Faculty Guide to Records

as of 07/24/2019

This guide is intended for faculty to assist them in their record keeping activities.

1. Basic Information

- ACC uses four "systems" and there are differences between them. They are listed below.
- COLLEAGUE/DATATEL is an integrated administrative software suite that is the primary information processing system for various functions at ACC. Adjunct faculties do not have access to this system. Adjunct faculty use Self Service.
- SELF SERVICE is the web-based portal system through which all students and instructors (including adjuncts) can access the COLLEAGUE/DATATEL data within their authorized security limits. *Rolls in Self Service are official and constantly changing as students drop and add.* Address discrepancies on official rolls with the Registrar (Ken Dobbins at 336-506-4126 or email kenneth.dobbins@alamancecc.edu).
- MOODLE is the platform used to deliver online courses and course supplements via the Internet. Rolls in Moodle sometimes vary from official Self Service rolls. Address discrepancies in Moodle Rolls with the Director of Distance Learning (Jennifer Jones at 336-506-4115 or email jennifer.l.jones@alamancecc.edu).
- WEBADVISOR is the web-based portal system that is being phased out by SELF SERVICE but is still in service.

- A section is completely and properly identified by the subject abbreviation, hyphen, the course number, hyphen, and the section number including any alpha characters at the end (ie. BUS-153-01, ECO-252-02E, or COS-116AB-61N)

2. First Day Rolls and Verification Rolls:

- In preparation for keeping required attendance records, instructors should use Self Service or Colleague/Datatel to print or view each of their section rolls before classes begin. ***Hard copies of rolls will not be distributed for this purpose.***

- Instructors should also view or print each roll again a few days later (after drop/add period ends) to verify that all appropriate drops and adds have been promptly entered into Colleague/Datatel. This is necessary in order to ensure that official rolls will be as accurate as possible. You can access your rolls as often as you like in Self Service or Colleague/Datatel in order to be sure that expected drops and adds have been done. Rolls are continuously changing as students drop and add classes.

3. Drop Add Forms: (Required for schedule changes after the drop add period)

- Must be complete. Do not sign one that is missing any information such as legible student name (including Jr. or Sr.), ID number (or SSN), complete section number, term, census date, grade, and date.

- If transferring to a different section of the same course (ie SPA 111-01 to SPA 111-02) ensure that you fill in "Last Date of Attendance" for old section and "Date Entered Class" for new section. Put a "T" in Grade so that we know this is a section transfer. New section should have an E for 1st date of attendance which should match the date on the add portion of the form.

- If withdrawing during the drop/add period then no grade is assigned for the section being dropped. Write "NO" to clarify this in the grade field**.**

- A student who is withdrawn after the census date should be assigned a grade of "WP" (Withdraw Passing) or "NA" (Never Attended). Census dates are published at the beginning of each semester, and the census date is also printed on your Official Attendance Report (in the information section of the form in the upper left) that you will receive soon afterwards for census reporting. I also send a list of census dates before the drop/add period ends.

- If a student requests the drop, in the remarks section put the date that the student contacted you requesting the drop or attach a copy of the email to the drop form.

- If a student does not attend the class during the first seven calendar days of the semester then the student must be dropped as a NA (never attended) by submitting a completed drop/add form to the Admissions – Records department. Drop forms can either be sent thru distribution, hand carried to our office, or electronically sent to dropadd@alamancecc.edu.

- Drops submitted after the 80% point (the last day to drop with a WP) of the term should be for situations that are *exceptions only*, and must be approved and signed by the appropriate Academic Dean before submitting to the records office. Students who violate the attendance policy after the 80% point should not be dropped. They should be awarded the earned grade.

- ***Do not wait until grades are due to turn in the drop forms required for "WP" or "NA" grades.*** Late drop submissions will create difficulties for you, your supervisors, and others, particularly when grades are due. It is in your best interest to be sure your rolls are in order *before* the end of the term.

- Paper copies of the Drop/Add forms are available in the Admissions Office, from your Department Head, on our webpage, or in your Self Service account. In your Self Service account is a fillable PDF drop/add form that can be filled out, electronically signed and then saved and emailed to dropadd@alamancecc.edu.

4. Attendance Report: (aka Official Roll and Census Report, on 8 ½ x 14 inch paper)
All of these attendance reports added together form the basis for our FTE (full time enrollment) for our school and is used in determining our school budget. It is sent out to all instructors shortly after the 10% date of the term. It is very important that this report be as accurate as possible.

- **Before using the roll please check it for correctness.** If the meeting dates and times, or instructor names are not correct, please ask your Department Head or Academic Dean to email the course prefix, number, and section number to Student Data Technician (Penny Vaughn) for correction *and* Registrar (Ken Dobbins) for reprinting.

- Dates should be pre-printed in the column headings for all classes that meet regularly. You will need to write in the dates for Independent Studies, Online sections, and Hybrid section online entry dates. Note that dates that are written in must be written in up to and including the census date for those classes.

- Write in any missing names of attending students *only if you have checked your roll in Self Service or Colleague/Datatel to confirm that they are actually enrolled in the section.* (Do not use Moodle for this check.)

- **It is imperative that you enter an "E"** under the first date on which each student attended the section. For *Hybrid* sections the "E" should be entered under the first *pre-printed* date the student attended the *seated* portion of the class, or if the initial qualifying entry/participation was online, write in a date column heading and an E on the census roll for the initial qualifying on-line participation. This will enable us to distinguish seated entry from on-line entry of Hybrid sections, based upon seated entry being recorded under pre-printed dates and on-line entry being recorded under hand written dates. The E should only be entered for the type of entry which occurs first for each individual student. The E you enter for an initial on-line participation should match the Moodle records which must be made available to the auditor upon request. For sections that are entirely online, the "E" should indicate the first participation date, as there are no seated entry dates. On-line participation should be determined as directed by the ACC Distance Learning Coordinator (Jennifer Jones).

- If you submit or sign a drop form giving a student an NA grade then you should not enter an E on the census roll for that student since they did not attend. We cannot earn state funding for students given an NA on a drop form, and the auditor will question such inconsistencies.

- *Grades should not be entered on the Attendance report*. Also, writing an NA or D on the attendance report does not eliminate the need for a drop form. *A drop form must be used to assign a grade of NA or WP.*

- **The original** is the **census copy.** You should sign and date it and submit it to

your *Department Head* by the due date. Your Department Head will then submit it to their Academic Dean for further review and the Academic Dean will submit it to Student Records on the scheduled date. ***The signature must be original, legible, must match the pre-printed instructor name on the roll, and must be dated on or after the census date. You must also legibly print your name under the signature.***

- Independent study rolls (suffix of I) will have to be done twice. Once when all of the other census rolls are due and then at the end of the semester. For *independent study* sections that are due at the end of the term the roll must clearly indicate every attendance date and amount of time attended per date, per student, for the entire term.

- If a student is listed on your attendance report that means that the student is enrolled in your class per Colleague/Datatel and that student will remain on your report until an action is taken to change the status (ie submit a drop/add form). Just writing something next to the student's name does not take the student off of your report. An appropriate form must be submitted.

- **No Whiteout is allowed on Attendance Reports and use ink when completing the census roll.**

> Individual departments are required to keep copies of attendance records (including Moodle participation records) for 3 years. If your department elects to use the Official Roll form to track any of these records, then you will need to make a copy before you turn the original in. Please ask your department head what process you should use.

5. Grade Reporting: (To be done electronically via Self Service)

MID-TERM GRADES

- Mid-Term grades are required for all 16 week classes.

- Grades to be entered are A, B, C, D, F or for WBL classes P or F

- Please enter grades in the Grading screen in Self Service no later than the grade submission due date and time*.*

- Check the names on the roster in Self Service and be sure you have a grade to enter for every name and a name to enter every grade for. If they do not match then you must have your roster corrected before you enter the grades for the section.

- **Be sure to:** Enter all the grades and grades have not been saved if error messages (in red) are returned. You can always exit the section roster and then re-open it to be sure the grades were saved.

FINAL GRADING

- Please enter grades in the Final Grading screen in Self Service no later than the grade submission due date and time*.*

- Check the names on the roster in Self Service and be sure you have a grade to enter for every name and a name to enter every grade for. If they do not match then you must have your roster corrected before you enter the grades for the section.

- **Be sure to:**   Enter all of your grades and grades have not been saved if error messages (in red) are returned. You can always exit the section roster and then re-open it to be sure the grades were saved.

- *A "WP" or "NA" grade may not be submitted with final grades*. Students who violate the attendance policy after the 80% point should not be dropped. They should be awarded the earned grade.

- "W", "CE", "AU", and grades preceded or followed by an asterisk also may not be entered into Self Service. "W" is no longer a valid grade, "CE" grades are entered per the Credit by Proficiency Exam Form, "AU" grades are entered by Student Records for all students registered as audit, and developmental courses now use "P" or "R" grades.

- Number grades or plus and minus grades may not be entered.

- Grades submitted for WBL *work experience* courses should be "P" for satisfactory completion equivalent to a C or better.

- An Expiration Date and a Last Date Attended should be entered for a grade of "I".   The expiration date should be the last day of the next non-summer term.

- A Last Date Attended (using 4 digits for the year) should also be entered for each grade of "F" or "R".

6. Other Forms:

Change of Grade Report – This form is required to change an earned grade that has already been submitted, or to change an "I" grade to a final earned grade. The new revision of this form should be used. It replaces all previous versions and also inactivates and replaces all versions of the Removal of Incomplete Grade Form. This form is available in the Admissions Office, from the Department Heads, and in your Self Service account. (This form cannot be used to change a grade to or from an NA or a WP. A Drop Add form must be used to award or reverse an NA or WP grade.)

Credit by Exam Registration - Required for a section "99" registration. This form is available in the Admissions Office or from the Department Heads.

Credit by Credential Form – This form is used when a student believes that he/she should be awarded academic credit for his/her credentials. The student presents his credential(s) to the subject matter Department Head – who evaluates the credentials, completes the form and forwards it to the appropriate Academic Dean who reviews it and sends it to Admissions-Records for processing.

Credit by Proficiency Exam -Required after proficiency exam is graded, even if student does not pass. This form is available in the Admissions Office, from the Department Heads, and in your Self Service account.

When submitting forms please be sure that they are complete and that no information or signatures are missing.

Please strive for accuracy and consistency in your records. The Auditor expects drops, adds, rolls, Moodle, and grades to be logically related. For example:

- If you submit a drop form giving an "NA" grade to a student who never attended, then you should not enter an "E" for that student on your official roll, as that indicates that the student attended the class.

- If you submit a drop form giving a "WP" grade to a student then there should be an "E" for that student somewhere on the official roll.

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