ALL THINGS
ADMISSIONS AND RECORDS

LaDonna Trimble
August 13 and 15, 2019
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**
  - Online Census is available in myAVC, begin with the Faculty tab
  - Identify non-attending students and submit changes

- **12th week – Last day to drop with a W**
  - Review attendance policy in Catalog (pg. 33). Faculty may drop students through the 12th week of the semester. Be consistent when dropping.

- **End of term – Grade submission**
  - Grades are entered online through myAVC
  - Hard copy documentation (grades and attendance) are submitted online. See the Admissions and Records Webpage for link.
Login screen for myAVC. Enter your Username and Password and click the Submit button.
Using myAVC to Access Course Information and Grades

Faculty myAVC puts the best of AVC on your desktop
MyAVC Quick Links

• Under Quick Links, click the Faculty Self-Service Menu
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 (pg. 33)
Instructor No-show & Drop Form

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

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

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

- Class waitlists are used during registration and they expire on midnight before the course start date.
- Most classes have a waitlist maximum of 7 or 15 students. Short term classes and classes with labs do not have waitlists.
## 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>9000000002</td>
<td>Mallery, Quinn</td>
<td>Notification Sent</td>
</tr>
<tr>
<td>2</td>
<td>9000000003</td>
<td>Mallery, Leah</td>
<td>Waitlisted</td>
</tr>
<tr>
<td>3</td>
<td>9000000004</td>
<td>Marauder, Joe</td>
<td>Waitlisted</td>
</tr>
<tr>
<td>4</td>
<td>9000000005</td>
<td>Jackson, Daniel</td>
<td>Waitlisted</td>
</tr>
<tr>
<td>5</td>
<td>9000000007</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 a class” is displayed on the roster. AAC codes can be used until the last day to add a class.

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


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

AAC cannot be used to bypass holds or restrictions.
Online Census Drop

- myAVC “Faculty Self-Service Menu”
- Click Census Drop
- Choose Fall 2019 (term)
- Update drops (or no drops)
- Check the Acknowledgment box
- Type your name
- Click Submit
Online Census Drop

- Under Quick Links, click on Faculty Self-Service Menu
- Click on Census Drop
Census Drop form: Update student No Show/Drop or click in the No Drops to Report box

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>No-Show</th>
<th>Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice</td>
<td>1</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Bob</td>
<td>2</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Carol</td>
<td>3</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Dave</td>
<td>4</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Emma</td>
<td>5</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

No Drops to Report
- I do not have any "No Shows" or drops to report for this class.

Comments

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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 Census Drop request.

Submit

You will receive an email confirmation of your drop request.
Online Census Drop

- Click the box to acknowledge that the form is accurate, type your name, and click SUBMIT.
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 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
Attendance Records

Submit the hard copy of attendance and grade materials online by clicking: https://www.avc.edu/studentservices/adminrec/gradesattendsubmission. Or, place attendance and grade materials in the Admissions and Records mailbox on the Lancaster campus.
Incompletes Grades

• May be assigned when students do not complete course work at the end of the term due to an unforeseeable emergency
• **Contract for Award of Incomplete Grade** form must be completed and submitted to A&R at the time grades are due
• Enter “I” grade in myAVC when submitting grades
Change of Grade

- Available in A&R and in the division
- Requires instructor & dean signatures
- Students are notified by email of the grade change
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.
TIPS

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

- Keep copies of information submitted through myAVC.
- The Help desk number is 722-6300 ext 6605. Hours are subject to change.