Business Division
Fall 2020
Frequently Asked Questions for Students and Faculty

A. Students are confused on how to "attend" class, which may differ from instructor to instructor particularly those who are asynchronous– an assignment in canvas, logging in, sending an email, etc.

- There are directions at the top of the searchable schedule that helps students determine if they will need to zoom at specific times. Deans have asked faculty to stick to any times published, or if the course is listed "online", then refrain from using synchronous meetings.

Search for Sections (Only view sections, cannot Register)

*disciplines/programs/classes which require activity, labs and or meeting licensing requirements will offer on-campus classes the second 8 weeks of the Fall 20 semester if permitted.

All other classes will be offered online for Fall 20. To understand time commitments, please see the information listed under the "meeting information" column. You have two choices:
1. If there are no days or times listed for the section you choose, the class is 100% online and there are no scheduled meeting days/times. For the Fall 2020 semester, please ignore the wording "lecture times to be announced."
2. If you are choosing a section that lists day(s) and time(s), that means your instructor requires you to meet online during the time(s) and day(s) listed. For the Fall 2020 semester, please ignore the wording "room to be announced." This class will meet online.

	Term	Status	Section Name and Title	Location	Meeting Information	Distance Ed.	Faculty	Available/ Capacity/ Waitlist	Credits
1	Fall Semester 2020	Waitlisted	ANTH-1-2031 (2031) Intro to Physical Anthropology	El Camino Online/Offsite	08/22/2020- 10/16/2020 Online Lecture Days to be Announced, Times to be AnnouncedONLINE, Room ONLI	Meeting Information	A. Vigil	0 / 45 / 5	3.00

- For asynchronous classes, students must engage in the first required interaction of the academic term by the instructor's deadline or within the first five days of the term if no other deadline is provided. A required interaction is any non-optional activity (e.g. discussion forum post, assignment submission, quiz, etc.) administered through Canvas.

B. Canvas shells are not live, when does that occur?

The Online and Distance Education Department publishes Canvas shells the on August 24, unless the faculty member publishes them earlier.

C. Students are not sure how to get added from the waitlist as they cannot log into canvas, so how do they let the instructor know they still want to add?

- The directions below are posted on the Distance Education web page. The link is below .

Closed Classes and the Waitlist

The online Schedule of Classes will tell you if a class is Open, Closed, or Waitlisted. When a class is full, a wait list will open. You may add your name to the wait list if space is available. When both the class and waitlist are full, the class will state "Closed".

Adding a Class

If the class is closed and the waitlist is full, you must contact the instructor and request permission to add. You may reach the instructor by:

- Attending the first class meeting/orientation held on-campus (FOR HYBRID CLASSES ONLY).
- Email. Most instructors prefer email especially if the course does not have on-campus orientation. If you need the instructor's email please contact the Division Office for that class.

If space is available, the instructor will contact the student and provide an add code. Add the class through MyECC or use the Add Form and pay your fees on time. It can take up to 24 hours from the time of your add registration until your class is available in Canvas.

https://www.elcamino.edu/library/distance-ed/applyandregister.aspx

D. How will students on the waitlist know they can be added to the class section?
- Instructors should generally e-mail waitlisted students to determine if they are still interested in adding the class, and, if there is space, to distribute add codes. However, the student may wish to initiate this communication by e-mailing the instructor after registration closes and the add period begins.
- There is additional information on the DE webpage.
  https://www.elcamino.edu/library/distance-ed/applyandregister.aspx

E. Also, how are students to request to be added if seats are open?
- See above

F. Where are instructor emails located?
- Students should be directed to division websites.

G. What role will the division offices have as it pertains to waitlist and adds?
- Division Offices has a role when students encounter problems with prerequisites.
- This semester, divisions are not involved in the third-time repeat approval chain and instead, students need to make this request directly to Admissions using this form:
  - https://elcamino.formstack.com/forms/repeat_petition

- Division voice messages and email accounts should be checked every hour during the first two weeks of the semester to assist students with problems. Division staff can either call back with assistance, reach out to the faculty of record for the class the student wishes to add and/or reach out to the dean(s).

H. How will faculty receive add codes?
- Admissions & Records will send add codes directly to faculty prior to the beginning of classes.
- Faculty will distribute the add codes to students on the waitlist first, and then others requesting to add

I. Students have been asking if they need to log in on August 22nd since the class schedule may list Saturday as the first day of class.
- Every faculty should email his/her class(es) to provide the first day rules.
- Students are advised to log into Canvas prior to the first class session, but it does not need to be on Aug 22.

J. Other faculty best online practices for the first week to promote student success.
- Provide students a simple online assignment the first day as a means of taking attendance
- Stick to published class times if you expect students to attend live Zoom sessions.
- Communicate early and often with your students.
- Contact students on the waitlist to let them know if they will or will not be added to your sections.

K. Business Division Guidance

If students need to reach the division office staff, the office email address is: **businesseducation@elcamino.edu.** This email address is checked very frequently Monday through Friday.

Below are links to the most common requested forms (note: 3rd time repeat and grade change petitions are now handled through Admissions and Records not the division office)

- Link to prerequisite clearance form and directions https://www.elcamino.edu/academics/business/PREREQUISITE%20CHALLENGE%20FORM.pdf
- Repeat petition https://elcamino.formstack.com/forms/repeat_petition
- Grade change request https://elcamino.formstack.com/forms/student_grade_change
- Student reinstatement form – Faculty only: Please contact the division office for an electronic copy