

A spiral-bound notebook with a light-colored, textured cover. The spiral binding is on the left side. The text is centered on the cover.

# 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

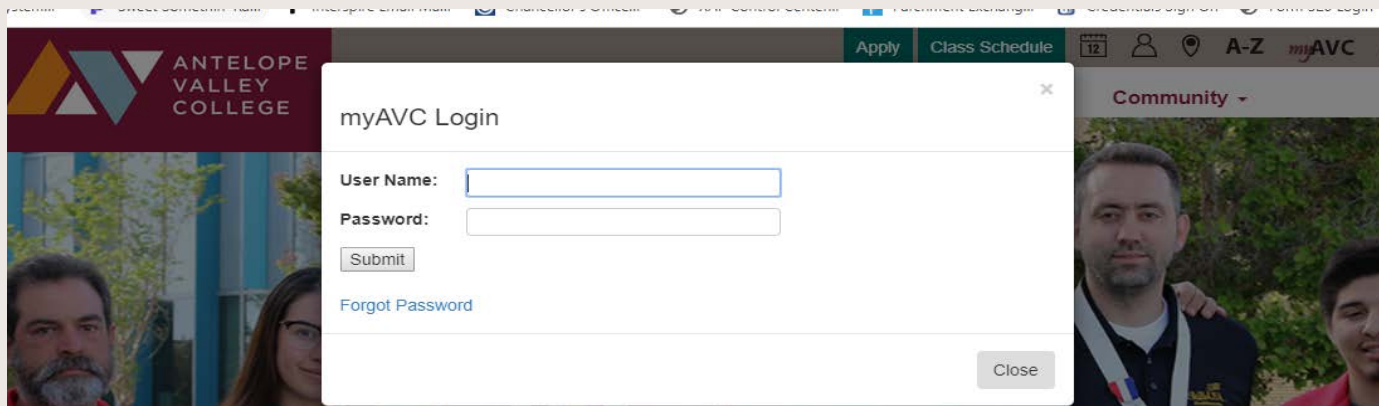
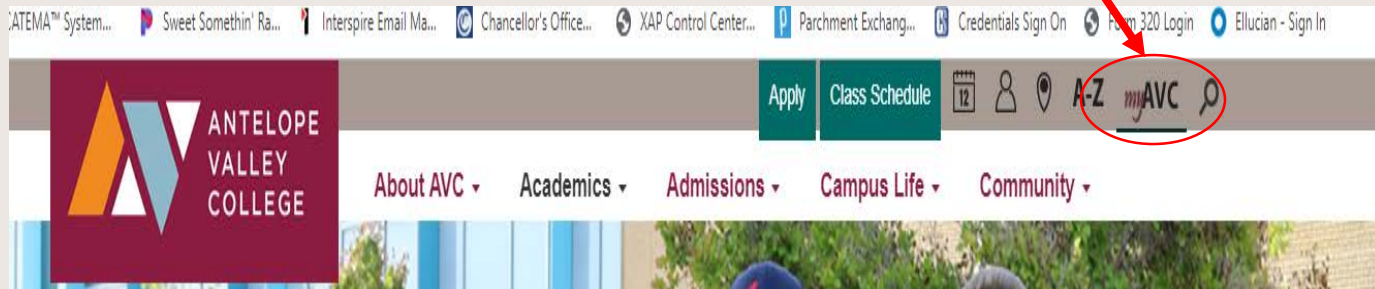
- LaDonna Trimble, Dean Enrollment Services, ext. 6457  
([ltrimble@avc.edu](mailto:ltrimble@avc.edu))
- LaTara Edmondson, Administrative Assistant, Enrollment Services, ext. 6941 ([ledmondson@avc.edu](mailto:ledmondson@avc.edu))
- Mary Skipper, Attendance Accounting Technician, ext. 6114  
([mkipper@avc.edu](mailto:mkipper@avc.edu))
- Susette Lara, Attendance Accounting Technician, ext. 6915  
([slara@avc.edu](mailto:slara@avc.edu))
- Tanya Garica, Clerical Assistant III, ext. 6115  
([tgarcia32@avc.edu](mailto:tgarcia32@avc.edu))
- Christy Chereshkoff, Clerical Assistance III, ext. 6249  
([cchereshkoff@avc.edu](mailto:cchereshkoff@avc.edu))
- Anet Youkhana, Technical Analyst, Enrollment Services, ext. 6126  
([ayoukhana@avc.edu](mailto:ayoukhana@avc.edu))

Admissions and Records Office x6504

# Semester Cycle (Full Term)

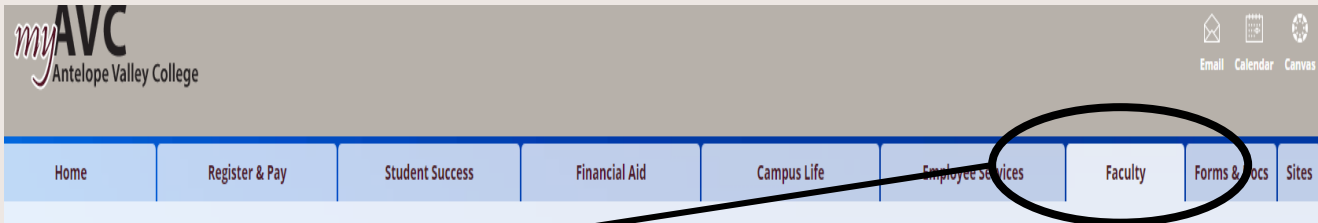
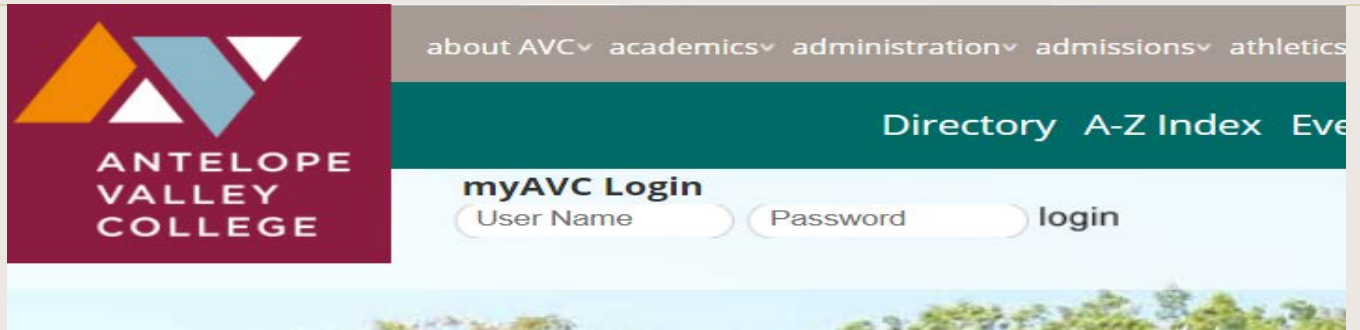
- **First two weeks of term – Late add (crash) period, drop with refund, drop without W**
  - Run rosters using myAVC through the census date
  - Drop non-attending students immediately after the 1<sup>st</sup> class using myAVC
- **3rd week – Census week**
  - Online Census is available in myAVC, begin 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 12<sup>th</sup> 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



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

## Quick Links

Attendance Roster

Grade Record

No-show & Drop Form

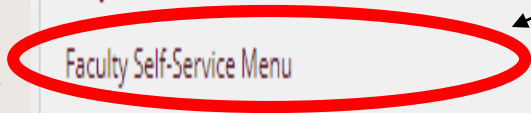
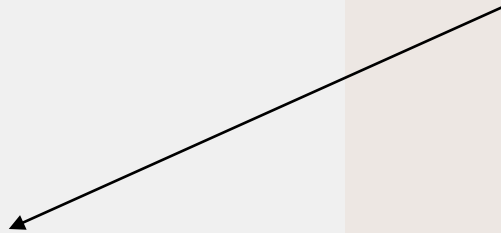
Early Alert

Faculty Self-Service Menu

Schedule of Classes

College Catalog

- 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 (12<sup>th</sup> week)
- The attendance policy is in the AVC Catalog (pg. 33)

## 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/s 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		
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

- 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 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 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

Antel  
Int

Census Date: 07 JAN 2010

CRN	SUBJ	CRSE	SEC
10175	ACCT	111	01

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

	Student Name	ID	Reg	Cr	Week	
					Date	
1	Acco	9	005	RE	3.00	
2	Ca	01	RE	3.00		
3	Ca	07	RE	3.00		
4	Ca	09	RE	3.00		
5	Da	10	RE	3.00		
6	Fi	09	RE	3.00		
7	Ma	07	RE	3.00		
8						

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

**Add Authorization Codes**

AAC#	Student Name	ID	Date
78TZFL			
90L9CK			
A9SMA4			
BTS25C			
HOZR7U			
NB3WUE			
RJJ5KV			
SBSFP4			
WYZ39Y			
Z93R8V			

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

**Authorization Code \***

78TZFL

90L9CK

A9SMA4

BTS25C

HOZR7U

NB3WUE

RJJ5KV

SBSFP4

WYZ39Y

Z93R8V

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

## [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 is based on the most current student registration status.

## [Printable Grade Record](#)

A printable grade record sheet for the selected term and CRN. The grade sheet is based on the most current student registration status.

## [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.

## [Mid Term Grades](#)

## [Instructor No-show & Drop Form](#)

Submit request to drop no-show students or students who have stopped attending class. Form is available through the last day to drop with a 'W' for each class.

## [Final Grades](#)

## [Student Menu](#)

Display student information; View a student's schedule.

## [Advisor Menu](#)

View a student's transcript; View a student's grades; Display your security setup.

## [Faculty Early Alert](#)

The Early Alert Online System.

## [Census Drop](#)

# Census Drop form: Update student No Show/Drop or click in the No Drops to Report box

Personal Information **Student** Faculty Services Employee Financial Aid

Search  Go

Census Drop

Course Information  
 Criminal Evidence: AJ 103 01  
 CRN: 30155  
 Days Time Bidg/Rm  
 4W 0800-0920 LS2 147

Summary Class List

Record Number	Student Name	ID	No Show (Check box)	Drop (Check box)
1	Ab...	90...	<input type="checkbox"/>	<input type="checkbox"/>
2	Av...	90...	<input type="checkbox"/>	<input type="checkbox"/>
3	Av...	90...	<input type="checkbox"/>	<input type="checkbox"/>
4	Ap...	90...	<input type="checkbox"/>	<input type="checkbox"/>
5	B...	90...	<input type="checkbox"/>	<input type="checkbox"/>
6	C...	90...	<input type="checkbox"/>	<input type="checkbox"/>
7	C...	90...	<input type="checkbox"/>	<input type="checkbox"/>
8	C...	90...	<input type="checkbox"/>	<input type="checkbox"/>
9	F...	90...	<input type="checkbox"/>	<input type="checkbox"/>
10	G...	90...	<input type="checkbox"/>	<input type="checkbox"/>
11	H...	90...	<input type="checkbox"/>	<input type="checkbox"/>
12	J...	90...	<input type="checkbox"/>	<input type="checkbox"/>
13	K...	90...	<input type="checkbox"/>	<input type="checkbox"/>
14	K...	90...	<input type="checkbox"/>	<input type="checkbox"/>
15	Mel... pper	90...	<input type="checkbox"/>	<input type="checkbox"/>
16	Mend...	900...	<input type="checkbox"/>	<input type="checkbox"/>
17	Moren... ra V.	9003...	<input type="checkbox"/>	<input type="checkbox"/>
18	Morin, Katrina A.	900265059	<input type="checkbox"/>	<input type="checkbox"/>

**No Drops to Report**

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

**Comments**

Comments

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.)

You will receive an email confirmation of your drop request.

RELEASE: 1.1.0



# Online Census Drop

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

I acknowledge that the information above is true and accurate

First Name:  Last Name:

(The time and date of your signature will be recorded and be made part of your Census Drop request.)

You will receive an email confirmation of your drop request.

# 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 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/student-services/adminrec/grades-attendance-submission>. 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

  
**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.**

# 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.