

Class Roster Procedures

The following schedule will be adhered to each semester regarding the processing of class rosters:

1. An initial class roster will be provided to each faculty member prior to the beginning of the first scheduled class meeting.
2. The second class roster will be provided to each faculty member at least two weeks prior to the 45th Day certification date.
3. The second class roster will be returned to the Admissions & Records Office at least one week prior to the 45th Day certification date with any enrollment changes, i.e., withdrawals or additions to the class.
4. Student withdrawals that are annotated on the second class roster will include the reason for withdrawal and the last date of attendance as required by Federal mandates.
5. Withdrawals or additions occurring prior to receipt or after return to the Admissions & Records Office of this second class roster will be processed by the Faculty Initiated - Class Schedule Change form (purple form).
6. The 45th Day certification roster will be provided to each faculty member upon the appropriate 45th day date of that semester. The officially certified class enrollment influences college wide funding and can impact the financial aid status of students.
7. The 45th Day certification roster requires each faculty member to sign and date the statement on the roster that attests to the fact that each student listed on the roster is enrolled and attending the class.
8. The 45th Day certification roster needs to be returned to the Admissions & Records Office by the appropriate deadline stated on the accompanying memo.
9. NO OTHER ADJUSTMENTS TO ENROLLMENT ARE PERMITTED ON THE 45TH DAY CERTIFICATION ROSTER.
10. If a change to the class enrollment is made on the 45th Day certification roster, the Admissions & Records Office will process the enrollment change and send a revised 45th Day certification roster to the faculty member for signature.

These procedures apply to Fall and Spring semesters only. For Summer Semesters only an initial class roster will be provided to each faculty member prior to the beginning of the first scheduled class meeting. Changes in enrollment will be processed with Student or Faculty Initiated - Class Schedule Change forms.



45 Day Roster

The following explains the procedures that adjunct faculty must follow to insure that their class rosters are accurate and in compliance with regulations of the college.

Forty-fifth day (45th day) in each semester is the day that class enrollment is official certified - by

your signature. The officially certified class enrollment influences college wide funding and can impact the financial aid status of students.

Estrella Mountain and your students count on you to follow these class roster procedures carefully - insuring the accuracy of certified enrollment in your classes.

Admission & Records Office personnel 623 935.8925, your division secretaries and the adjunct faculty office staff can all provide guidance as you follow the procedures and



meet all necessary deadlines.

Enrollment Grading Information

ENROLLMENT/GRADING INFORMATION

Officially Enrolled Students

IMPORTANT: A student should not be allowed to attend your class unless "officially enrolled." A student can be considered "officially enrolled" if his/her name appears on the printed class roster. A name may not appear for these reasons:

1. Student was dropped for non-payment. Refer student to the Admissions and Records Office (located in Enrollment Services). Student may be allowed to enroll during late registration if the class enrollment limit has not been reached, or by instructor signature.
2. Student may be registered in a different section. Refer student to the Admissions and Records Office.
3. Student registered after the roster was printed. Student should be asked to present his/her computer-generated student schedule invoice as proof of enrollment.

Never Attended vs. Excessive Absence

All students who never attended your class must be reported. Report names by roster or Faculty Initiated Class Schedule Change form to the Admissions and Records Office immediately. Included in this category are students who fail to attend the first and subsequent scheduled class meetings as outlined in the EMCC Catalog.

You also have the option to withdraw students for excessive absence as defined in the EMCC Catalog. Submit a completed Faculty Initiated Class Schedule Change form to

the Admissions and Records Office for each student. When withdrawing a student from your class, we must ask all faculty to submit the last date of attendance (LDA) before we can drop the student (THIS IS NOT OPTIONAL). Please follow the examples below:

Reporting Examples:

Never Attended Student does not attend any classes and does not officially withdraw.

Report as: LDA 01/17/04 (your class start date),
drop reason code 43 (never attended).

Excessive Absence Student attends the first and second class meeting (01/20 & 1/22) and fails to return or officially withdraw.

Report as: LDA 01/22/04
drop reason code 42 (excessive absences).

Credit/No-Credit Grading Policy

Some courses may be taken under a credit/no-credit grading system. These courses carry grades of "P" (credit, equivalent to a grade of "C" or better) or "Z" (no credit) and are not computed in the student's grade point average. Credits earned with a grade of "P" may be counted toward graduation.

In courses with credit/no credit (P/Z) grading, the student may request standard grading (A,B,C,D,F), within 14 calendar days* including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office.

In courses with standard grading (A,B,C,D,F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office within 14 days* including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

Withdrawal Procedure

The official date of withdrawal is the last date of attendance as determined by the student's withdrawal or as reported by the instructor. Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration.

1. Through the 7th week*, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Admissions and Records Offices in accordance with the published deadlines. A grade of "W" will be assigned.

2. After the 7th week*, a student may initiate a withdrawal. The instructor will sign the form and assign a grade of "W" or "Y". This form is then to be returned to the Admissions and Records Office.

3. An instructor has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the instructor. A grade of "W" will assigned through the 7th week*. After the 7th week*, a grade of "W" or "Y" will be assigned. Instructors electing to withdraw students must file a completed withdrawal form in the Admissions and Records.

*Time limits will be adjusted for courses that meet fewer than 16 weeks.

Clean-Up Rosters

Admissions and Records will deliver Clean Up Rosters to the faculty secretary before the 45th day certification. This will be your last opportunity to update your class roster before 45th Day Enrollment Certification Rosters are printed. No changes will be accepted on your Official 45th Day Enrollment Certification Roster which you will receive the first of March.

PREPARING YOUR CLEAN-UP ROSTERS:

1. Indicate changes directly on attached clean-up rosters. Indicate the last date of

attendance and reason (check list of reason codes on this memo). Last date of attendance is required under federal guidelines for ALL W, Y, F & Z's.

2. Sign and date in ink.
3. Keep carbon copy for your files.
4. Submit rosters to faculty secretary.
5. Any changes occurring after you have signed your 45th day roster, please give these changes to the faculty secretary.

WITHDRAWAL/DROP CODES FOR ROSTERS

- 31 Personal illness, hospitalization
- 32 Financial problems
- 33 Accepted employment
- 34 Work schedule change
- 35 Academic Difficulties
- 36 Marriage, change in family status
- 37 Family illness or death
- 38 Transportation problems
- 39 Personal/confidential
- 40 Academic load too heavy
- 41 Military commitments
- 42 Excessive absences
- 43 Never Attended
- 44 Moved
- 46 Placed in alternative course, section
- 47 Death of student