

# Admissions & Records



## Fall 2023 Important Information For Faculty

### Important Reminders

- **Authorization Codes**

Authorization codes for Fall courses are valid through the **ACAD Cutoff Date**, last date to drop a class without “W”. These dates appear on your class list under “**Effective Dates for Course**”.

- **Plus-Minus Grades**

Faculty have the option to use plus-minus grades. If you are planning to use the plus-minus grading system, you must put that information in your course syllabus.

- **Drop for Non-Payment**

Some students have been dropped for nonpayment of fees, and if they have not read their SMCCD email, they may not know it. These students may attempt to add your class. If you have room, please issue them an authorization code. If space is not available and the student believes they were dropped in error, please refer them to the Admissions and Records Office.

- **Academic Integrity Violations**

If you discover that a student has committed a serious violation of Cañada’s Academic Integrity Policy, please report it to the Vice President of Student Services using the “Notice of Student Violation Form”. A full description of Cañada’s AI policy is available at this Webpage. If you have further questions about Cañada’s Academic Integrity Policy, please contact your dean.

### Web Information For Faculty

Federal and state agencies require the District to maintain accurate auditable records of student enrollment and attendance. Please use the important tools available to you in WebSMART to manage your class(es). Using WebSMART, you may access the following important documents from the faculty menu for your class(es) before your first-class meeting:

- **Class List/Waitlist/Attendance**

Please print the PDF formatted class list and use it to verify students who are registered or on the waitlist. This list should also be used to take daily class attendance. It is a requirement to keep attendance for all students. Please print/view *daily* until the end of late registration for the most current record of enrolled students.

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- **Waitlist**

WebSMART accepts wait listing for full classes. **Waitlist** ends when classes begin. The students who have selected the “waitlist” option will appear at the bottom of your class list. The instructor can use the waitlist to prioritize which students will receive authorization codes. In addition, you have the option to send emails just to the students on the waitlist without including registered students. Please be aware that waitlisted students who did not register when contacted via their student email account with the opportunity, were dropped from the waitlist.

Please Note: Prerequisites **Do Not** need to be checked for students that are added into your class from the waitlist.

- **List Authorization Codes**

An authorization code 6 digits code that you give to students so they can add your course using WebSMART.

- You will have access to 25 authorization codes.
- If you need more authorization codes please contact Maria Lara-Blanco, at [lara@smccd.edu](mailto:lara@smccd.edu)
- Authorization codes cannot be issued until the first day of class.
- Authorization codes for Fall courses will be valid through the **ACAD Cutoff Date**. These dates appear on your class list under “**Effective Dates for Course**”.
- If authorization codes have not been generated, the class has been coded to allow students to register without Faculty authorization.

- **Student Contact Information**

You may access student addresses, e-mail addresses and telephone numbers from your web class list by clicking on the student’s name. With just one click, you can send an email to your entire class.

- **Official Class Record**

Please review the official class roster after the late registration period. This list will serve as your official class record. If you have students in your class who are not listed on your official class roster, please guide these students to the office of Admissions and Records for the next steps. All students in your class should be on your official class roster. Complete the “**Petition to Late Add**” to add a student to your class after the late registration period is over.

- **Important Dates**

Please inform your students of the important dates for your class and other dates listed in the attached “Important Dates” calendar. These dates are critical for you and your students. The dates are also displayed on your Class List via your WebSmart account: <https://websmart.smccd.edu>

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## Census and Enrollment Verification:

- **Census Verification**

As faculty, you play an important role in determining which students are not active or no longer active in your course, especially at the start of the term or session. It is vital that you remove non-attending students by census day. Census reporting is required by State Law. To complete census:

- Please check the top of your “**Class List/Waitlist/Attendance**” or “**Census/Enrollment Verification**” form under the effective dates for the **Last Date to Enter Census**.
- Please drop any students who never attended or who stopped attending your class(es).
- After completing your census report, please click the “**submit**” button at the bottom of the screen to complete your census transaction.

- **Enrollment Verification**

- After census, if you choose to initiate a withdrawal for a student who has not attended your class or who has had excessive absences, you may drop them using the “**Census/Enrollment Verification**” form.
- No backdating. The withdrawal will be effective the day you submit the withdrawal for the student on the Web.
- If you withdraw a student in error, contact Maria Lara-Blanco at [lara@smccd.edu](mailto:lara@smccd.edu) to reinstate the student.
- You may use this screen to withdraw a student at any time through the **Last Day to Withdraw** for your course.
- After the “Last Day to Withdraw” for your course, you may not withdraw students on WebSMART, and at the end of the term you must issue an evaluative grade.

## Final Grades and Positive Attendance Hours (End of Term)

- Enter grades and Positive Attendance hours via WebSMART on the “**Final Grades & Positive Attendance Hours**” by the **January 3, 2024: 4:00PM deadline**
- You will receive a confirmation email following your successful grade submission
- Submit incomplete forms to Andrew Soler, from Admissions and Records Office, at [solerandrew@smccd.edu](mailto:solerandrew@smccd.edu)
- It is a requirement to keep your records for three years
- **Grades will be available to students on January 4, 2024: 11:30AM**

## Process for Incomplete Grade Submissions (End of Term)

- When you enter an incomplete grade at the end of the course and or term, you will get a pop-up window which will reflect the cut-off date for the student to

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submit their incomplete work. See the sample pop-up box below. This date will automatically default to one year from the end of the term.

- To finalize your incomplete grade submission, you **MUST** press the submit button for the incomplete grade to be entered into the system.

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Incomplete Final Grades

Fall 2017  
Nov 29, 2017 11:36 am

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

**Course Information**  
**Personal Financial Planning - ACTG 119 OLH**  
CRN: 95258  
Students Registered: 25

Please submit the grades often. There is a 30 minute time limit starting at 11:36 am on Nov 29, 2017 for this page.

The extension date default is Dec 16, 2018. The extension date may have constraints according to level.

Incomplete Final Grades									
Record Number	Student Name	ID	Grade	Rolled	Incomplete	Final Grade	Extension Date	Extension Date	Constraints
							MM/DD/YYYY		
1	Wong, Patricia H.	██████████	IC+	N	C+		12/16/2018		

Please submit the grades often. There is a 30 minute time limit starting at 11:36 am on Nov 29, 2017 for this page.

RELEASE: 8.7 [TITLE IX | ACCESSIBILITY](#)

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## Questions and Additional Help:

For Canvas questions and other technical support:

SMCCD Online Course Support Center (Canvas questions and other technical support)

Phone support: (888) 998-6010

Available Monday-Friday, 6am – 5pm (Pacific)

CANVAS Support Hotline (844) 505-4565

Available Monday-Friday

9am – 9pm (Pacific)

For A&R processes and support:

Maria Lara-Blanco,

Registrar at (650) 306-3122 or email [lara@smccd.edu](mailto:lara@smccd.edu)