De Anza College Admissions and Records
PLEASE READ CAREFULLY
SPRING 2014 CLASS LIST INSTRUCTIONS

IMPORTANT NEW REGULATIONS

• No Late Adds or Drops will be accepted/processed. All adds and no show drops must be completed the first two weeks of the 12-week term or by deadlines in the portal for late starting/nonconforming classes.

• W drops: Ws are now assigned effective Census date.

• End of term adds/drop will not be accepted. Students who have attended all quarter without official registration will not be added retroactively.

• Due to new state repeat rules, students with one attempt in the same course will be blocked from registering and will need to see Admissions staff for an override or further instructions.

Print your Class List, Wait List and Add Authorization Codes
You will receive no printed material.

• Log into MyPortal (http://myportal.fhda.edu). (You will need to have Java) Contact ETS 408-864-8324 or http://etshelp.fhda.edu

• Print your class list(s), including waitlists, beginning 04/07 (registration through 04/06). For help go to: http://fhdafiles.fhda.edu/downloads/callcenter/FacultyBannerPrintRoster.pdf Or contact Contact ETS 408-864-8324 or http://etshelp.fhda.edu

• Print your Add Codes List. The student must use the add code online. Add codes expire Apr.19 for 12-week classes. (See nonconforming class deadlines in MyPortal) If the add code fails, Admissions will accept late adds with add code through Apr. 23. Send students to the Admissions front counter for processing. (Verification of attempts will be reviewed on the student audit trail)

• Complete your “No Show” and other drops online the first day of class. Remember: Title 5 requires faculty to drop all no shows. No show drops for regular 12-week classes should be processed online no later than Apr.12.

• Census verification for 12-week classes is due Apr. 21.
State auditors require proof of Census verification. Nonconforming class Census deadlines are in MyPortal.

Directions for Verifying Census:
On Census Day your student roster screen will display a button to the left of the roster. Please review the list of enrolled students on the roster. If students were absent and were not excused, drop them.

You are now ready to certify your Census. Simply click the “Sign Census” button. The system will display a confirmation and your signature will be recorded electronically. When you click OK and return to the roster, the Sign Census button will no longer display.

• GRADES: All online grades are due 3 working days after finals. Each student must receive a grade on your Final Grade Roster. Classes with no grades posted by the deadlines will be forwarded to the Vice President of Instruction.
• **POSITIVE ATTENDANCE:** Click on *Essentials* from your Class Roster to see the Max Hours for your class. You will enter positive attendance hours in MyPortal, in addition to your grades, on your Final Grade Roster. Students with F or W must have hours or fraction of an hour posted (cannot be null).

**NOTE:** Faculty should retain attendance and student grade calculations for three years. Documents may also be submitted to Admissions for scanning. TBA and Positive Attendance courses may be audited for specific attendance documentation. Be sure that you have proof of student attendance each day the class meets.

Each student must be assigned a grade. **No end of term Ws can be assigned, unless there are documented extenuating circumstances.** Students who have documented Extenuating Circumstances may submit a petition for late drop. The form is at http://www.deanza.edu/registration/pdf/extenuatpetition.pdf

► In letter-graded courses, authorized grades are A+, A, A-, B+, B, B-, C+, C, D+, D, D-, F, & I.

► In pass/no pass classes, an "A", "B", or "C" will default to a pass (P) grade; “D” or "F" will default to no pass (NP).

► If you assign an incomplete grade (I), submit an Incomplete Contract to Admissions and retain a copy for your records. The new Incomplete Contract form is now available on your MyPortal Faculty Tab.

**REMINENDERS:**

• No grades, scores, or test results may be posted or displayed in any public place using students’ ID numbers or any portion of their ID numbers. This includes web posting.

• Grades do not automatically post to the student’s record. A “roll” into academic history must occur and this is typically run the first Thursday after finals and subsequent Fridays until all grades have been received. Students whose grades have not been submitted on time will be referred to their professors.

• **Grade Changes:** Title 5 of the California State Administrative Code states, “The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency.” **The new Grade Change form is available on your MyPortal Faculty Tab.**

*GRADING POLICY information is available in the De Anza College Catalog*

General A&R questions? Call Joan Ferrick at x8721, penaferjoan@fhda.edu