

News

YOU CAN USE

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NO SHOW REPORTS- OUR OBLIGATION

Processing the No Show Report must be completed in a timely manner because:

- It is the college's obligation to clear rosters of students who have never attended or participated in an online class by the No Show Deadline.
- It gives the opportunity for another student to add the class.
- It is a Title IV Regulation (Financial Aid). Financial Aid funds should not be disbursed to students who never attended or who are not actively attending/participating in the class by the No Show deadline.

Sunday, September 11 is the last day a student can add the student can add 16 week courses (In person and Online). All short term classes the deadline to submit No Show is the same as the last day to add/last day to drop without notation dates on your class rosters. The dates vary depending on the days the course meets.

If after submitting the form there is a student that you still need to drop as a No Show please immediately submit the online [Drop For No Show Form \(Faculty Resource Record Keep Webpage\)](#)

Term: 2022/FA Start: 8/27/2022 End: 12/16/2022

Last day to add: 9/11/2022

Last day to drop: 11/18/2022

Last day to drop without notation: 9/11/2022

Active (36)

Student ID

Term: 2022/FA Start: 9/17/2022 End: 12/16/2022

Last day to add: 10/1/2022

Last day to drop: 11/21/2022

Last day to drop without notation: 10/1/2022

Registration Processes



ADD CODES

Add Codes are needed when the class begins through the last day to add the course (See example on page 1). Add codes will not work after this date. Short Term courses deadlines vary depending on the dates the class meets but are the same as the last day to add the course (see example page 1). Students should be encouraged to add the class immediately. If the student has any problems adding the course, prior to the deadline, they should visit the A&R office or use the online [Add/Drop Form](#) found on the A&R webpage under Forms. Students who are not officially added by the deadline will not be added to the class.

Please check your rosters daily during the add code period to ensure that the students you issued add codes to are indeed officially enrolled.



REINSTATMENT

It is up to the instructor whether or not to reinstate a student. The student must have been officially enrolled in the class in order to be reinstated. If you drop a student as a No Show and wish to reinstate please use the below form. Students who don't use the add code or on the waitlist do not qualify for reinstatement. Reinstatement has never been easier with the [Faculty Reinstatement Form](#)

IMPORTANT DATES AND DEADLINES*

First Day to Apply for Fall Degrees and Certificates	Monday, August 29, 2022
Labor Day Holiday – (Campus Closed)	Monday, September 5, 2022
Deadline to Complete the ‘No Show’ Report (Full Semester Courses)	Sunday, September 11, 2022
Last Day to Add (Full Semester Courses)	Sunday, September 11, 2022
Deadline to Complete the ‘No Show’ Report (Full Semester Courses)	Sunday, September 11, 2022
Last Day to Drop and be Eligible for Enrollment Fee Refund (Full Semester Courses)	Sunday, September 11, 2022
Last Day to Drop Without Notation on Permanent Record	Sunday, September 11, 2022
Online ‘Active Enrollment-Census’ Report Processing Begins (Full Semester Courses)	Monday, September 12, 2022
Deadline to Complete the ‘Active Enrollment-Census’ Report	Monday, September 19, 2022
Last Day to Apply for Fall Degrees and Certificates	Friday, October 14, 2022
Mid Term Classes Begin	Saturday, October 22, 2022
Forecast of Grades Begins (Full Semester Courses)	Monday, October 24, 2022
Veterans Day Holiday (Campus Closed)	Friday, November 11, 2022
Deadline to Drop Students with a ‘W’ (Full Semester Courses) {after this deadline students that remain on the roster must receive a grade}	Friday, November 18, 2022
Forecast of Grades Ends	Friday, November 18, 2022
Thanksgiving Day Holiday/Weekend	Thursday and Friday, November 24 - 25, 2022
Fall Semester Ends	December 16, 2022
Fall Grades are due 7 days after the final exam is given	Final Grade Memo will be issued before Mid Term grades are due
Online Canvas Grade Pass-Back begins Once your Grades are submitted	
*Dates in the above schedule are based on Full Semester Courses	
Short Term Courses have Deadlines Based on the Dates the Course Meets	

ASSISTANCE

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Computer Access

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[A & R Faculty Resource Record Keeping Information and Faculty Forms](#)

