

A&R OVERVIEW

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

Enrollment Services – Admissions and Records

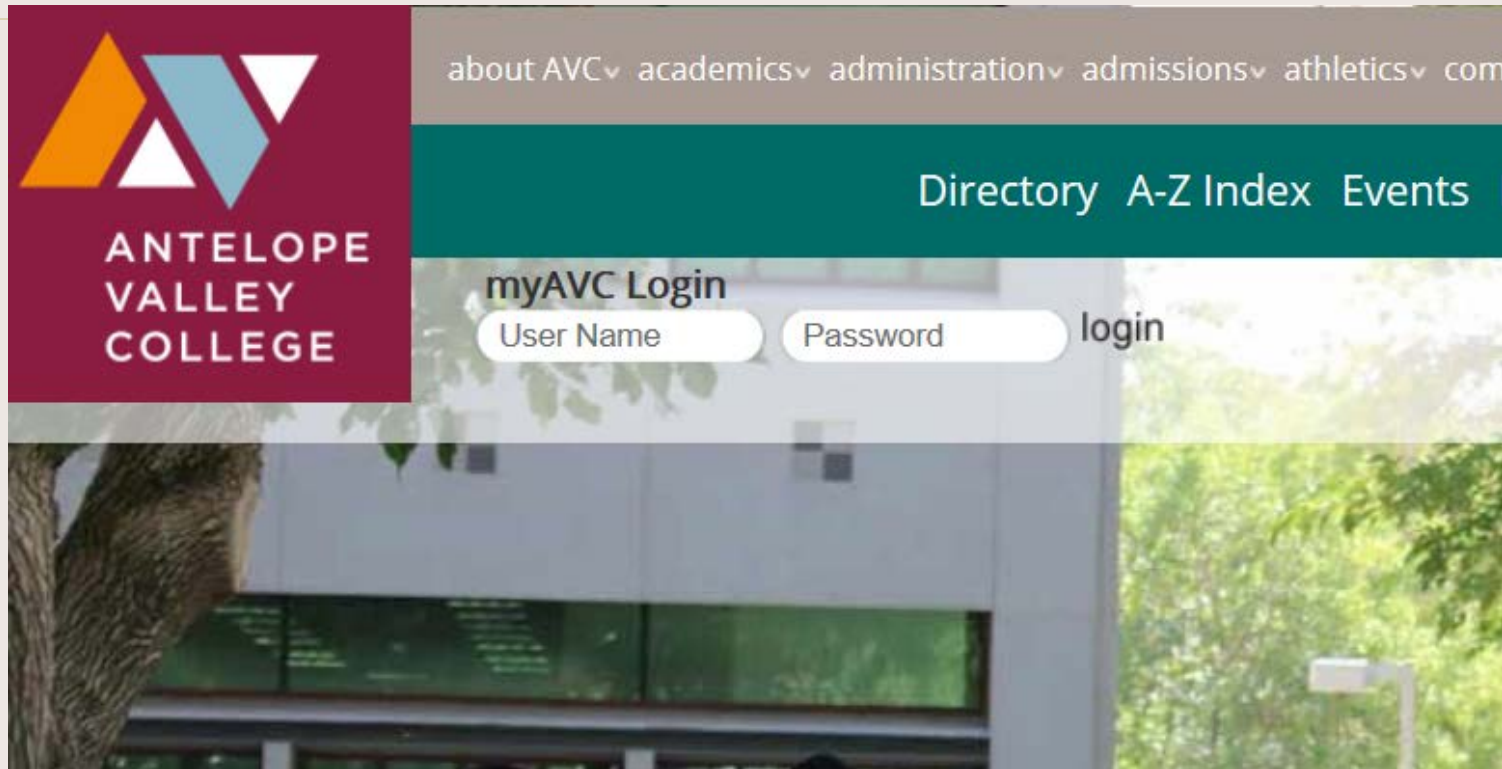
- LaDonna Trimble, Dean Enrollment Services, ext. 6457
(ltrimble@avc.edu)
- LaTara Edmondson, Administrative Assistant, Enrollment Services,
ext. 6941 (ledmondson@avc.edu)
- Mary Skipper, Attendance Accounting Technician, ext. 6114
(mskipper@avc.edu)
- Susette Lara, Clerical Assistant III, ext. 6915
(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)

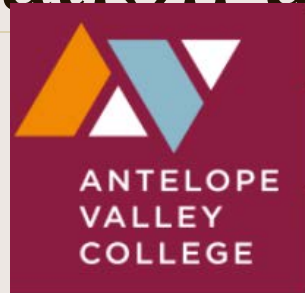
- **First two weeks of term – Late add (crash) period, drop with refund, drop without W**
 - Run rosters using myAVC through the census date.
 - Drop non-attending students immediately after the 1st class using myAVC.
- **3rd week – Census week**
 - Census sheets arrive in your mail box. Identify non-attending 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



[about AVC](#) [academics](#) [administration](#) [admissions](#) [athletics](#)

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myAVC Login

login



[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

The screenshot displays the myAVC Home Tab interface. At the top left is the myAVC Antelope Valley College logo. On the top right are icons for Email, Calendar, and Canvas. Below the logo is a horizontal navigation menu with the following items: Home, Register & Pay, Student Success, Financial Aid, Campus Life, Employee Services, Faculty, Forms & Docs, and Sites.

The main content area is divided into several sections:

- System Alerts:** A maroon header with a light blue box containing the message: "There is currently no content to display."
- myAVC Announcements:** A maroon header with a dropdown menu set to "All". Below it is a table of announcements.
- Faculty & Staff Volunteers Needed to:** A large heading for an announcement.
- My Gmail:** A maroon header with a sub-header "Inbox (103)" and the email address "ayoukhana@avc.edu". It lists several email messages with their subjects, senders, sizes, and times.

Subject	Preview	Hide
CALL ALL FACULTY: Hiring Committee - Dean, Social & Behavioral Sciences - 2 Faculty Reps Needed	All Full-time and Adjunct Faculty, ... Delivery Date: March 7, 2018	Hide
Fair Use and Copyright Law event, March 13th, Tuesday night	If you want to use the Mona Lisa ... Delivery Date: March 6, 2018	Hide

Sender	Subject	Size	Time
Kyle Jacobsen <kjacobsen1@avc.edu>	Re: New part of term/CRN spring 2018	9KB	1:16 PM
Decorating - Better Homes and Gardens <Decorate@mail.bhg.com>	32 Amazing Flea Market Projects, Hacks & Revamps	88KB	3:47 PM
Pamela Ford <pford@avc.edu>	[All Classified] Fwd: [All Employees] A Message From The President	29KB	12:57 PM
LaDonna Trimble <ltrimble@avc.edu>	Out of the office until March 8 Re: New part of term/CRN spring 2018	4KB	12:25 PM
AVC Foundation <foundation@avc.edu>	Foundation Grant Application Open & Important Message	7KB	12:23 PM

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 C

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: [REDACTED]

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 attend)
1	[REDACTED]	900 [REDACTED]	<input type="checkbox"/>	<input type="text"/>

Record Number	Student Name	ID	No Show	Drop
27	[REDACTED]	900 [REDACTED]	<input checked="" type="checkbox"/>	
28	[REDACTED]	900 [REDACTED]	<input checked="" type="checkbox"/>	
29	[REDACTED]	900 [REDACTED]	<input type="checkbox"/>	02/27/2010
30	[REDACTED]	900 [REDACTED]	<input type="checkbox"/>	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.)

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.

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

Antel
Int

Census Date: 07 JAN 2010

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

BOOKKEEPING

INSTRUCTOR(S) - (Primary) 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

		Week				
		Date				
	Student Name	ID	Reg	Cr	AAC#	M
1	Acosta, Moises	900203805	RE	3.00		
2	Castellon, Christian	900226701	RE	3.00		
3	Cruz, Dan	900198767	RE	3.00		
4	Cuenca, Marilyn	900097949	RE	3.00		
5	Dinning, Sandra	900184290	RE	3.00		
6	Figuerola, 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: [REDACTED]

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	[REDACTED]	[REDACTED]	1.000	**Registered/Reinstate** Jun 12, 2018	p	N		12.00	10	🔍
2	[REDACTED]	[REDACTED]	1.000	**Registered/Reinstate** Jun 14, 2018	p	N		18.00	12	🔍
3	[REDACTED]	[REDACTED]	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


REQUEST FOR CHANGE OF GRADE

Last _____ First _____ MI _____ Social Security or Student I.D. Number _____

Street _____ City _____ State _____ ZIP _____

CONDITIONS UNDER WHICH A GRADE MAY BE CHANGED (Education Code, Section 76224a):
"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

Course Reference Number _____ Course Number _____ Course Title _____

COURSE COMPLETED _____ Year _____ Fall Intercession Summer Spring

CHANGE OF GRADE FROM _____ TO _____

REASON FOR CHANGE (Please check): Work completed to remove incomplete grade
 Other (please explain) _____

This request must be signed by the instructor and division dean

Date

Instructor's Signature

Print Instructor's Name

Date

Division Dean's Signature

Approved Not Approved

FOR A&R OFFICE USE ONLY

Date

Approved by Dean of Enrollment Services

Date

Completed by Admissions & Records Technician

Student Record Annotated Division Notified Instructor Notified Student Notified

Original - A&R Office: Yellow - Division: Pink - Instructor: Goldenrod - Student 7/26/18

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.