Science and Technology Division Meeting Announcements February 2021

Adjunct Faculty Timesheets Due - February 2021 Payroll
Since February 15th is a holiday, the certificated timesheets (Adjunct and Overload) are due to payroll office no later than Thursday, February 11th , 2021.

Please submit hours/days worked for the period from 1/16 through 2/14 and send change forms accordingly.

Any timesheets turned to Payroll Office after the deadline will be processed in March.

Please let me know if you have any questions.

MONTH	TERM	DAYS WORKED	TIMESHEETS DUE: (Change Forms/Timesheets Due to Section Manager/ Payroll Office)	PAY DATE
February- 2021	202103	1/16 – 2/14	2/11/21 TH	2/26/21 F

Please direct questions to Christine Huynh in the Payroll Office (huynhc@smccd.edu)

Census
- Check on the "CENSUS/ENROLLMENT VERIFICATION" form for the last date to enter CENSUS for your class
- You may have a different "LAST DAY TO ENTER CENSUS" for each class you teach
- You must press "SUBMIT CENSUS" even if you do not have students to drop
- If your course is a short course and your CENSUS submission due date has past, your census will need to be manually processed in the Admissions Office
  See the enclosed instructions with the heading "If you did not complete census on time via WebSmart" for how to submit your census
- For semester length courses the last day to submit CENSUS is Sunday, February 7th
- If you have questions, contact: Maria Lara at ext. 3122 or email lara@smccd.edu

COVID-19 Health & Safety Training
Pursuant to California and San Mateo County requirements, all employees are required to complete training focused on SMCCCD's COVID-19 Health & Safety Plan. The training will cover essential aspects of the plan and will be administered through the District's Kenan SafeColleges learning management system. Shortly, you will receive an email communication from SafeColleges [administrator@safecolleges.com] with details for accessing the training module which must be completed by February 26, 2021. There are 9 modules that will take approximately one (1) hour to complete. At the completion of the training module, you will receive a certificate. Your login information is your SMCCCD Onelogin username and password.

For questions regarding the training, please contact Ray Hernandez, Health Branch Director, hernandezr@smccd.edu. For questions regarding the Keenan SafeColleges system, please contact Ingrid Melgoza at melgozai@smccd.edu.

FACULTY DOOR CARDS

At the start of the semester, all instructors are responsible for posting door cards with office hours and teaching or other assignments. Visit https://doorcard.smccd.edu/ to complete doorcards online.

Late Add Course Request and Early Alert Processes

- The Late Add Course Request Process starts Tuesday, February 2nd.
- The Late Add Course Request form is included as an attachment.
- Faculty may put an alert on a student any time after the start of the course through the last day to withdraw for the course.

Registrar: COVID-19 IMPORTANT ITEMS FOR SPRING 2021

- Students will be able to choose the "Pass/No Pass" (P/NP) option of grading through the end of the course.
- Students will be able to withdraw with an "Excused Withdrawal" via WebSMART, which will not affect their academic progress and will receive a refund for the course up to one year after the course ends.
- Nonresident students will have up to June 28, 2021 to request a refund of their nonresident tuition and capital outlay fees.
- Faculty will not be able to issue an "F" or "IF" as a final grade this semester. The "F" & "IF" grade option has been replaced with "No Pass" (NP) & "Incomplete No Pass" (INP).