Short Term Calendar. Please submit your **Census** or **Active Enrollment Report** (AER) online. Instructors will receive online **Census (AER)** reminders at the beginning of week two. Once instructors have submitted their **Census (AER)** online, instructors may still drop students online in the following weeks. In week eleven, instructors need to review your class rosters one more time to clear the roster of any student who has ceased attending and who will receive a "W." Any student not dropped by the "W" deadline, must receive a letter grade.

REINSTATEMENTS AND SECTION LEVEL TRANSFERS

Reinstatements should be recorded on the **Reinstatement** form available in the division/department office. Reinstatement is approved only if the student was originally enrolled and on the roster at the start of the first class session or officially added during the add process. **Level or Section Transfer** forms allow you to transfer students from one level or section to another within the same discipline. Questions regarding reinstatements and section level transfers should be directed to DeVon Scott at ext. 6161.

ATTENDANCE AND DROP DATES

Regular attendance is expected of every student. Students whose absences from a class exceed 10% of the scheduled class meeting time may be dropped by the instructor.

All students enrolled in class after the twelfth week of instruction (full semester courses) must receive a letter grade (A through F) when grades are submitted. In extenuating circumstances, a student may petition for assignment of a "W." Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. These student petitions must be filed in the Office of Admissions.

Instructors must use the online **No-Show Report** or online **Active Enrollment Report** to drop students from class. Instructors should complete these reports carefully, as each is an official document used by the college to support federal and state funding. These documents are subject to federal, state, and college audits.

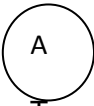**RECORD KEEPING & THE GRADE PETITION PROCESS**

Effective Spring 2008, El Camino College adopted a comprehensive Grade Petition and Grade Appeal Process. This policy and procedure requires all instructors to maintain complete and accurate records on grades and attendance for every student for at least two years. Please consult with your division/department office if you have any questions.

ATTENDANCE AND GRADE REPORTS

Instructors must use the symbols below in recording attendance. Consistent use of these symbols will assist all parties in a grade petition or grade appeal.

SYMBOLS TO BE USED IN ATTENDANCE ACCOUNTING:

A = UNEXCUSED ABSENCE

Ⓐ = EXCUSED ABSENCE due to illness, doctor or dental appointment, etc.

T = TARDY

W = WITHDRAWAL (Drop) - Excessive absence drop date. Enter excessive absence drop date after   name on the Attendance Record. Place a "W" in the column of the Attendance Record corresponding with the excessive absence drop date. (See previous page: ATTENDANCE AND DROP DATES).

I (+Grade) = INCOMPLETE - An "I" is assigned to a student who has not taken the final exam or completed other assigned work and will be given permission to complete the requirements within six weeks of the next regular semester and receive a grade based on the complete requirements of the course. The letter grade assigned for this course is based upon partial completion of the course requirements. If the student does not make up the incomplete requirements, this letter grade becomes the grade for the course.

OD (Date) = OFFICIAL DROP - (Initiated by the student)