

Class Roster Guide Summer 2021

Class Roster Information - You have two types of Class Rosters in MyWCC to utilize.

1. To access your roster of registered and waitlisted students:

Log into *MyWCC/ORAWEB Reports/Faculty Reports/Class Roster*

Students registered in your class with a PREREQUISITE OVERRIDE have '+' by their name.

Waitlist information – before the session start, the roster displays your current waitlist information.

After the session start, the archived waitlist displays students on the waitlist as of the end of registration.

NOTE: Students cannot add themselves to the waitlist after the end of registration.

The archived waitlist does NOT display every student that was ever on your waitlist during registration.

Before your session begins, WCC removes students from waitlists if they are dropped for non-payment from other classes.

2. To access your roster with transcripts and photo ID:

Log in to *MyWCC/Faculty Services/Class Roster/Guide*

To access the student's transcript, use the link on the right side of the display.

How students 'Late Add' your section?

-Students may only add your section with your electronic approval.

To access the faculty approvals (all approvals are performed online):

-Login into *MyWCC*.

-Click on the *Faculty Services* menu selection.

-Click on the *Course Approval/ Faculty Approvals* menu selection.

-Select the semester.

-Enter the student ID.

The screenshot shows a web browser window with the URL https://denis.wccnet.edu/jsp/oraweb/awp/prapip_wcc_fa_form. The page title is "Faculty Approvals" and it is part of the MyWCC system. The navigation menu includes: Main Menu, Student Services, Financial Aid, Faculty Services (selected), Employee, Oraweb Reports, Personal Information, and WebTailor Admin. The user is identified as Kathy S. Currie, Fall 2012, with a session time of Aug 20, 2012 11:06 am. The form displays the following information:

- Student Name:** Courtney WCC-TEST ID @00369373
- Academic Levels:** Math 1 Reading n/a Writing 6

Below this information, there is a section for selecting an approval type:

Select one approval type (plus 48 hour limit if desired) and a course you teach. All approvals below will override any course prerequisites so click Check Prerequisites to find out if the student meets them. Click Submit if you want to give the student permission to register.

- Give permission to register above class capacity**
Allow a student to register if your class is full
- Give permission to register after start of session**
Allow a student to register after the class meets (unless class is full)
- Give permission to register and waive all registration restrictions**
This waives all restrictions including corequisites
- Add 48 hour limit on registration**
On the date you submit the approval listed above, the student will have the remainder of that day plus the next two calendar days to register. The approval will expire on 08/22/2012 at the end of the day.

A "Course" dropdown menu is present with the text "Select a course".

Below the course selection, there is a note: "Giving an approval will give the student permission to add the course. The student must still register for the course and pay by the payment deadline, which may be the same day he/she registers."

At the bottom of the form, there are three buttons: "Submit", "Check Prerequisites", and "Select Another Student".

RELEASE: 8.2

Please note: You are only giving permission for the student to register. The student must complete the registration process after the approval is given. A notice is sent to the student's WCC email account informing them that approval has been granted.

Review your roster(s) shortly after the add deadline and verify that all students attending are registered.

Process for Faculty Drop

Based on when your individual section meets, you may submit a Faculty Drop for missing students. If you submit a Faculty Drop - the student will NOT display on your roster. The student receives a refund of tuition. This process is not required, but is available for you to use if you want to faculty drop students who don't attend to make room for students who may be on a waitlist.

How to submit a Faculty Drop

1. Navigate to the Faculty Drop Entry Form under the Faculty Services menu in MyWCC.
2. Determine if the student is eligible to be faculty dropped.

On Campus Criteria:

Student did not attend the first two class meetings.

Distance Learning Deadline:

The student has not academically participated and has not responded to a minimum of two emails from you.

3. Submit the Faculty Drop request by the deadline.

On Campus Deadline:

Must submit faculty drop by midnight on the day following the 2nd meeting. For example, if your class meets on Monday & Wednesday you must faculty drop the student on Thursday before midnight.

Distance Learning Deadline:

Must submit faculty drop by midnight on the 11th day of the session. Review the Important Dates Calendar (page 5). The student has 10 days to be academically involved

Please Note:

- **Students that have selected Audit as their registration status are ineligible to be dropped.**
- **Classes offered in shortened special sessions are ineligible for drops (HSC 100, ACS 122).**

Attendance Reporting Information

Department of Education and Veterans Administration require that students attend class at least once before their financial aid is released.

When/How to Complete the Report

Attendance verification is available in MyWCC under the Faculty Services menu.

Face-to-Face and Blended Classes:

- Verification of attendance only needs to be completed once for each student.
- Attendance can be verified starting with the first class meeting. A student must be physically present in the classroom.
- A student cannot be marked as not attending before the 2nd class meeting.
- Please make sure attendance verification has been done on all students by midnight the day after the 2nd class meeting.

Distance Learning Classes:

- Verification of attendance only needs to be completed once for each student.
- Attendance can be verified any time during the first week of class.
- A student cannot be marked as not attending until the 11th day of the session. Please make sure attendance verification has been done on all students by midnight on that day.
- A student must complete an assignment or participate in a chat session. Phone calls or emails from the student do not count as attendance.

Please Note:

- **Late Adds:**
 - After class has begun, remember to verify attendance for anyone to whom you grant permission to add. Please keep in mind that students will not show up on the Attendance Report until after they register for the course.
- If you wish to allow a dropped student back into your class, give the student an override to register and then verify attendance.
- Financial aid cannot be posted until attendance is verified.
- Students using veteran benefits or federal financial aid who are confirmed as not attending at least one of the first 2 class sessions will be dropped.
- If a student has not attended the first 2 class sessions and you want to ensure they are dropped, use the Faculty Drop process in addition to the Attendance Reporting. **Only veterans and financial aid students will be automatically dropped for non-attendance.**

Note: Once attendance has been verified, you cannot change the student back to non-attended. Email kcurrie@wccnet.edu if you have any questions or have made a reporting error.

Mid Term Grading:

While you may notify a student of their academic status in several ways, it is recommended that you use the method below to create a record of that communication. You will receive an email when the midterm grade worksheets are available in MyWCC. Please review the Important Dates Calendar (see page 5) for the dates that you may submit Mid Term Grades.

To submit midterm grades:

- Log into *MyWCC* and select the *Faculty Services* menu
- Click on *Grading*
- Click on *Grades Final & Midterm*
- Be sure to select the Midterm tab
- Click on the course to bring up the roster
- Enter midterm grades

Need Assistance? Email facsupport@wccnet.edu

Instructional Semester Dates-Summer 2021

Part of Term	Session Description	Session Start	Session End	Drop Deadline (100% refund)	Faculty Drop	Add Deadline	Withdraw Deadline	Mid Term Grade Sheets Available Through	Final Grade Sheets Available	Grades Due at Noon	Grade Changes Available*
2	1st 7 1/2 weeks	10-May-21	30-Jun-21	17-May-21	See Faculty Drop note below	20-May-21	5-Jun-21	22-Jun-21	23-Jun-21	2-Jul-21	3-Jul-21
3	1st 10 weeks	10-May-21	21-Jul-21	19-May-21		22-May-21	14-Jun-21	13-Jul-21	14-Jul-21	23-Jul-21	24-Jul-21
5	2nd 10 weeks	24-May-21	2-Aug-21	3-Jun-21		6-Jun-21	28-Jun-21	25-Jul-21	26-Jul-21	4-Aug-21	5-Aug-21
9	1st 12 weeks	10-May-21	2-Aug-21	21-May-21		24-May-21	21-Jun-21	25-Jul-21	26-Jul-21	4-Aug-21	5-Aug-21
16	1st 6 weeks	10-May-21	21-Jun-21	15-May-21		18-May-21	30-May-21	13-Jun-21	14-Jun-21	23-Jun-21	24-Jun-21
17	2nd 6 weeks	22-Jun-21	2-Aug-21	28-Jun-21		1-Jul-21	13-Jul-21	25-Jul-21	26-Jul-21	4-Aug-21	5-Aug-21

*You can correct a final grade online through MyWCC for 30 days after the end of the session. MyWCC\Faculty Services\Grading\Grade Audit

Faculty Drop: Distance Learning format- You can faculty drop a student on the 11th day of the session only.

Mixed Mode and Virtual format- You can faculty drop a student on the day following the 2nd meeting only.