**Adjunct Study Skills 232**



 **ADD CODE PROCEDURES**

 **WEEKS 3 & 4 (page 1)**

 ***Deadline to register with an add code is Friday of Week 4***

**WEEK 2: Friday at Roundtable #1**

**BEFORE YOUR GROUP SESSIONS:**

1. Pick up your Add Codes on Friday at RT #1. If you can’t make it, the Add Code Form will be in your mailbox.
2. You are given 10 add codes per group session.

**WEEK 3: Group Sessions Start (except any groups scheduled on a holiday)**

**AT THE START OF YOUR GROUP SESSIONS:**

1. Greet the students warmly and welcome them. If there are more than 10 students present, explain that you have 10 add codes to give out in this session, and only 10 spaces in the group. Anyone without an add code must leave. Refer them to the Adjunct Tutor Schedule and show them other tutor’s schedules. If they cannot find another group this week, have them come back in Week 4 to see if there is room.
2. Give add codes and CRN to the first 10 who are seated and on time. As you give each one, write the student’s name clearly on the Add Code Form. **Urge them to go to MyPortal and use the add code immediately after the session**.
3. Copy the names from the Add Code Form to the Group Attendance Roster.
4. Have students sign in on the Group Attendance Roster (and sign out at the end.)
5. Explain the Attendance Policy: Groups must meet for 50 minutes. No credit if a student is more than 15 minutes late or leaves early.
6. Pass out the Syllabus and Student Checklist and have them all refer to the **add/drop deadlines** (refer to Syllabus for exact dates. These deadlines are absolute—no exceptions.)
* Deadline to add class is **Friday of Week 4 at 11:59pm.**
* Deadline to drop with a refund is **Monday of Week 4 at 11:59pm** (yes, unfortunately this is before the deadline to add ☹ )
* The deadline to drop *without* a grade of record (W) is **Wednesday of Week 5 at 11:59pm**.
* The deadline to drop *with* a grade of record (W) is **Wednesday of Week 10 at 11: 59pm**.
1. (Refer to **Adjunct 1st Session Tips** for advice on Icebreaker and Reviewing Student Guidelines)
2. Hand out Student Contracts, ask them to sign it, then collect them back.
3. Turn Student Contracts in to Karen’s mailbox in Weeks 3 and 4, along with the add code and attendance forms (see below.)
4. Don’t forget to have students sign out at the end of the session.

**AFTER YOUR LAST GROUP SESSION IN WEEK 3:**

1. **Make a copy** of your **Add Code Form** and **Group Attendance Rosters** with the names of the students who received add codes (mandatory). You may use the copy machine in Library 107; the copy code is taped on the bottom of the electric pencil sharpener in the copy room. If you have trouble, please ask Pat Dowling.
2. **Put the copies in Karen’s mailbox in Library 107 by Friday of Week 3 – we close at 12:30pm.** (mandatory).
3. Keep the original Add Code Form to use in Week 4, if more students come to add.
4. Keep the original Group Attendance Rosters—you will need them each week for students to sign in/out. You will turn in these Group Attendance Rosters (originals) at the end of the quarter to document full attendance credit. Do not lose them!

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 **ADD CODE PROCEDURES**

 **WEEKS 3 & 4 (page 2)**

 ***Deadline to register with an add code is Friday of Week 4***

**WEEK 4: Group Session Continue**

**AT THE START OF GROUP SESSIONS:**

1. In Week 4, give out any remaining add codes to students who want to join, if space is still available. **Urge them to go to MyPortal and use the add code immediately after the session.** Remind students again that the deadline is to add Adjunct Skills 232 is Friday of Week 4.
2. Students wanting to add in Week 4 after your sessions are over may receive an add code in person by visiting the Academic Skills Center by Friday at 12:30pm in Week 4. (This requires that the Skills Center’s staff have copies of your Add Code Form by that time, so we know how much space remains in each of your groups. )

**AFTER EACH OF YOUR GROUP SESSIONS in WEEK 4:**

1. Make a new copy of your Add Code Form listing the students who received add codes (mandatory).
2. Make a new copy of your Group Attendance Rosters (mandatory).
3. Put these copies in Karen’s mailbox in Library 107 immediately following each group in Week 4 (mandatory).

Note: This is the second time you are making copies—we need to have this updated information immediately following each session(s.)

1. E-mail Karen or leave a note in her mailbox if any groups had zero students show up, because after Friday of Week 4, we will cancel these groups and update the web site to reflect these changes.

**WEEK 5:**

**The ADD CODE Deadline is over!**

The deadline to drop *without* a grade of record (W) is **Wednesday of Week 5 at 11:59pm**.

1. Before your group sessions, pick up the registration list from your mailbox (mandatory).
* Maintain confidentiality with all documents and do not share with students.
* This list contains ALL the students in all the groups for the particular content course/instructor.
1. Highlight the students who appear on your Group Attendance Rosters. If you have students on your Group Attendance Roster who are *not* on the registration list, they have missed the deadline to add.
2. If students sitting at the table are not on the registration list in Week 5, they must leave. You may refer them to the SSC for other forms of tutoring. There are no late adds after 11:59pm on Friday of Week 4.
3. If you have students who are on the registration list and Group Attendance Rosters who do not show up, please contact them by phone or email. You may also use Catalyst🡪Participants.

\*Questions? Please contact Karen Oeh in the Skills Center at (408) 864-8253 or oehkaren@fhda.edu.