To: Faculty  
From: Admissions & Records  
Subject: Welcome to Fall 2017

**COURSE ROSTERS**

Access your rosters by logging into your Pipeline account at [http://pipeline.sbcc.edu](http://pipeline.sbcc.edu). From your ‘Faculty’ tab select ‘Class Management’. Several rosters will be available to you:

1. “Print or View your Class roster” displays currently registered students and add, drop and withdrawal deadlines for your course. Deadline dates are computed based on the number of class meetings. **Each CRN may have different deadline dates.**
2. *Waitlist Roster* provides the names of the students who have waitlisted your class(es). Please use this roster on the first day of class to prioritize the distribution of add authorization codes.
3. Add Authorization Code roster provides unique add codes for you to give to students you are permitting to add your class. For courses with *waitlists*, add codes will be available the day prior to the class start date.
4. Dropped Students roster displays those students who have dropped your class 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).
5. Detailed Course Roster for Download. You may also download a course roster into an Excel spreadsheet that will identify the student’s information including: Major, phone, SBCC & Personal Email, and mailing address. Under the “Class Management” link simply click on “Download Class Rosters.”

**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. It is critical to check for the last day to add for each of your CRNS. To permit a student to add, provide them with an Add Authorization Code from the Add Authorization Code roster. Note the student 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 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.

**IMPORTANT INFORMATION RE: LATE ADD DEADLINE**

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 for Fall 2017 (16 week courses) is Friday, September 15, 2017 by 1:00 p.m. (25% length of the class for classes less than 16 weeks in length). **No exceptions.**

**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 by the No Show deadline date noted at the top of your Official Course Roster. 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.** This will also be a good time to verify if you have any students that you had previously given an add code to, but they do not appear on your official roster. Please advise students that they are not permitted to attend your course beyond this point until they appear on your course roster. Please comply with state requirements to clear rosters of no shows by the stated deadlines.
PASS/NO PASS GRADING

Students may not submit a P/NP grading option online. The P/NP form must be completed by the student with an instructor or academic counselor signature and returned to Admissions & Records for processing no later than 1:00 p.m. Friday, September 22, 2017. Forms are available in Admissions & Records and 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. Refer to your Official Course Roster for each CRN last day to withdraw deadline. All students registered after that date must be assigned an evaluative grade at the end of the Fall session.

REINSTATING A STUDENT DROPPED IN ERROR

Email Akil Hill hilla@sbcc.edu with your request to reinstate a student dropped in error. Be sure to include the student’s full name, SBCC I.D., course name and number and CRN (course reference number).

Course Repeats and AUDITS

Board Policy & CA ED CODE may prohibit students from repeating your course. These students may petition for special consideration in order to retake the course. Students ineligible to repeat may audit the class by completing an AUDIT card (instructor permission required). Audit cards are due in Admissions & Records no later than 1:00 p.m. on Friday, September 8, 2017.

NON-REGISTERED STUDENTS

Under no circumstances may a student who is not officially registered or officially auditing attend your course. Check your rosters frequently and refer any student who is attending your course but not appearing on your official roster to Admissions & Records immediately for registration assistance.

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 and actual hours of attendance for each student (if applicable) must be submitted to Admissions & Records. Fall 2017 grades and attendance must be submitted no later than 7:00AM Wednesday, December 13, 2017.

If you are assigned to teach a course that requires attendance records you will be sent an additional email with the subject title “You are Teaching a Positive Attendance Course(s) with Reporting Requirements”. Please reference that email for more information.

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
- Akil Hill, Senior Admissions & Records Technician, ext. 4050 or hilla@sbcc.edu
# STUDENT SERVICES BUILDING HOURS

<table>
<thead>
<tr>
<th>Monday, Thursday</th>
<th>Tuesday, Wednesday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8:00 a.m. – 4:00 p.m.</td>
<td>8:00 a.m. – 6:00 p.m.</td>
<td>8:00 a.m. – 1:00 p.m. (open until 4:00pm on: 8/18, 8/25 &amp; 9/1)</td>
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<tr>
<td>Closed</td>
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- September 4, 2017 – Labor Day
- November 10, 2017 – Veterans Day
- November 23-25 – Thanksgiving Vacation

# 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 failure to meet the prerequisite
- DR – Dropped with eligibility for refund
- NS – Dropped by faculty as a No-Show
- MW – Military Withdrawal
- WC – Withdrawn after census