A&R OVERVIEW

- Staff
- Semester Cycle
- No Shows
- Waitlist and AAC
- Census
- End of Term
- Tips
Enrollment Services – Admissions and Records

- LaDonna Trimble, Dean Enrollment Services, ext. 6457 (ltrimble@avc.edu)
- LaTara Edmondson, Administrative Assistant, Enrollment Services, ext. 6941 (ledmondson@avc.edu)
- Mary Skipper, Attendance Accounting Technician, ext. 6114 (mskipper@avc.edu)
- Susette Lara, Clerical Assistant III, ext. 6915 (slara@avc.edu)
- Christy Chereshkoff, Clerical Assistance III, ext. 6249 (cchereshkoff@avc.edu)
- Anet Youkhana, Technical Analyst, Enrollment Services, ext. 6126 (ayoukhana@avc.edu)

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

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 Module.
CRN Selection
Select a CRN that has been assigned to you as an instructor for the selected term.
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 roster includes attendance for the term.
Printable Grade Record
A printable grade record sheet for the selected term and CRN. The grade record sheet includes grades for the term.
Printable Half Sheets
Printable half sheets to go with your printable Attendance Roster and Grade Record.
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 stopped attending.
Final Grades
Instructor No-show & Drop Form

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

Record Number | Student Name | ID
--- | --- | ---
27 | | 900
28 | | 900
29 | | 900
30 | | 900

☑️ 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

<table>
<thead>
<tr>
<th>Seq</th>
<th>ID</th>
<th>Student Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>900000002</td>
<td>Mallery, Quinn</td>
<td>Notification Sent</td>
</tr>
<tr>
<td>2</td>
<td>900000003</td>
<td>Mallery, Leah</td>
<td>Waitlisted</td>
</tr>
<tr>
<td>3</td>
<td>900000004</td>
<td>Marauder, Joe</td>
<td>Waitlisted</td>
</tr>
<tr>
<td>4</td>
<td>900000005</td>
<td>Jackson, Daniel</td>
<td>Waitlisted</td>
</tr>
<tr>
<td>5</td>
<td>900000007</td>
<td>Mallery, Brendon</td>
<td>Waitlisted</td>
</tr>
</tbody>
</table>
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.
Add Authorization Codes (AAC) – view on the printable attendance roster

AAC cannot be used 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

CENSUS ROSTER – SUMMER 2018

- Census date for your course(s) is June 19, 2018.
- DUE DATE for your course(s) 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.
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.