

**2006-2007**

**FOOTHILL COLLEGE**

**FACULTY/STAFF GUIDEBOOK  
TO ADMISSIONS AND RECORDS**

**November 14, 2006**

## **BOARD OF TRUSTEES, FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**

The Board of Trustees is a 5-member elected board serving 4-year terms, with 2 student trustees appointed annually in May by the student governments from each campus.

Current information may be seen at: [http://www.fhda.edu/about\\_us/board/](http://www.fhda.edu/about_us/board/)  
Information on this link Includes:

Board Members

Calendar

Agenda

Minutes

Policy

Mission

Board Meeting Highlights

Audit & Finance Committee

**Document FA/STFBLV**

**The Foothill-De Anza Community College District does not discriminate on the basis of race, religion, creed, color, nationality, sex, age, or handicap in admission or access to, treatment of, or employment in its programs or actions.**

# **MISCONCEPTIONS ABOUT ADMISSIONS & RECORDS**

## **THINGS PEOPLE THINK WE DO, BUT WE DON'T.**

### **THE RESPONSIBLE OFFICE**

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Cancel Classes                        | Division/Scheduling              |
| Room Assignments                      | Division/Scheduling              |
| Class Scheduling                      | Division/Scheduling              |
| Assign Course I.D. Numbers            | Division/Scheduling              |
| Schedule/Class Changes                | Division/Scheduling              |
| Change "Staff" to Instructor Names    | Division/Scheduling              |
| Mail Schedules (Student Requests)     | Foothill Bookstore               |
| General Education Certification/IGETC | Evaluations/S. Franco    X7231   |
| Graduation/Diplomas                   | Evaluations/S. Franco    X7231   |
| Assign/Change Grades                  | Instructors                      |
| College Calendar                      | Instruction                      |
| Quarterly Class Schedule              | Public Relations/Design Services |

## ADMISSIONS AND RECORDS STAFF DIRECTORY

### MAIN CAMPUS

|   |   |
|---|---|
| PENNY JOHNSON<br>X7163                                    | DEAN OF COUNSELING AND STUDENT SERVICES   |
| SHAWNA ACED<br>X7771                                      | ASSOCIATE REGISTRAR<br>Supervision of Admissions and Records, Cashier, Exception<br>Petitions, SIS Security Officer, Grades, and Refunds.   |
| HENRY JUNG<br>X7004 8:00 AM - 5:00 PM                     | SUPERVISOR - DAY<br>Office Supervisor of Registration Residence<br>Determination/Questions,<br>and Assistant SIS Security Officer   |
| ROLAND AMIT<br>X7112 11:00AM - 7:30 PM<br>FRI 8:00 - 4:30 | SUPERVISOR - EVENING<br>Office Supervisor of Records, Attendance and Grades;<br>Residence Determinations/Questions, Veterans  |
| SUSAN ALMENDAREZ<br>X7518 8:00 AM- 4:30 PM                | ADMISSIONS & RECORDS REPRESENTATIVE - DAY<br>Day Front Counter Coordinator General and Registration<br>Information, Transcript Requests, Add/Drops, Withdrawals,<br>Student Grade and Student Schedules |
| SHELLY BOWERS<br>X7643 8:00 AM-4:30 PM                    | ADMISSIONS & RECORDS REPRESENTATIVE - DAY<br>Student Records/Changes (Name, Address, Social Security<br>Numbers, Grades); Late and Missing Grades; Staff<br>Registration; Incomplete Contract/Grades    |
| PAT WOOD<br>X7331 8:00 AM-4:30 PM                         | CASHIERING SERVICES COORDINATOR<br>Registration Fee Collection/Deposit Refunds,<br>Petty Cash Reimbursements; College Departmental Deposits   |
| NAM ORAWAN<br>X7331 11:00AM - 7:30 PM<br>FRI 8:00 - 4:30  | EVENING SENIOR CASHIER:<br>Registration Fee Collection/Deposit Refunds, Petty Cash<br>Reimbursements; College Departmental Deposits   |

|   |  |
|---|--|
| <p>MRINMAIE DESHPANDE<br/>X7644 8:00 AM - 4:30 PM</p>               | <p>ADMISSIONS REPRESENTATIVE - DAY:<br/>Coordinator for Group Enrollments (OTI, Performing<br/>Apprentice, Journeymen Middle College,<br/>Registration and General Information;<br/>Student and Staff Registration</p>                               |
| <p>CARMELA XUEREB<br/>X7001 8:00 AM-4:30 PM</p>                     | <p>VETERANS REPRESENTATIVE/MATRICULATION - DAY :<br/>Processes required VA student paperwork; maintain<br/>student veteran's folders, Degree Audit.</p>  |
| <p>PAM BREWER<br/>X7003 11:00 -7:30 PM<br/>FRI 8:00 - 4:30</p>      | <p>ADMISSIONS REPRESENTATIVE/MATRICULATION -<br/>Matriculation Data Entry, Instructor Class Rosters; Census<br/>Lists; Adds/Drops/Withdrawals, Pass/No Pass Option<br/>Cards; Final Grade Scanners, Staff Registration; Student<br/>Registration</p> |
| <p>VIRGINIA SLAYTON<br/>X7772 8:00 AM-4:30 PM</p>                   | <p>ADMISSIONS REPRESENTATIVE - DAY<br/>Application Data Entry Registration and General<br/>Information; Student Registration; Staff Registration.</p>  |
| <p>CHERYL TERRANOVA<br/>X7773 8:00 AM-4: 30 PM</p>                  | <p>ADMISSIONS REPRESENTATIVE - DAY<br/>Instructor Class Rosters; Census Lists; Adds, Drops,<br/>Withdrawals, Pass/No Pass Option Cards; Final Grade<br/>Scanners, Staff Registration; Student Registration</p>                                       |
| <p>JENNY SPARACINO<br/>X7238 8:00 AM-4: 30 PM</p>                   | <p>ADMISSIONS REPRESENTATIVE - DAY<br/>Student enrollment verifications; scanning of transcripts,<br/>incoming transcripts filing. Defense Department and Other<br/>Agencies Registration and General Information</p>                                |
| <p>OUIDA DAWSON<br/>X7517 11:00 AM -7:30 PM<br/>FRI 8:00 - 4:30</p> | <p>ADMISSIONS REPRESENTATIVE - EVENING<br/>Outgoing Transcripts; Court Subpoenas; Registration and<br/>General Information.</p>  |

ERIC ROSENTHAL  
X7526 8:00 AM - 4:30 PM

ADMISSIONS REPRESENTATIVE – DAY (Student Success Center) On Line/WEB applications and enrollment; E-Mail contact.

BRIAN ZIMMERMAN  
X7674 11:00AM - 7:30 PM  
FRI 8:00 AM-4:30 PM

ADMISSIONS REPRESENTATIVE – EVENING  
Evening Front Counter Coordinator; General and Registration Information, Transcript Requests, Add/Drops, Withdrawals, and Student Schedules

STEPHANIE FRANCO  
X7231

SR. EVALUATIONS TECH - DAY  
Transcript evaluation Petitions for Associate Degree (AA, AS)l  
Certificates of Proficiency/ Completion (CEP, CEC); General  
Education Certificate IGETC Certificate Academic Council  
Petitions. Cal Grant computation or certification, Transfer  
information (UC/CU)

949-7002

24 HOUR TRANSCRIPT INFORMATION LINE

949-7005

24 HOUR REGISTRATION INFORMATION

949-7006

24-HOUR INFORMATION - GRADES



## QUICK REFERENCE GUIDE

|   |  |       |
|---|--|-------|
| Adds, Drops, Withdrawals Instructors    | <b>Day/Evening</b><br>Cheryl/Pam<br>X7003/7773 |       |
| Adds, Drops, Withdrawals Students       | Susan/Brian<br>X7518/X7674                     |       |
| Admission, Registration & General Info. | EVERYONE<br>X7325                              |       |
| Applications                            | Virginia<br>X7772                              |       |
| Audit Requests                          | Susan/Brian<br>X7518/7674                      |       |
| Deposits                                | Pat/ Nam<br>X7331/7331                         |       |
| <b>GRADES</b>                           |  |       |
| Correction/Incompletes/Supplemental     | Shelly   | X7643 |
| Late                                    | Shelly   | X7643 |
| Missing                                 | Shelly   | X7643 |
| Student Grade Reports                   | Cheryl   | X7773 |
| Incomplete Contracts                    | Shelly   | X7643 |
| <b>GROUP REGISTRATIONS</b>              |  |       |
| Access Los Altos                        | Mrinmaie                                       | X7644 |
| Apprentice/Journeyman                   | Mrinmaie                                       | X7644 |
| Arts Alliance                           | Mrinmaie                                       | X7644 |
| Campus Abroad/LINC                      | Mrinmaie                                       | X7644 |
| Writing Across the Curriculum           | Roland   | X7112 |
| <b>INSTRUCTOR RECORDS</b>               |  |       |
| Census Lists                            | Cheryl/Pam<br>X7003/7773                       |       |
| Class Rosters (Distribution Reorders)   | Cheryl/Pam<br>X7003/7773                       |       |
| Due Dates                               | Roland<br>X7112                                |       |
| Final Grade Scanners                    | Cheryl/Pam<br>X7003/7773                       |       |
| Grade/Hour Scanning                     | Cheryl/Pam                                     |       |

|   |   |                |
|---|---|----------------|
| Incomplete Contracts                    | X7003 / 7773<br>Shelly                  | X7643          |
| Late / Missing Grade Listings           | Shelly                                  | X7643          |
| Late Grade Listing                      | Shelly                                  | X7643          |
| Positive Attendance Rosters             | Cheryl / Pam<br>X7003 / 7773            |                |
| Positive Attendance Scanners            | Cheryl / Pam<br>X7003 / 7773            |                |
| Previous Quarter Records                | Shelly                                  | X7643          |
| International Student Information       | Int'l Off.                              | X7293          |
| Matriculation Data Entry                | Tita Shields                            | X7512          |
| Pass / No Pass Option                   | Pam                                     | X7003          |
| Petty Cash Reimbursements               | Pat / Nam<br>X7331 / 7331               |                |
| Problems / Complaints,<br>Refunds       | Shawna<br>Pat / Nam<br>X7331 / 7331     | X7771          |
| Registration Information                | EVERYONE                                | X7325          |
| Registration Supervision                | Henry, Roland<br>X7004 / 7112<br>Shawna | X7771          |
| Residence Determinations, Information   | Henry / Roland<br>X7004 / 7112          |                |
| Staff Registration                      | EVERYONE                                | X7325          |
| Student Enrollment Verification         | Jenny                                   | X7238          |
| Student Loan Deferments                 | Financial Aid                           | X7245          |
| Student Records                         |   |                |
| Changes: Names, Address, SSN,<br>Grades | Shelly<br>Shelly                        | X7643<br>X7643 |
| Student Registration                    | Everyone                                | X7325          |
| Subpoena Processing                     | Ouida                                   | X7517          |
| Supervisor of Registration              | Henry                                   | X7004          |
| Supervisor of Records                   | Roland                                  | X7112          |
| Cashier                                 | Pat / Nam                               | X7331          |
| Transcripts - Incoming                  | Jenny                                   | X7328          |
| Transcripts - Outgoing                  | Ouida                                   | X7517          |
| Testing Information                     | TEST OFFICE                             | X7230          |
| Veterans                                | Carmela                                 | X7001          |

## MAIN CAMPUS ADMISSIONS & RECORDS GENERAL INFORMATION

|                         |                               |
|-------------------------|-------------------------------|
| *Office Hours           | Fall, Winter, Spring Quarters |
| Monday through Thursday | 8:30 AM - 7:00 PM             |
| Friday                  | 8:30 AM - 3:00 PM             |

\*Admissions & Records personnel are available to assist Faculty and staff during the hours the office is closed to The general public --

8:00 AM - 7:30 PM - Monday through Thursday  
8:00 AM - 4:30 PM - Friday

(If the lobby entrance is closed, please use the back office entrance in the Student Development Center.)

The office is closed on Fridays during July and August

Students may not enroll in two sections of the same course in any one-quarter.  
(E.g.: HP 017.01 and HP 017.02).

Students may not enroll in two courses in any one-quarter in which one of the courses is a prerequisite for the other (e.g.: MATH 11A and MATH 11B).

MISSING ROSTERS, CENSUS LISTS OR SCANNERS: Please contact the Admissions & Records Office if you do not receive a roster census list or scanner. These are official records. A new listing will be ordered for you. Call Cheryl/Pam/Roland X7003/7773/7112

**POSITIVE ATTENDANCE, OPEN ENTRY AND INDEPENDENT STUDY CLASSES:** If you have several additions to your class after you receive your permanent class roster, please call Admissions & Records to order a new listing. Call Cheryl/Pam/Roland X7003/7773/7112

### **HOW TO PLACE A "HOLD" ON A STUDENT**

If a student has an equipment or another obligation to your department, a hold may be place preventing registration, grade reports and transcripts. **THE HOLD IS PLACED/REMOVED BY YOUR DIVISION ASSISTANT.**

### **MIDDLEFIELD CAMPUS INFORMATION CAN BE FOUND AT**

<http://www.foothill.edu/mid/>

## **ROSTERS**

Class rosters are prepared by Data Services and sent to you by the Admissions and Records (A&R) Office. They reflect all students officially enrolled in your classes. The return of selected rosters to the A&R Office is the primary way instructors communicate "adds" and "drops" of students to the office. The attendance rosters and grade rosters are permanent, official school documents that **are critical in documenting the school's collection of state apportionment and assigned grades. The importance of these documents cannot be over-emphasized.**

The official permanent class roster and attendance record must be returned to the Admissions and Records Office with your grade scanner and/or positive attendance report at the end of your class.

Below is a list of rosters you can expect to receive from the A&R Office during the quarter. A memo will be attached to each roster explaining the purpose of the roster and how the roster is to be processed.

**Class Rosters:** Distributed on opening day. Serves as the instructor's record until the permanent class roster is issued during the fourth week. You may also receive a short list of students that enrolled after the class roster was printed. A copy of the roster should be returned to the A&R Office by the end of Week 1 indicating "no shows". If there is no enrollment, there will be no roster printed.

**First Census Class List:** Distributed during Week 3. The return of this list to the A&R Office is mandatory (even if there are no drops or seats taken). This list constitutes the basis of calculation for state apportionment funds. **"No shows" and "Drops" must be indicated on this list.** Students that have dropped the class and those dropped for non-payment will be listed on the bottom. At times other than the 3rd week, drops may be processed on program change cards. If a student does not appear on the listing, send the student to Admissions & Records to add or enroll. Ask for verification that this has been done. You will receive a listing during the 8th week on which you may list drops.

**Permanent Class Lists and Attendance and Grade Reports:** Distributed during Week 4. These are permanent official school documents used to record attendance and grades. They are due at the end of the quarter.

**Instructor Final Grade Reports:** Distributed prior to finals week for census classes. The grade reports are read by the optical scanner and are due by the date listed at the top of the form. It is a good idea for instructors to keep copies of the grade reports they submit.

**Positive Attendance Reports/Class Rosters:** One permanent class roster and a grade and attendance record form is distributed before the start date of the class. The Positive Attendance Reports (blue) and Final Grade Scanners (red) are distributed approximately one week before the class ends. These are optical scanner reports on which you will transfer hours of attendance and grades for every student. Return your class roster, grade and attendance record form, positive attendance report and final grade scanner to Admissions and Records by the due date listed at the top of the scanner form.

Please use a #2 pencil on all optical scanner forms to bubble grades and hours, and write the grade or hours in the appropriate column on the form. If you have any questions or problems concerning the scanner forms, Cheryl/Pam/Roland X7003/7773/7112.

**Wait Lists:** Wait lists are generated for all courses which reach maximum enrollment during pre-registration. Students are placed on the wait list in the order they attempt to enroll. This list is distributed to instructors with their opening day rosters. Students are not added to wait lists after they have been printed.

## **MAINTAINING THE CLASS ROSTER**

The class roster is a permanent official school document used to record grades. Since it is the source document for all grade reports, great care must be taken to ensure its legibility and accuracy. It is also used by administrators to explain grades when instructors are not on campus.

The class roster is designed for recording attendance and grades for one quarter.

A student will not be marked absent unless he or she is absent the whole class session. The law permits hours to be counted for the entire period the class or laboratory meets, even if the student is present only a part of the time. The instructor should use whatever means he or she wishes to control tardiness.

## **INCOMPLETE CONTRACT**

Title 5 defines the "I" as "Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term." Instructor and student must sign this document.

Incomplete contract forms may be obtained in Admissions and Records office Main Campus and Middlefield Campus. If you have questions or concerns regarding Incomplete Contracts contact Shelly at X7643

## **STUDENT GRADE REPORTS AND TRANSCRIPTS**

Students' transcripts are available upon written and online request. Telephone requests are not accepted. Transcripts given or sent directly to students are classified as "unofficial" unless otherwise specified at the time of request.

End of Quarter requests: Requests for transcripts to be sent after the final grades are posted are accepted at the Admissions and Records Office during finals week or later.

Student Grade Reports are available approximately 2-3 weeks after the quarter has ended. Students may pick up their grades by presenting identification or access their grades online or by telephone.

Grade reports are not mailed unless the student provides the Admissions and Records Office with a written request and a stamped, self-addressed envelope. Identification is required of all students requesting transcripts.

Foothill College reserves the right to withhold transcripts from students under certain circumstances, such as defaulting on a loan.

### **FACULTY/STAFF TRANSCRIPTS**

Official transcripts are provided free of charge for faculty and staff. Complete a transcript request form and return to the transcript clerk. Please make a notation of your status (faculty, staff); location (campus division office) and campus telephone number on your request.

### **TRANSCRIPT CHANGES PRIOR TO SUMMER 1983**

The Foothill-DeAnza District has converted all student records, from the summer of 1983 to present, from the IBM system to the DEC system. All student records prior to the summer of 1983 are only available on microfiche. It is not physically possible to modify records on microfiche. Therefore, the general guideline is that no grade or record changes can be made prior to the summer of 1983. Exceptions to the guideline would be in the case of a bona fide error in grading or if the student repeated a course for a satisfactory grade.



Transcripts may be ordered on-line @:

<http://www.foothill.edu/reg/transcripts.html>

## **REGISTRATION INFORMATION**

Registration for the next quarter begins approximately six weeks before the end of the current quarter. Currently enrolled students (at Foothill or De Anza) are given priority over new and former students.

Registration information, procedures and dates are printed in the class schedule each quarter.

**All students may register by the inter-net, telephone or in person.**

<http://www.foothill.edu/reg/>

## **LATE REGISTRATION**

To register late (during the first two weeks of the quarter), students must EITHER have the instructor give them a label with an add code to enroll online or obtain the signature of the instructor as approval to enroll in classes. Add Codes enable students to enroll using the online registration system. This is beneficial to faculty, student, and Admissions staff. Students will not have to stand in line, unless there is a problem. The student will be given a printout if processed at the Admission office or may print one from their online account, as proof of enrollment. Foothill allows a two-week period at the start of each quarter (Fall, Winter and Spring) for late registration. If students do not enroll during the first two weeks, they will be directed to provide a "Late Add/Reinstate" form which the instructor needs to sign and verify enrollment was first commenced during the add period.

## **COURSE REPETITION**

Students may repeat a course only if they:

1. Have not taken the course the maximum times  
It may be taken for credit.
2. Received a "D", "F" or "NP" grade in the course.
3. Petitioned to and received Academic Council approval to repeat the course.

Students may be dropped from courses they are not eligible to repeat. This includes all courses within the Foothill-DeAnza District.

## **AUDITING A COURSE**

When students have taken a course, at Foothill College, the maximum number of times permitted and received a grade of "C" or better, they may audit the course with permission of the instructor.

Audit requests will not be processed until the second week of the quarter. The student name will not appear on the class or grade list.

Students may pick up Audit request forms at the Admission and Records office.

## **EARLY GRADE REPORTS**

Students requesting early grade reports need to obtain and submit an "Early Grade Release" form AND a transcript request form.

## **GRADE CORRECTION**

As stated in the California Education Code, Title V, Article 55760, "In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student... The determination of the student's grade by the instructor shall be final." Only the instructor can change a grade made in error.

Grade Correction Request cards are available to instructors only in the Admissions and Records Office.

The following procedure has been developed to expedite the Change of Grade process:

1. Grade Correction card completed and signed by the instructor.
2. Card with instructor signature submitted to A&R
3. Student and instructor records checked --
  - if no problems are found the grade is changed
  - if problems are found - instructor and / or student are notified.

Any grade change involving a "Drop" or a "W" instructor must also correct the hard copy of grade records.

## **CONVERSION OF LETTER GRADE TO PASS/NO PASS OPTION**

Must be submitted by student no later than the forth Friday fall / winter / spring quarters. Not later than the second Friday of summer quarters. Students who choose to take a class on a Pass / No Pass basis rather than for a letter grade use this card. \*\* Instructors do not need to sign this card\* Grades will still be submitted for these students, and the system will convert the grade to a Pass or No Pass.

Pass/No Pass requests can be down loaded at:

<http://www.foothill.edu/reg/> PDF forms

## **PETITION FOR EXCEPTIONS TO REGISTRATION POLICIES .**

This **PETITION FOR EXCEPTIONS TO REGISTRATION POLICIES** is used for ALL Exceptions to Registration Policies. This petition is submitted to the Associate Registrar for action. Students will be notified by mail of the Associate Registrar's decision.

Petition forms may be down loaded at:

<http://www.foothill.edu/reg/> PDF forms

## **PETITION TO ACADEMIC COUNCIL**

This **Petition to Academic Council** is used for ALL requests other than REGISTRATION EXCEPTIONS and is submitted to Stephanie Franco for action by the Academic Council. Students will be notified by mail/email of the council's decision.

This PDF form may be down loaded at: <http://www.foothill.edu/reg/>

## **SCHEDULE CHANGE CARD \*\*See LATE REGISTRATION\*\***

This card is used by students to add, Drop, or withdraw from classes for the current term. We currently use ADD CODES for enrolling during the first two weeks of instruction. These allow students to add classes on line, or by phone during the first two weeks of classes. If students do not enroll during the first two weeks, they will be directed to provide a "Late Add/Reinstate" form which the instructor needs to sign and verify enrollment was first commenced during the add period. Instructor may sign a schedule change card instead of using the add label, however those students need to come to admissions to enroll. Instructor signatures are required to drop Counseling 50 classes only. Adds, drops and withdrawals are not official until Admissions and Records have processed them.

Instructors may use this card to drop students from their classes during the quarter. The card should contain the following:

- Name of student
- Social Security number
- Course I.D.
- Last Date of Attendance

This PDF form may be down loaded at: <http://www.foothill.edu/reg/>

## **REGULATIONS FOR CHALLENGING A COURSE:**

1. No course may be challenged after the second week of instruction.
2. No course may be challenged during the summer session.
3. Credit by examination will not be granted in courses for which the student has received a grade from any institution.
4. Units of credit received through this procedure may not apply toward the minimum of 24 resident units required at Foothill for the Associate degree.
5. A maximum of 20 units of credit may be earned by examination.
6. Special limitations apply to challenging a course in sequence. Students challenging a course successfully cannot subsequently challenge a course, which normally precedes the course challenged or completed previously; e.g., a student who has successfully challenged or passed Math 11B cannot challenge Math 11A.
7. Acceptance of challenged credit by a transfer institution depends upon the policies of that institution.
8. Petitions for credit by examination may be obtained from the student's counselor or the Office of Instruction.

## **PERMISSION TO RE-ENROLL**

This form may be filled out by an instructor and given to the student for a course, which the student will fail, or receive a grade of “D” or will receive alternate credit. Rules of maximum repeats will be followed, and if student has not exceeded this rule, he/she will be allowed to enroll in the course for the next quarter prior to the grades being posted.

## FORM BELOW:

TO: Foothill College Registrar

FROM: \_\_\_\_\_ (Instructors name)

\_\_\_\_\_ (Instructors signature)

DATE: \_\_\_\_\_

RE: PERMISSION TO RE-ENROLL

\_\_\_\_\_  
Students Name

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

The student named above is currently enrolled in \_\_\_\_\_,  
and will \_\_\_\_\_ Course  
Quarter

receive a grade of "D" or less, or will receive alternate credit. Please allow the student to pre-register for this course next **quarter in a class that has available seats** prior to the grades being posted.

\_\_\_\_\_  
Course

\_\_\_\_\_  
Quarter to be allowed to RE-ENROLL