



SANTA BARBARA CITY COLLEGE

To: Faculty
From: Allison Curtis, Director, Admissions & Records
Subject: Spring 2012 ~ Semester Processes

COURSE ROSTERS

Access your rosters by logging into your Pipeline account at <http://pipeline.sbcc.edu> . From your 'teach' tab select 'course rosters'. Four rosters will be available to you:

1. Official Course roster displays currently registered students and add, refund, no show, and withdrawal deadlines for your course.
2. Waitlist Roster displays the students holding waitlist slots in priority order. This roster will be purged on the day following the last day to add for your course.
3. Add Authorization Code roster provides unique add codes for you to give to students you are permitting to add your course (for courses with WL, this roster will be displayed the day prior to the course start date).
4. Dropped Students roster displays those students who have dropped your course on or after the first day of the course or who were dropped for non-payment of fees (DN) or for failure to meet a prerequisite (DP).

ADDING STUDENTS

You may authorize students to add your course through the 'Last Date to Add Class' reflected at the top of your Official Course roster. For most semester length classes this date is February 4, 2012. To permit a student to add, provide them with an Add Authorization Code from the Add Authorization Code roster. Note the student's name next to the code you provide. Remind students that the codes are only valid until the 'Last Date to Add Class'. Direct students to add, validate and submit the add authorization code you provided to them to officially add the class in their Pipeline account. After that date, Late Add Petitions will be required. Verify that the student has added by reviewing your Official Course roster.

NOTE: The last day for students to submit Prerequisite Challenge Petitions for consideration for Spring 2012 is February 4, 2012.

IMPORTANT INFORMATION RE: LATE ADD DEADLINE

AP 5075 Course Adds, Drops and Withdrawals regarding the Late Add Petition deadline. (BOT approved 1/27/2011)

Students who miss the last day to add deadline for a course due to extenuating circumstances may submit a Petition for Late Add to Admissions & Records. In order to be eligible for consideration of a late add a student must have begun attending the course prior to the last day to add deadline. Instructor approval and signature is required for consideration. **The final deadline to submit a Petition for Late Add is the end of the 4th week of the semester for full semester length classes, Thursday, February 16, 2012, (25% length of the class for classes less than full semester in length).**

NO SHOW DROP ROSTERS

Access and submit your No Show Drop rosters from your 'teach' tab. No Show Drop rosters are required. No Show Drop rosters must be submitted online no later than February 4, 2012. For courses less than full semester

in length refer to your official course roster or your online drop roster for the No Show deadline. You must drop any student who never attended/participated. If you do not have any drops to report, select the 'I certify...' button and submit. Please assist SBCC in complying with the state requirement to clear rosters of no shows by the stated deadline.

PASS/NO PASS GRADING

Students may not elect to take a course Pass/No Pass towards their major at SBCC. Please encourage students to check with an academic counselor about the appropriateness of taking a course Pass/No Pass for transfer to another college or university.

Students may not select a Pass/No Pass grading option online. The Pass/No Pass form must be completed by the student with faculty approval signature and returned to Admissions & Records for processing no later than 1:00 p.m. Friday, February 24, 2012. Forms are available in Admissions & Records and online at www.sbcc.edu/forms.

DROPPING FOR NON-ATTENDANCE

You may drop students for non-attendance by accessing your Drop Rosters from your 'teach' tab through the "Last Day to Drop with a W" noted on your Official Course roster. For most full semester length courses the deadline is Friday, March 23, 2012. After that date, you must assign an evaluative grade to all registered students at the end of the semester.

REINSTATING A STUDENT DROPPED IN ERROR

Email Candee Gyll, gyllc@sbcc.edu, with your request to reinstate a student dropped in error. Be sure to include the student's full name, SBCC I.D. (K00000000), CRN (course reference number) and course subject code and number.

ADMINISTRATIVE DROPS and AUDITS

Students may be administratively dropped from your course if they are repeating the course illegally. These students may petition for special consideration in order to retake the course in a future semester. Students ineligible to repeat may audit the class with instructor permission by filing an AUDIT card. Audit cards are due in Admissions & Records no later than Friday, February 10, 2012 at 1:00 p.m.

NON-REGISTERED STUDENTS

Under no circumstances may a student who is not officially registered or officially auditing attend your course. Check your official Pipeline rosters regularly. Refer any student who is attending your course but not appearing on your official roster to Admissions & Records.

FINAL GRADE AND POSITIVE ATTENDANCE ROSTER

Access and submit your Final Grade and Positive Attendance roster (if applicable) from your 'teach' tab. Supporting documentation reflecting student achievement must be submitted to Admissions & Records. More detailed information to follow. Spring 2012 grades and attendance must be submitted no later than Friday, May 25, 2012.

FOR ASSISTANCE

View tutorials created for you by David Wong, Director, Faculty Resource Center at http://frc.sbcc.edu/?page_id=3.

Admissions & Records Faculty Support

- Jamie Richardson, Senior Admissions & Records Technician, ext. 2534 or richardj@sbcc.edu
- Candee Gyll, Senior Admissions & Records Technician, ext. 2530 or gyllic@sbcc.edu
- Angela Summerson, Supervisor, Admissions & Records, ext. 2351 or summerson@sbcc.edu
- Allison Curtis, Director, Admissions & Records, ext. 2352 or curtis@sbcc.edu
- www.sbcc.edu/admissions/facultysupport
- www.sbcc.edu/ferpa

ADMISSIONS & RECORDS HOURS

Monday, Thursday
8:00 a.m. – 4:15 p.m.

Tuesday, Wednesday
8:00 a.m. – 6:00 p.m.

Friday
8:00 a.m. – 1:00 p.m.

Exceptions: Fridays, January 20, January 27 and February 3 from 8:00 a.m. – 4:15 p.m.

See www.sbcc.edu/admissions for additional information.

QUICK REFERENCE: REGISTRATION CODES

RW – Registered via the web
 RE - Registered with assistance in A & R
 DD – Dropped prior to the start of the course
 DN – Dropped for non-payment of fees
 DP – Dropped for prerequisite not met
 DR – Dropped with eligibility for refund
 DX – Class canceled
 NS – Dropped by faculty as a No-Show
 MW – Military Withdrawal
 WC – Withdrawn after census (Drop with ‘W’ notation)

QUICK REFERENCE: FACULTY DATES TO REMEMBER

January 23	Spring Semester Begins
February 4*	Last Day to Submit Approved Add Requests
February 4*	Last Day to Drop without ‘W’
February 4*	Last Day to Drop with Eligibility for Refund of Enrollment and Tuition
February 4*	Prerequisite Challenge Late Review Deadline
February 6	Priority Degree/Certificate Filing Period Begins
February 17	Lincoln’s Birthday, Observance
February 20	Washington’s Birthday, Holiday
February 24	Last Day to Petition for Pass/No Pass Grading
March 22	Priority Degree/Certificate Filing Period Ends
March 23	Last Day to Withdraw from Classes/College
March 26-31	Spring Break
May 12	Last Day of Instruction
May 14-19	Final Exams
May 18	Commencement
May 19	Spring Semester Ends
May 25	Final Grades and Attendance Due
May 28	Memorial Day, Holiday

NOTES:

- 1) The deadline dates reflected here pertain to most full semester length classes. For courses less than full semester in length, please refer to your Official Course Roster for CRN specific deadline dates.
- 2) February 4, 2012 is a Saturday. **Online services only**, in person service is not available.