

WELCOME BACK!

IMPORTANT
SPRING 2010 CLASS LIST INSTRUCTIONS
PLEASE READ CAREFULLY

Attached is the Wait list and Add Authorization Codes for
your **SPRING 2010 class**.

This is the only printed material you will receive this quarter.

Log into the faculty portal at <http://portal.deanza.edu>. (You will need to have Adobe Flash Player Version 10.) **Contact ETS 408-864-8324, techhelp@fhda.edu, or visit <http://www.deanza.edu/forfaculty/> if you need help logging into the portal.**

Print your class list(s) beginning April 5th (registration continues through April 4th). The Portal provides real time roster information throughout the term, including add/drop status. **Complete your (No Show) and other drops online the first two weeks of the quarter.** Faculty with no drops during the first 2 weeks must confirm this for audit purposes. Please email Joan Ferrick (penaferrickjoan@fhda.edu) by April 26, with **No CENSUS DROPS** in the subject line and your course name/section number(s) in the message area.

1. **TO DROP STUDENTS:** Log into your portal after the first meeting of the class to drop students who *never attended*. You can continue to drop students as never attended on your portal (April 5th to April 17th). Students receive no grade of record and a refund (if requested).

If you miss the April 17 date to drop No Show students, submit Addendum forms to Admissions and Records in person at the Faculty Window no later than 1PM April 23rd. Saturday & Sunday courses are due 5PM April 26th. Remember: Title V requires faculty to drop all no shows.

April 18th to April 24th you can continue to drop students on your portal with **no grade of record**. Students will not be eligible for refund at this point.

2. **WAITLIST:** If your class closed during registration and a wait list was created, that wait list is included. **Add students in the order listed on the enclosed Wait List to fill available vacancies in your class.** Students on the wait list were informed they must attend the first class session in order to be considered for addition to your class.
3. **TO ADD STUDENTS:** (April 5th to April 17th)
Attached is the Add Authorization Code List for each of your classes.

To add a student, give the student an add label. The student must use the add code to add online. Faculty may bring a signed Addendum to Admissions and Records in person at the Faculty Window no later than 1PM April 23rd (Saturday & Sunday courses are due 5pm April 26th) for students who miss the deadline for using their add codes.

NEW: Late add petitions (after the 3rd Friday of the term) may be submitted for the Vice President of Instruction's approval. Documentation of attendance and/or class participation within the first two weeks of the quarter should be attached to the Addendum.

(Over)

4. **“W” DROPS: (April 26th to May 28th)**

Withdraw students with a “W” using your Portal. (**Backdating withdrawals on the portal is not possible.**) Drop students who stopped attending or those who exceeded your attendance policy by May 28th. **If you miss the deadline, you may submit an Addendum to Admissions and Records Faculty Window no later than 1PM June 4th. (Saturday & Sunday courses are due 5pm June 7th.) (Per the Vice President of Instruction No Late Drops will be processed past the deadlines.)**

5. **End of Term Adds/Drops**

End of term adds/drops must be approved by the Vice President of Instruction.

For late adds: Documentation of attendance and/or class participation or assignments should be attached to the new Addendum. **Late drops** must include documented “extenuating circumstances” approved by Title V. The new Addendum form can be found on the For Faculty Web Page at <http://www.deanza.edu/forfaculty/index.html>

Non-Standard Courses: (non 12 week courses)

Add and Drop dates for these courses depend on the number of weeks of instruction for your class. If you have any questions you may contact Joan Pena Ferrick at X8721, penaferrickjoan@fhda.edu or Brian Roberts at X8723, robertsbrian@fhda.edu.

POSITIVE ATTENDANCE SCANNER:

You will receive Positive Attendance Scanners in your mail box in the De Anza College mail room on Friday, June 18th for regular 12 week classes, and the week before a non-standard course ends. **ALERT: YOU CAN NOT DO YOUR POSITIVE ATTENDANCE ONLINE. ALL POSITIVE ATTENDANCE HOURS DUE JUNE 30TH.**

GRADES:

All online grades are due 3 working days after finals. All Grades Due JUNE 30th.

Each student must receive a grade on the final online grade report.

Online grades will be available June 26th through July 2nd. **This will be for ALL Courses.**

No grade scanners will be printed. NOTE: Faculty should retain attendance and student grade calculations for three years in case of a grade dispute. Documents may also be submitted to Admissions for scanning.

Each student must be assigned a grade. No end of term Ws can be assigned.

- ▶ In letter-graded courses, authorized grades are A+, A, A-, B+, B, B-, C+, C, D+, D, D-, F, & I.
- ▶ In pass/no pass classes, an "A", "B", or "C" will default to a pass (P) grade; "D" or "F" will default to no pass (NP).
- ▶ If you assign an incomplete grade (I), submit an **Incomplete Contract to Admissions and retain a copy for your records.**

REMINDERS:

- No grades, scores, or test results may be posted or displayed in any public place using students' ID numbers or any portion of their ID numbers. This includes web posting.
- **Grade Changes:** Title V of the California State Administrative Code states, “The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency.”

*GRADING POLICY information is on pages 25- 26 of the De Anza College Catalog**