This is a visual index for the grading process over the course of the semester. The far left column is the time line; the coordinating colored arrows to the right are the steps in the grading process for that time frame.

If you have trouble accessing your rosters, contact the help desk at 209-588-5385.
Start of Term - Adding, Waitlists & Dropping

It is the student’s responsibility to add and drop classes according to college regulations and timelines. **However, instructors must drop any student who has not attended class or has stopped attending prior to the first census notification sent to instructors through college e-mail.**

**Add Slip Instructions**

- **DO NOT** allow students to attend class if they have not officially enrolled. Students may not return to class until the instructor has official notification that the student has added the class.
- Only students can initiate a course add. **DO NOT** agree to deliver an add slip to the Admissions & Records Office as this can create numerous problems related to student eligibility, payment issues and grading objections.
- Students may add classes prior to the start of the term without approval. A student may add a class by access code or add card.
  - Instructor can provide an access code to the student and then the student may add the class via connectColumbia. The access code is located on your connectColumbia rosters. **The access code will only work prior to first census.**
  - Instructors can also sign and date an add card for the student to return to Admissions & Records. If an instructor allows a student to add a class, the instructor **MUST** sign the add slip and **DATE** it as of the **first day** the student attended.
- Instructors are to check college e-mail daily. You will be notified of adds and drops to classes.
- Instructors are to check rosters on connectColumbia daily to ensure that students attending class have officially enrolled in the class.

**Waitlists**

When a class reaches the maximum enrollment, students have the option of adding themselves to the waitlist. The waitlist will appear at the bottom of the roll sheet with students listed in the order in which they were added to the waitlist. If an instructor admits any of the students, do so in the order the students appear on the list. The instructor can provide the student with an access code which will allow the student to add the class prior to the first census date. The access code is located on your connectColumbia rosters. **The access code will only work prior to first census.** The instructor can also sign and date an add card for the student to return to Admissions & Records within three business days.
Dropping students from roster

- If a student has not attended the class prior to first census or if a student is no longer participating, instructors MUST drop the student via connectColumbia and mark the student with the “N” for NO SHOW or “Z” if they attended once but are no longer participating. Instructor will receive an e-mail notification alert the final day to drop before first census.
- After census, Instructors MAY drop students who have not attended or who have stopped attending until the published last day to drop with the “Z” for NO LONGER ATTENDING. It is, however, the student’s responsibility to drop a class once attended.

In order to drop students:
- Log on to connectColumbia for faculty
- Under the “Faculty Information” heading, click on “Dropping”
- Select the term from the drop down menu; click “Submit”
- Follow the on-screen instructions
- Instructors MAY NOT drop students when final grades are submitted.
- Instructors MAY NOT drop students based on the student’s class performance.

"One Click Roster" Directions - PDF roster/roll sheets:

- Log into connectColumbia
- Click on the Faculty Menu
- Click Class Roster in the Faculty information menu
- Log into the roster application using your YCCD Network login (Email Login)
- Click on the section number you would like a roster for (See image below)
• Click on the “Click here for Printable Roster - PDF” link in the upper left corner of the page. (See image below)

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Class Roster</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CECON-11-0059 Principles of Economics - Micro</td>
<td>Randy Barton</td>
<td>2014CSP</td>
</tr>
<tr>
<td>Instructors</td>
<td>Location</td>
<td>CRUC J</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Download file(GradesQuick)</th>
<th>InstructionalGradeQuick (PDF format)</th>
<th>Download file(Excel)</th>
<th>Instructions (Excel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>End Date</td>
<td>Census Date</td>
<td>Refund Date</td>
</tr>
<tr>
<td>01/13/2014</td>
<td>05/03/2014</td>
<td>01/17/2014</td>
<td>02/26/2014</td>
</tr>
<tr>
<td>1</td>
<td>Last Name, First</td>
<td>0123456</td>
<td><a href="mailto:name@student.yosemite.edu">name@student.yosemite.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>Last Name, First</td>
<td>0123456</td>
<td><a href="mailto:name@student.yosemite.edu">name@student.yosemite.edu</a></td>
</tr>
</tbody>
</table>

• A PDF formatted version of your roster will display on the screen. (See image below)

<table>
<thead>
<tr>
<th>Principles of Economics - Micro</th>
<th>Instructor</th>
<th>Term/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>bartonr</td>
<td>2014CSP</td>
<td>7806</td>
</tr>
<tr>
<td>Section</td>
<td>Course</td>
<td>Units</td>
</tr>
<tr>
<td>0059</td>
<td>CECON-11</td>
<td>4.00</td>
</tr>
<tr>
<td>Days Room</td>
<td>POS</td>
<td>Start/End Date</td>
</tr>
<tr>
<td>Mon</td>
<td>Tues</td>
<td>Wed</td>
</tr>
<tr>
<td>1</td>
<td>01/13/2014</td>
<td>05/03/2014</td>
</tr>
<tr>
<td>2</td>
<td>04/07/2014</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>04/07/2014</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>04/07/2014</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>04/07/2014</td>
<td></td>
</tr>
</tbody>
</table>

@ First Census - Track Students & Certify Rosters:

Instructors are to monitor their enrollments using the online roster for all add slips/access codes that were given to students. If students attending classes are not on the roster, the instructor **MUST** resolve discrepancies with students by issuing new add slips including instructor signature and the first day the student attended the class. Students should NOT be sitting in the class until they are fully enrolled.

**D-Reg:** The district instituted an automatic drop for non-payment policy/process referred to as **D-Reg.** This goes into effect when a student does not pay his/her fees within 10 days of registration. When a student is “D-Reg-ed” he/she will no longer be enrolled in the class nor will the student appear on the online roster. If the instructor chooses to allow the student to remain in class, the instructor is required to sign and date an add slip and check the box to indicate it is a **reinstate.** The student is required to bring the signed, dated with reinstate box checked, add slip to the Admissions & Records Office with photo identification. **Please note:** Instructors will NOT receive a student add email notification when the student is reinstated. Instructors should monitor their online roster to ensure the student has followed through with the reinstate process.
** TO BE COMPLETED BY THE INSTRUCTOR **

→ Date student **FIRST ATTENDED** this class: ________________________________

→ Instructor’s signature _______________ Date signed: _______________ □ Check for Reinstatement

This form **must** be submitted by the student **within 3 working days of the instructor’s signature**

Must be signed to enroll in closed classes and/or after the semester begins. The form will not be processed if incomplete or inaccurate.

Certify Class Roster – Roster Certification Steps:

From connectColumbia:
- Click the Dropping link under the Faculty Information menu.
- Select the appropriate Term or Start/End Date for the class you need to certify.
- Choose one course at a time from the Dropping list and click the Submit button.
- Drop any students (if needed) using the appropriate code. Read the **“Terms and Conditions”**
- Check the “I certify” box at the bottom of the screen and click the Submit button.
  (See example below).

**TERMS AND CONDITIONS**
By checking the box you certify that you have dropped all no-shows and all students who are no longer participating in the course, as required by Title 5.

I certify ☐

Last Certified on: 13:19:33 Nov 20 2012

SUBMIT

The roster will now be certified for this class. Repeat these steps as necessary to certify all classes.

**NOTE:** Instructors not dropping students from their rosters are still required to certify rosters using the steps outlined above.

**Please contact the respective Dean for further clarification or assistance.**

Arts & Science: (209) 588-5087 or Career Technical Education: (209) 588-5142
Mid Term - Continue Tracking:

Instructors are to continue to monitor class enrollments using the online roster for all add slips/access codes that were disbursed. Instructors who have students attending class who are not on the roster, **MUST** resolve discrepancies immediately by issuing new add slips with a signature and the first day the student attended class. Students should NOT be sitting in class until they are fully enrolled.

Short Term Classes:

Short term classes follow the same process as full-semester classes although at a much quicker pace due to the short length of the class. All details in this Instructor Packet apply to short term classes as well as full semester classes.

It is imperative that instructors **submit grades within two days of the ending of the class**. Instructors directly penalize students when grades are submitted late. Students may miss deadline opportunities for transfer, official transcripts, graduation eligibility, honors/distinction status or prerequisite completion.
End of Term – Final Grades Submission

Enter final grades on connectColumbia:

- Full Semester Classes – Instructors should post grades via connectColumbia & submit the grading documentation (see list below) to the Admissions & Records Specialist **No later than the Monday following the last class meeting.**
- Short Term Classes - Instructors should post grades via connectColumbia & submit the grading documentation (see list below) to the Admissions & Records Specialist **No later than the Monday following the last class meeting.**
- If you arrive to campus to submit grades during a time when the campus is closed, you may contact campus security and a security staff person will accept and deliver your grading documentation. **Security may be reached by cell phone: (209) 566-5476**
- You **may not** drop students at this time. You must post a grade of A, B, C, D, F, P/NP (for P/NP classes only) or appropriate grade for an incomplete contract such as INP, IF or ID.
- You will find instructions regarding access to the online roster under the Faculty Resources page on the Columbia College website.

Grading & Positive Attendance Questions contact Admissions & Records:
(209) 588-5232 • ccrecords@yosemite.edu
Technical Questions contact the Help Desk: (209) 588-5385

REQUIRED GRADING DOCUMENTATION:

Online rosters or grading documentation MUST contain the following:
- Print out of the connectColumbia Confirmation Page including instructor signature and final grades
- Roster with all grades/scores given to students throughout the term
- Grading scale
- Incomplete Contracts for students assigned an incomplete grade if applicable

Positive Attendance:
- Include an additional column on the roster/grading documentation reporting each student’s total hours of attendance. **Partial hours accepted.** An instructor **cannot** enter hours on connectColumbia.
- Non-credit classes (300 or 700 series) require positive attendance hours. **DO NOT** post grades for non-credit/300 or 700 classes.

Questions regarding positive attendance reporting should be directed to the Admissions & Records Office at (209) 588-5232 or ccrecords@yosemite.edu
Incompletes:
• Incomplete grades should only be issued in the event that the student has had a personal emergency or illness which renders him/her incapable of completing the final requirement of the class. Students **must** have been passing the class as of the “W” date.
• When issuing an incomplete:
  o The default grade and the expiration date must be entered on connectColumbia and the identical information must be on the contract.
  o The default grade is the final grade the student will earn if they **DO NOT** complete the requirements on the Incomplete Contract.
  o The date the work is due is referred to as the **expire date** on connectColumbia.
  o Incompletes, per college policy, must be completed within one year of the issue date. The instructor may use his/her discretion and choose to give less than a year.
• When an incomplete contract is issued, the contract **must be submitted** with the final grading documents.

Grades:
• If a grade change needs to occur, the instructor **must** contact the Admissions & Records Office.
• **Pass/No Pass** grades can only be assigned to classes that are designated as P/NP.
• **DO NOT** post grades for any courses numbered 300 (non-credit).
• To post your grades to connectColumbia, use the following instructions:
  o Log on to connectColumbia for faculty
  o Under the “Faculty Information” heading, click on “Grading”
  o Select a term from the drop down menu and click “Submit”
  o Follow the on-screen instructions

**Grading Questions contact Admissions & Records:** (209)588-5232  
**ccrecords@yosemite.edu**

**Technical Questions contact the Help Desk:** (209) 588-5385
**When grades are late the students are penalized**

Timely submission of grades and positive attendance hours are critical to students for several reasons, most importantly:

- **Registration** - Students are delayed in registration of classes that require passing grades in prerequisites/co-requisites.
- **Progression in subjects** - Hinders opportunities for students to register for the next class in the progression of a subject (this could be your next class!)
- **Official CC transcripts** - Students are awaiting final grades so official Columbia College transcripts can be sent in order to secure his/her admissions to the transfer school. With tighter admissions guidelines, this is more critical than ever. Students have been denied acceptance based on missing grades.
- **Graduation requirements** - Students may have a graduation, honors or distinction status being held due to grading delays.
- **Financial Aid** - Students’ financial aid may be affected by missing grades and/or delays in grade submissions. Contact the Financial Aid Office for more information (209) 588 – 5105.

The grading process doesn’t completely close for two academic years. Students have the ability to challenge a grade for two academic years. The process for challenging a grade is detailed in the Columbia College Catalog on page 37 under “Challenging Grades”: [Columbia College Online Catalog 2015-16: Academic Procedures](https://www.columbiacollege.edu/academic-procedures) (Education Code Section 76224)