NEWS YOU MUST USE

Welcome to Fall 2023

Let's get this year started!

We hope had a fantastic summer (even if you worked most of it)

We hope you catch up on your sleep (is that a real thing?)

We hope you read a terrific book (I purchased a good book, does that count? 😊)

We hope you saw a great movie (fess up, I know you saw the *Barbie Movie*, I did!)

We hope you spent some time just Netflixin' and chillin' and didn't think much about work (everyone needs a break to refresh)

We hope you are ready to have a fantastic Academic Year! (We are!)


The A&R Team

NO SHOW REPORT-THE COLLEGE'S OBLIGATION

Processing the No Show Drops _must_ be completed by the last day to add the class deadline for the section.

- It is the college's obligation to clear rosters of students who never attended or participated in class by the No Show Deadline.
- It is Title IV Regulation. As a financial aid issuing institution, we are required to drop No Shows by the deadline so financial aid funds are not disbursed to students who never attended or who are not actively attending/participating in the class by the No Show deadline.
- It is best to drop No Show students early (well before the deadline) giving other students the ability to add the class prior to the deadline.
- During this time, please check your online roster regularly to ensure students that are sitting in your class are officially enrolled.

It is important for students to be dropped by 'Last Day to Add.'

The deadline for each section can be found on the Faculty Class Roster & Schedule
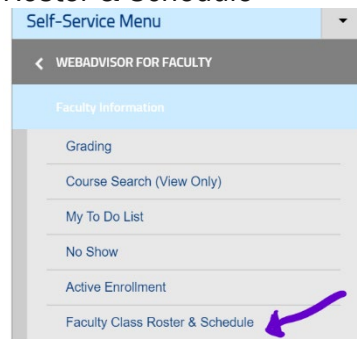
click on a section and you will see the deadline dates.

THEA-113-5905: Introduction to Acting

Seats Available ⓘ

Deadline Dates

Deadline Dates

THEA-113-5905: Introduction to Acting
Fall Semester 2023

Last Day to Add	9/10/2023
First Day to Drop	8/26/2023
Last Day to Drop without a Grade	9/10/2023
Last Day to Drop with a Grade	11/17/2023

Once a No-Show Report is submitted you cannot resubmit. If you forget to drop a student, please submit a No-Show Form within a few days of the deadline. Do not wait until the end of the term to report a no show that is too late. The form is on the form is on the Faculty Resources Page (link below)

UNDERSTANDING DEADLINE DATES

Understanding deadline dates. It is important that you know how to find the deadline dates for each class section. Only full-term classes have the same deadline dates regardless of the days the class meets. All short-term deadlines are based on the length of the class and days the class meets or if the class meets online.

16 Week Deadline
Last Date to Add-September 10, 2023

Please do not wait until the last day to issue the add authorization. Best practice would be to issue the authorization several days prior to the deadline to give students the time to enroll. To give students time to receive assistance if they need it prior to the deadline.

Students will not be added after the deadline. Students will not be added if they turn in the add/drop form or come to A&R after the deadline.

Students who are not officially enrolled by the deadline should no longer attend the class.

Remember this is not an A&R regulation nor is it just based on an El Camino Policy, but this is an Education Code Regulations. Students need to be enrolled by the stated deadline of the class.

ADD AUTHORIZATION

Add Authorization are needed during the late add period (once the class begins through the last day to add the class. Once you authorize a student to add the section they will need to still enroll. A student should add the class immediately. If a student for whatever reason cannot add the class, please have them submit an Add/Drop Online Form found on the Admissions & Records webpage, under the forms section. Students must submit this form prior to the deadline. The student can also visit the A&R office before the deadline for assistance.

REINSTATEMENT

It is the instructor's discretion to reinstate a student. If you or a student dropped a section, and you wish to reinstate them simply fill out the reinstatement form. The Reinstatement Form link is on the Faculty Resources Page.

IMPORTANT LINKS:

Please bookmark the following webpage for reference during the semester. Faculty Forms and valuable information are located on these webpages.

Faculty Resources Webpages under Admissions & Records For Faculty:

https://www.elcamino.edu/departments/professional-development/faculty-resources/

A&R QUESTIONS EMAIL

Lillian Justice ljustice@elcamino.edu
Steve Waterhouse swaterhouse@elcamino.edu

CANVAS

Gema Perez gperez@elcamino.edu
Ryan Martinez rmmartinez@elcamino.edu

COMPUTER OR CANVAS ASSISTANCE

helpdesk@elcamino.edu or 310-660-6571

DIVERSITY of people, perspectives **EQUITY** in policy, practice & position **INCLUSION** via power, voice & organizational culture **JUSTICE** with equal rights & equitable opportunities

Remembering what we learned on PD Day:

ISANG BAGSAK

WE ARE ALL PART OF THE SAME TEAM