

**myCuesta INSTRUCTOR ROSTER SCHEDULE
FALL 2009**

TYPE OF COURSE/ TYPE OF ROSTER	FULL-SEMESTER <i>Weekly Attendance</i> course meets same number of hours each week.	SHORT-TERM <i>Daily Attendance</i> , full-term course, meets same hours for 5 days or more.	IRREG. SHORT-TERM & NON-CREDIT COURSES <i>Positive Attendance</i> Short term, meets irregularly and includes non-credit courses.	CREDIT -BY- EXAM
Initial Class Roster MANDATORY <i>(Instructor downloads throughout semester)</i>	Instructor downloads roster from myCuesta, Faculty, Banner Self Service channel in My Web Services , at http://my.cuesta.edu . Click on Roster link. ✓ Roster must be downloaded <u>prior</u> to the first class meeting. ✓ Real-time Roster. Reflects most accurate enrollment information at time of download. ✓ Instructor's unique ADD AUTHORIZATION CODES are available with class roster as of 9 a.m., Fri., August 14, 2009. ADD Codes are disabled by the course add deadline. Late Add Appeal required after deadline. ✓ <u>AVOID LATE ADDS.</u> Please check your roster to confirm student has added your course. ✓ Adds to be complete by Census Date. ✓ Late Add petitions after week 4 will require Division Chair's signature.			
Census Roster MANDATORY <i>(Paper Roster provided by Records Office)</i> <i>Census Roster must be signed and returned to Records Office</i>	Sent: 3 rd week of semester (Week of August 31st) Due: September 9th ✓ State requires the Census Roster for reporting and audit of FTES. ✓ Roster confirms enrollment of all students attending class. ✓ Added student's names must appear on this roster. ✓ Instructor must confirm students requesting late adds have been in attendance since Census Date. ✓ Instructor drops "no shows" on Census Roster. ✓ Faculty signature is <u>required</u> .	Sent: Start date of class Due: 5 working days after receipt ✓ Roster confirms enrollment of all attending class. ✓ State requires the Census Roster for reporting and audit of FTES. ✓ Must drop "no shows" from Census Roster. ✓ Faculty signature is <u>required</u>	Attendance Roster/ Roll Sheet available through myCuesta Due: Within 5 working days after class ends. ✓ Instructor MUST record student hours of attendance for each student for the duration of the course. ✓ Must drop "no shows" on Instructor drop cards.	Grade Roster Only
Early Alert Roster	Not Available – Fall 2009			
12th Week Instructor Cleanup Roster OPTIONAL <i>(Instructor downloads)</i> <i>Submit only if drops are made.</i> <i>Return to Records</i>	NEW: 10th week of semester (Week of October 19th) Due: November 2nd if drops need to be processed. ✓ Instructor may drop non-attending students on cleanup roster. ✓ Students will receive a "W".	Due: Prior to final drop deadline ✓ Instructor may drop non-attending students with Instructor Drop Cards. ✓ Students will receive a "W".	N/A	N/A
Final Grades & Positive Attendance MANDATORY <i>Submit ONLINE Via myCuesta</i>	Banner Self Service is location for Online Grade Submission Available at: http://my.cuesta.edu **Grade Submission through Banner Self Service-My Web Services** ✓ Online grading available first day of finals week for full semester courses and last day of short course. Grades Due: Tuesday, December 29, 2009 or within 5 days of short course ending date. ✓ Non-credit course faculty will submit Positive Attendance hours online within 5 days of course ending date. ✓ Credit course Positive Attendance Hours submitted through My Web Services. DUE 12/29/09. ✓ Credit-by-Exam grades submitted through My Web Services. Due 12/29/09.			
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