**SUMMER 2014 CLASS LIST INSTRUCTIONS**

**PLEASE READ CAREFULLY**

**IMPORTANT NEW REGULATIONS**

- **Important:** Summer Deadlines are at the Section Level. Please review your section(s) dates by going to Essentials in MyPortal to see all the deadline dates for each of your section(s). No Late Adds or Drops will be accepted/processed. All adds and no show drops must be completed by the deadline dates in your portal at the section level.
- **W drops:** Ws are now assigned effective Census date.
- **End of term adds/drop will not be accepted.** Students who have attended the complete summer session 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 at [http://myportal.fhda.edu](http://myportal.fhda.edu). (You will need to have Java)  **Contact ETS 408-864-8324 or [http://etshelp@fhda.edu](http://etshelp@fhda.edu).**

- **Print your class list(s), including waitlists, beginning June 30th** (registration continues through June 29th)

  Print your Add Codes List. The student must use the add code online. Summer courses have a very short add period. If students miss the online window to add, have them come to Admissions no later than July 3.

- Complete your “No Show” and other drops online the first day of class. **Remember: Title 5 requires faculty to drop all no shows. Drops are processed immediately.**

- **Census varies for summer courses by section level.** Go to Essentials in MyPortal to see dates for each of your section(s). Three days prior to your classes’ census date you will receive emails for the next 3 days reminding you of your census.

On your Census Day your student roster screen will display a new button at the top right of the roster. Please review the list of enrolled students on the roster. If there is anyone you feel should be dropped, do it now. 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. For help go to: [http://fhdafiles.fhda.edu/downloads/callcenter/ReportingCensus.pdf](http://fhdafiles.fhda.edu/downloads/callcenter/ReportingCensus.pdf)

- No late drops, no shows, or add petitions/addendum will be accepted. They must be within the section level deadline dates.
- **W drops:** All drop dates are assigned at the section level for summer. You can see your section(s) dates under Essentials in Active Roster. End of term adds/drop will not be accepted. 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](http://www.deanza.edu/registration/pdf/extenuatpetition.pdf)
Max Hours for your class. If you have a Positive Attendance class you will enter your
hours in MyPortal with your grades on your Final Grade Roster. Even students who have
dropped must have some hours or portion of an hour entered (cannot be null).

• GRADES: All online grades are due 3 working days after finals. Each student must
receive a grade on your Final Grade Roster.
NOTE: Faculty should retain attendance and student grade calculations for three years
in case of a grade dispute. Documents may also be submitted to Admissions for scanning.
Each student must be assigned a grade. No end of term Ws can be assigned.

► 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.

REMINDERS:

• 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 Saturday after finals and subsequent Saturdays until all
grades have been received.

• Grade Changes: Title V 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 now available on your MyPortal Faculty
Tab.

GRADING POLICY information is on pages 27- 28 of the De Anza College Catalog*

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