Cañada College

TO: All Faculty
FROM: Admissions and Records
DATE: February 2, 2021
SUBJECT: Faculty Instructions

LATE ADD COURSE REQUEST PROCESS BEGINS FEBRUARY 2, 2021

- A late add course request form should be given to any student not registered (Form is attached).

- Student should complete the top section of the form and then return it to the instructor.

- The instructor then completes their section of the form and routes it to the respective Division Dean for approval/denial to late add.

- The Dean's approval is required for Admissions and Records to late-add the student to your class. If approved, the student will be provided with an updated schedule bill to present to you confirming enrollment.

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 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).

HOW TO CONTACT STUDENTS WHO NEED EARLY INTERVENTION USING WEBSMART

Faculty may put an alert on a student **anytime** after the start date of the course through the 75% cutoff date which is the last day to withdraw with a W for the course.

E-mails will be sent to students notifying them of the alert and to the Counseling Department.

Once counseling receives the alert, a counselor and/or the retention specialist will reach out the student and will make the appropriate referrals.

HOW TO SEND AN ALERT

- Log on to WebSmart
- To access early alert, select "Detailed Class List/Send Early Alert" from **Faculty Services** menu
- Select a term
- Select the course reference number
- To designate a student as needing an alert, click in the **Alert** column next to the student's ID number
- Select one or more alert types: Academic Progress, Attendance, Work Quality and/or Homework. You may also enter a comment that only a counselor will see, or an additional comment to the student, then **SUBMIT**

Due to COVID-19, the Admissions and Records Office is currently working remotely. Please feel free to contact Maria Lara-Blanco at lara@smccd.edu for any Late Add questions. We will make every effort to get back to you in a timely manner. However, working remotely has slowed down our office, so it may take up to 48 hours for us to get back to you. The staff of the Office of Admissions and Records thanks you once again for your cooperation and patience.