**Adjunct Study Skills 232 & 233**



 **ADD CODE PROCEDURES**

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

**The Big Picture:**

The process for adding SKIL 232 & 233 classes is a bit complicated. These are late-start courses, linked to specific content courses, coded as online, but requiring on-campus attendance at groups that are formed according to students demand. Students cannot pre-enroll; they must wait until week three to receive the add code at the group they would like to attend. Deadlines are quite tight—if a student adds on the last day, for example, there is no way to drop for a refund or avoid a W. Because space in the groups is limited and because we many need to cancel or consolidate groups with too few students, we need up to date information for each section. **Bottom line**: Adherence to each item listed here is MANDATORY. Students will suffer if you don’t follow the instructions carefully.

**DEADLINES** (see Syllabus for exact dates.)

* Drop with a refund by **Friday of Week 3** (date:\_\_\_\_\_\_\_\_). Yes, unfortunately this is before the deadline to add ☹.
* Add by **Thursday of Week 4** (date:\_\_\_\_\_\_\_\_).
* Drop *without* a grade of record (W): **Thursday of Week 4** (date:\_\_\_\_\_\_\_\_).
* Drop *with* a grade of record (W): **Monday of Week 10** (date:\_\_\_\_\_\_\_\_).

**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 SKIL 232 and several SKIL 233 add codes per group session.

**WEEK 3: Group Sessions Start (unless groups session falls 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. IMPORTANT--REPEATABILITY: Before giving an add code, ask each student if he or she has ever taken Skills 232 before. First-timers enroll in SKIL 232, repeaters enroll in SKIL 233.
3. Give add code and CRN for either 232 or 233 to the first 10 who are seated and on time. As you give each one, write the student’s name clearly on the correct Add Code Form.
4. **Urge them to go to MyPortal and use the add code immediately after the session**, well before the deadline. Warn them to confirm that the class has been added—do not assume that it worked. Note: If a student is adding on the last day and has trouble, please advise them to go to Admissions and Records office an ask for Barry Johnson or Joan Pena-Ferrick.
5. Copy the names from the Add Code Form to the Group Attendance Roster. Note any students who got codes for SKIL 233.
6. Have students sign in on the Group Attendance Roster (and sign out at the end.)
7. Explain the Attendance Policy: Groups must meet for 50 minutes. No credit if a student is more than 15 minutes late or leaves early.
8. 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.
9. Conduct your session—have fun! (Refer to **Adjunct 1st Session Tips** for advice on Icebreaker and Reviewing Student Guidelines.)
10. Hand out Student Contracts, ask them to sign, then collect them back.
11. Turn Student Contracts in to Stephanie’s mailbox in Weeks 3 and 4, along with the add code and attendance forms (see below.)
12. Don’t forget to have students sign out at the end of the session.
13. Remind them again to go to MyPortal right away to add, and confirm add.

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

1. Make a copy of your **Add Code Forms** and **Group Attendance Rosters** with the names of the students who received add codes. You may use the copy machine in the SSC; 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 Stephanie’s mailbox in Library 107 by Friday of Week 3 – we close at 12:30pm.
3. Keep the original Add Code Form to use in Week 4, if more students come to add.

1. 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!

**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
2. Make a new copy of your Group Attendance Rosters .
3. Put these copies in Stephanie’s mailbox in Library 107 immediately following each group in Week 4. Note: This is the second time you are making copies—we need to have this updated information immediately following each session(s.)
4. E-mail Stephanie 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.

**\*Note: If a student tries to add or drop on the last day and has trouble, please advise him or her to go to Admissions and Records office an ask for Barry Johnson or Joan Pena-Ferrick.**

**WEEK 5:**

**The deadline to add, or drop for a refund, without a W is over!**

The deadline to drop *with* a grade of record (W) is **Monday of Week 10.**

1. Before your group sessions, pick up the registration list from your mailbox .
* 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 own Group Attendance Rosters.

1. If you have students on your Group Attendance Roster who are *not* on the registration list, unfortunately they have missed the deadline to add, and cannot attend the group and must leave. You may refer them to the SSC for other forms of tutoring. There are no late adds after the deadline.
2. 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 e-mail. You may also contact them via Catalyst🡪Participants. Encourage them to remain in the group, since they have missed the deadline to drop with a refund and without a W. You may also contact them via Catalyst🡪Participants.

THANK YOU! Your attention to detail in this process is essential!

Questions? Please contact Stephanie Pham in the Skills Center at (408) 864-8253 or phamstephanie@fhda.edu