



12TH WEEK CLEAN- UP ROSTER New Procedures!



In our effort to "Go Green" this Fall 2009, we are no longer printing a clean-up roster for every CRN/section. Instead, we are asking all instructors to carefully review their myCuesta rosters and print a roster **only** if there is one or more students who are no longer attending your class that need to be dropped.

Here are the steps:

1. Login to myCuesta and go to My Web Services Faculty menu to download your class roster.
2. Review roster against student attendance.
3. Place an 'X' next to the student that needs to be dropped.
4. Submit your roster to Lynn Maul, Records Office **by Monday, November 2nd**.
(This will allow processing time to meet the final drop with 'W' deadline of November 7.)
5. Sign your roster before submitting.

You do not need to submit a roster if there are no students to be dropped for a particular CRN. Only rosters with students to be dropped need to be submitted. *No instructor drops will be processed if received after the November 2 deadline; No students will be able to drop online or in-person after November 7.*

Posting Grades: Students who remain enrolled after November 7 for final grades must be assigned a letter grade from the drop-down menu of choices. A 'W' final grade will not be an option. If you feel you have a legitimate appeal for a final 'W' grade, please contact Joy Chambers, director of admissions & records at ext. 2262.

Unless instructor error, grade changes to a 'W' after final grades are processed will require a student appeal with documentation of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student (Title 5, CCR #55758).

Are there students not listed on your roster? The student needs to late register ASAP in order for a final grade to be assigned before the semester is over. Here are the steps to advise students to late register:

1. Send student to the Registration Office at the SLO, NCC, or South County Centers to request a Policy Appeal Form and Add Card.
2. Student will need approval on the Policy Appeal Form from both the instructor and division chair to confirm students attendance for approval. Add Card needs to be completed with instructor's signature or add code.
3. Student returns completed Policy Form + Add Card to the Registration Office for final review by Joy Chambers. Once approved, student will be enrolled in the course and appear on your myCuesta roster.

Please note the legend below for the "Reg" (registration status) codes that appear on rosters:

RE=Registered in-person
RW=Registered by web/myCuesta
DW=Dropped with a W
IW= Instructor Drop with a W

Any student that appears with a DW or IW code on your roster has already been dropped from your class and need not be submitted.

Please submit your roster of students to be dropped no later than Monday, November 2nd.

Thank you!

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