



To: Noncredit Faculty  
From: Admissions & Records  
Subject: Welcome to Summer I 2019

### **COURSE ROSTERS**

Access your rosters by logging into your Pipeline account at <http://pipeline.sbcc.edu> . From your 'Faculty' tab select 'Class Management'.

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. 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."

### **NO SHOW DROP ROSTERS**

Access and submit your No Show Drop Rosters from your 'Faculty' tab and click on "Class Management". No Show Drop Rosters are required. 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 advise students that they are not permitted to attend your course until they appear on your course roster. **IMPORTANT: ALL NO SHOW DROPS MUST OCCUR PRIOR TO THE END OF THE COURSE DATE. INSTRUCTORS WILL NOT BE ABLE TO DROP STUDENTS THAT NEVER ATTENDED AFTER THE COURSE END DATE.**

### **NON-REGISTERED STUDENTS**

Under no circumstances may a student who is not officially registered attend your course. Check your rosters frequently and refer any student who is attending your course but not appearing on your official roster to the Main Information & Registration Office immediately for registration assistance.

### **POSITIVE ATTENDANCE ROSTER**

Under the FACULTY tab in pipeline, you will see a link for "Enter Positive Attendance." It is critical that you enter and certify all Positive Attendance hours (for each student at each class meeting) into the Positive Attendance reporting tool for the entire Summer II semester PRIOR to entering and submitting your final grades via Pipeline. The cumulative positive attendance hours (tabulated from the Positive Attendance Reporting tool) for each student will be populated on your final course grade and attendance roster in Pipeline once you certify attendance hours in the PA Site. You will not be able to modify the cumulative Positive Attendance hours per student on the Pipeline final grade/attendance hours form.

Adult High School and Bilingual Computer Lab ONLY: The SIRS system will be used to track positive attendance. Students will "swipe-in" using their SBCC ID Card. The SIRS system will record and tabulate attendance hours. You will not need to enter any hours in the pipeline Grade form.

### **Canceled Courses with Attendance Hours**

If your course met one or more times prior to being canceled, please log into the PA Report system and enter hours for those students as soon as possible. You will have two weeks to access and submit hours from the time the course is canceled.

### **REINSTATING A STUDENT DROPPED IN ERROR**

Email Gordon Vander Sal ([vandersal@sbcc.edu](mailto:vandersal@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).

### **ENTERING SUMMER I GRADES**

Login to your Pipeline account. Click on your 'Faculty' tab and select 'Class Management'. Select 'Grades' and then select the term Summer I Term and submit. Select the CRN (course reference number) to enter grades for. Enter a final grade for every student who appears on your roster. The list of available grades to select from reflects the course grading option, or in cases Pass not pass grading; P/NP. Don't forget to go to the next page if your roster has multiple pages. Repeat for all CRNs. Summer I grades must be submitted by July 3, 2019 at 7:00am.

### **FOR ASSISTANCE**

For faculty support regarding Course Roster management, entering grades or positive attendance please contact:

Gordon Vander Sal ([vandersal@sbcc.edu](mailto:vandersal@sbcc.edu))

Students seeking enrollment information on the first day of class should be referred to the Main Information & Registration Office for assistance. Staff will be able to assist all students with admissions applications and course registration when needed.

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