A&R OVERVIEW

- Staff
- Semester Cycle
- No Shows
- Waitlist and AAC
- Census
- End of Term
- Tips

Enrollment Services – Admissions and Records

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Admissions and Records Office x6504

Semester Cycle
(Full Term)

- **First two weeks of term – Late add (crash) period, drop with refund, drop without W**
    - Run rosters using myAVC through the census date.
    - Drop non-attending students immediately after the 1st class using myAVC.

- **3rd week – Census week**
    - Census sheets arrive in your mail box. Identify non-attending students and return sheet to Admissions and Records.

- **12th week – Last day to drop with a W**
    - No drops occur after the 12th week. Review attendance policy in the Catalog

- **End of term – Grade submission**
    - Grades are entered online through myAVC.
    - Hard copy documentation (grades and attendance) are submitted to Admissions and Records.

Login Screen for myAVC
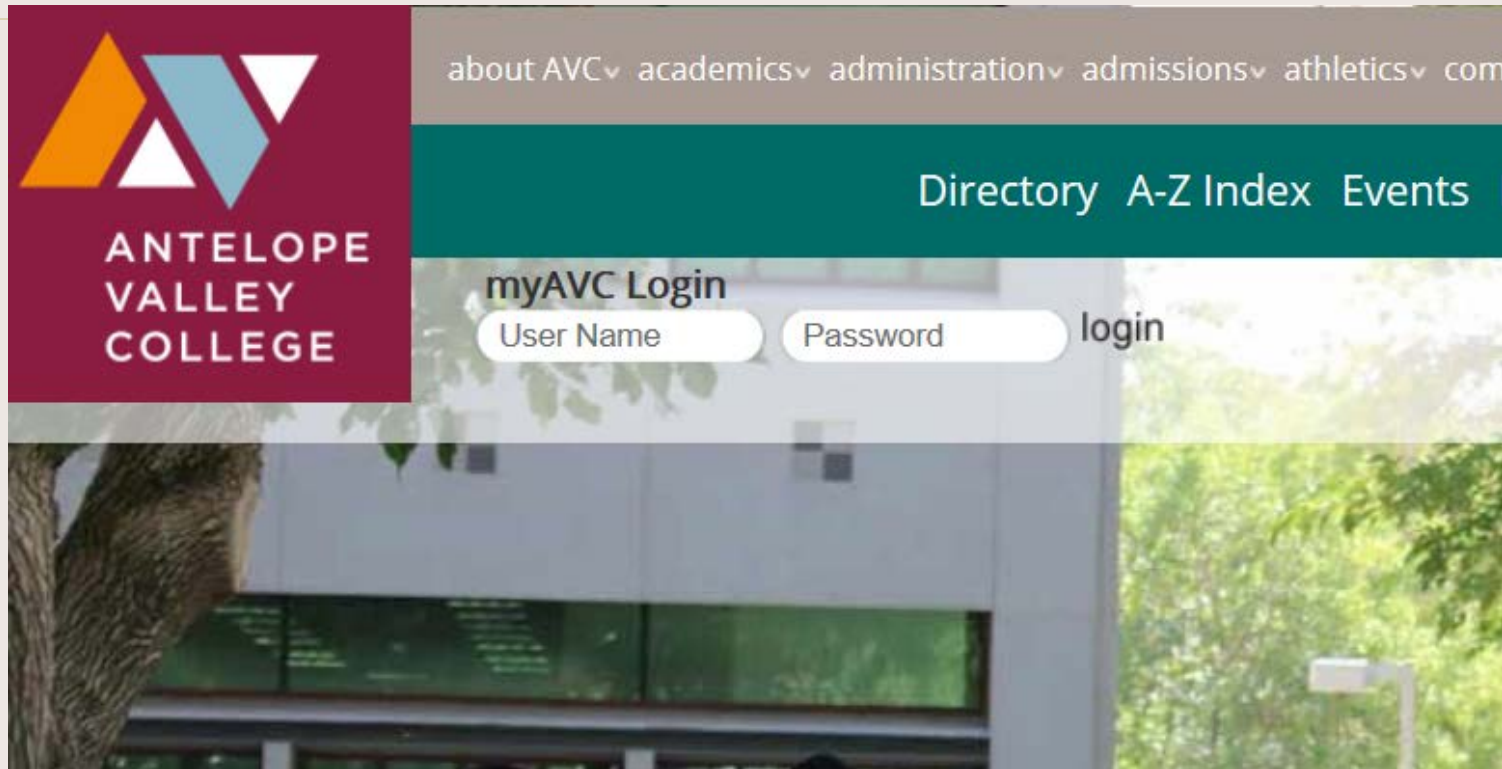
This is the login screen for myAVC found on the AVC homepage. Enter your Username and Password and click the Login button.

Using myAVC to Access Course Information and Grades

ANTELOPE VALLEY COLLEGE
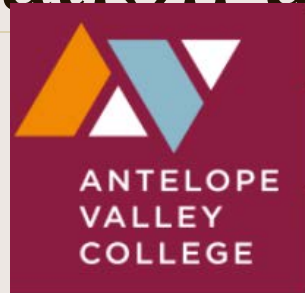
about AVC∨ academics∨ administration∨ admissions∨ athletics

Directory A-Z Index Eve

myAVC Login

User Name Password **login**

myAVC
Antelope Valley College

Email Calendar Canvas

| Home | Register & Pay | Student Success | Financial Aid | Campus Life | Employee Services | Faculty | Forms & Docs | Sites |

Quick Links

Attendance Roster
Grade Record
No-show & Drop Form
Early Alert
Faculty Self-Service Menu
Schedule of Classes
College Catalog
Faculty Professional Development (FPD)
> FPD Contract System
> User Manual

myAVC puts the best of AVC on your desktop

myAVC Home Tab

Instructor No Show & Drop Form

- Instructor drop forms are available through myAVC
- Use throughout the semester to drop non-attending students (12th week)
- The attendance policy is in the AVC Catalog

Term Selection
Stop here first to select a term to use while you're within the Faculty M

CRN Selection
Select a CRN that has been assigned to you as an instructor for the se

Faculty Detail Schedule
A detailed display of your schedule for the selected term.

Faculty Schedule
A matrix display of your schedule for the selected term.

Detail Class List
A detailed listing of students for the selected CRN.

Printable Attendance Roster
A printable attendance roster for the selected term and CRN. The roste

Printable Grade Record
A printable grade record sheet for the selected term and CRN. The gra

Printable Half Sheets
Printable half sheets to go with your printable Attendance Roster and (

Summary Class List
A summary list of students for the CRN selected

Instructor No-show & Drop Form
Submit request to drop no-show students or students who have stoppe

Final Grades

Instructor No-show & Drop Form

An email confirmation of the pending drop will be sent to you automatically.

Instructor No-show & Drop Form

Course Information

Freshman Composition: ENGL 101 06
CRN: ▮▮▮▮▮

Days	Time	Bldg/Rm
MW	0930-1050	LS2 153

Important Dates

	Date
Last day to ADD class:	06-SEP-09
Last date to drop with a REFUND:	
Last date to drop WITHOUT a "W":	18-SEP-09
Last date to drop WITH a "W":	13-NOV-09

Summary Class List

Record Number	Student Name	ID	No Show (Check box)	Drop (Enter last date of atten...
1	▮▮▮▮▮▮	900▮▮▮	☐	

Record Number	Student Name		ID		
27	▮▮▮▮▮		900▮▮	☑	
28	▮▮▮▮▮		900▮▮	☑	
29	▮▮▮▮▮▮▮		900▮▮	☐	02/27/2010
30	▮▮▮▮▮		900▮▮▮	☐	02/26/2010

☐ I acknowledge that the information above is true and accurate and the students marked above have either never attended class or have not attended since the day indicated.

First Name: [   ]   Last Name: [   ]
(The time and date of your signature will be recorded and be made part of your Instructor Drop request.)

[Submit]
You will receive an email confirmation of your drop request.

☑ Your request has been successfully submitted. You will receive an email confirmation shortly.

Waitlist

- Waitlists are only used during registration and expire on midnight before the course start date

- Most courses have a waitlist maximum of 7 or 15 students. Short term courses and courses with labs do not have waitlist

Waitlists – view on the printable attendance roster

Waitlist

Seq	ID	Student Name	Status
1	900000002	Mallery, Quinn	Notification Sent
2	900000003	Mallery, Leah	Waitlisted
3	900000004	Marauder, Joe	Waitlisted
4	900000005	Jackson, Daniel	Waitlisted
5	900000007	Mallery, Brendon	Waitlisted

Add Authorization Codes (AAC) – view on the printable attendance roster

- **Course dates** – "Last day to ADD the class" is displayed on the roster. AAC codes can be used until the last day to add the class.

- **Last page of the roster** lists AAC. You will see the code in the AAC# column on the roster.

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Add Authorization Codes (AAC) – view on the printable attendance roster

Antel
Int

Census Date: 07 JAN 2010

CRN	SUBJ	CRSE	SEC
10175	ACCT	111	01

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
10175	ACCT	111	01	BOOKKEEPING	3.00		UG

INSTRUCTOR(S) - (P)rimary **TYPE**

Covell, Kimberly (P) — Lecture
Telezing, Martin

Last day to ADD class: 06 JAN 2009
Last day to drop with a REFUND:
Last day to drop WITHOUT "W": 14 JAN 2009
Last day to drop WITH "W": 28 JAN 2009

	Student Name	ID	Reg	Cr	AAC#	M	Week Date
1	Acosta, Moises	900203805	RE	3.00			
2	Castellon, Christian	900226701	RE	3.00			
3	Cruz, Dan	900198767	RE	3.00			
4	Cuenca, Marlyn	900097949	RE	3.00			
5	Drinning, Sandra	900184290	RE	3.00			
6	Figueroa, Christian	900115939	RE	3.00			
7	Mallery, Collin	900232937	RE	3.00			
8							

Add Authorization Codes

AAC#	Student Name	ID	Date
1447			
2721			
4321			
4371			
5715			
5743			
7372			
7925			
8521			
9754			

All available codes are shown above		
Generated	Used by Students	Available
10	0	10

AAC cannot be used to to bypass holds or restrictions

Census Rosters

- Census Rosters
  - Placed in your mail box on 3rd week of term by A&R
  - Identify no-show and non-attending students
  - Return to A&R mail box by deadline date

ANTELOPE VALLEY COLLEGE
Admissions and Records Office

CENSUS ROSTER – SUMMER 2018

- Census date for your course(es) is June 19, 2018.

- **DUE DATE** for your course(es) is June 26, 2018.

On your roster write the appropriate code next to the student's name if:

  ✓ NS – the student was a no-show
  ✓ Drop – the student has stopped attending your course, but attended at least one class meeting.

- Return all Census Sheets to the Admissions and Records Office or to the Admissions and Records mailbox.

CALIFORNIA EDUCATION CODE REQUIRES THAT ALL NO-SHOW STUDENTS BE DROPPED PRIOR TO THE CENSUS DATE.

If you have any questions, please call the Admissions and Records Office at ext. 6504.

Entering Grades

Final Grade Worksheet

- Enter changes to final grades and attendance hours, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Course Information
Basic Math Unit 1 - MATH 065C 01
CRN: █████
Students Registered: 13

⚠ Please submit the grades often. There is a 30 minute time limit starting at 04:49 pm on Aug 07, 2018 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999999.999	Registration Number	
1	██████████		1.000	**Registered/Reinstate** Jun 12, 2018	P ⌄	N		12.00	10	✉
2	██████████		1.000	**Registered/Reinstate** Jun 14, 2018	P ⌄	N		18.00	12	✉
3	██████████		1.000	**Registered/Reinstate** Jun 11, 2018	P ⌄	N		12.00	6	✉

[Submit] [Reset]

⚠ Please submit the grades often. There is a 30 minute time limit starting at 04:49 pm on Aug 07, 2018 for this page.

Use the drop-down box to enter grades. For Positive Attendance courses, also enter students total attendance hours. Remember to submit your grades often. ***Print the screen for your records.***

Attendance Records

- Faculty must submit hard copy attendance records to the Admissions and Records Office by the grade deadline

- For Positive Attendance classes, student attendance records must include the day and amount of time attended each day

Entering Incompletes

- Incomplete Contracts must be signed by the instructor, student, and the division dean

- Grade of "I" is entered into myAVC when submitting grades

- Contracts must be turned in with grades

Changing Grades

- Available in A&R and in the division

- Must be signed by the instructor and the Division Dean

- Students are notified electronically of the change through myAVC

TIPS

❖At the end of the first class, faculty MUST send an email to drop "no shows." Enrolled students who have contacted you and made arrangements about missing the first class are not considered "no shows." **Do not wait for the census report to drop students**.

TIP

❖Reminders: *AAC* expire on the last day to add and should not be provided after that date.

TIPS

- Make copies of information submitted through myAVC.

- The Help desk number is 722-6300 ext 6605. Hours are subject to change.