

You may find that some students will appear in your classrooms insisting that they don't know why they were dropped from the class. One possible explanation is that the student missed one of two Deadlines for Payment.

Enrollment period

Before the first day of class students enroll themselves into courses or place themselves on Waitlists. **Once a waitlist is generated for a class, students are enrolled only from the waitlist.** So sometimes during enrollment you may see that a section is not full, but has a waitlist. At the end of the day, qualified students from the Waitlist will be enrolled in order.

Late Adds

If a student misses the *Last Day to Add*, he/she can only add the class under a narrow set of circumstances and by petition. Late Add Petitions can only be submitted during the week immediately following the *Last Day to Add*. The forms require the signature of the instructor and the approval of the Dean of Instruction.

The Dean of Instruction ***will not approve Late-Add Petitions unless*** the student falls into one of the following allowable conditions per Title 5:

1. **Illness** – The student must document that he/she was ill or injured during the add period. The student must attach a note from a doctor, clinic, or hospital certifying illness and inability to add by the published deadline date.
2. **Accident** – The student must attach a “true copy” of an original accident report from a police department, sheriff's office, California Highway patrol, or other police agency. It is the student's responsibility to explain how the accident prevented him/her from adding by the published deadline date.
3. **Death** – The student must attach a copy of the death certificate and explain the relationship to the deceased.

It is the *student's responsibility* to clear all impediments to adding/enrolling. The following reasons ***do not merit approval of a Late-Add Petition***

- Required assessment not complete
- Prerequisite not cleared
- Child care issues
- Inability to pay fees on time
- Financial or academic holds
- Class needed for graduation or transfer
- Lack of understanding or knowledge of class add deadlines or registration procedures

Our students NEED these classes ... How can you help...

- Make sure your students are aware of the Last-Day-to-Add ... your assistance will help them successfully navigate the enrollment process this term

- Please refrain from provide add codes at the last minute... while it may *seem* accommodating... you are actually creating an unreasonable situation for the students.

Middle College High School Enrollment

John F. Kennedy Middle College High School (JFK) is part of the Corona-Norco Unified School District and is located adjacent to Norco College. JFK students who have completed all required documentation at Norco College may enroll in many Norco College courses. There is currently an enrollment cap of 5 JFK students per allowable section. However, at your discretion, once the term has begun, you may allow additional JFK students to enroll in your section by signing an Add Card for these students.

Student e-mail

Please encourage students to activate their student e-mail and to check it regularly. Students may forward their student email to a personal email account if they choose.

See above (Drop for Non-Payment) as a cautionary tale... if only they had checked their e-mail.

Waitlists

Please utilize the waitlist provided in WebAdvisor. Two days prior to the first day of class (first day of class, not necessarily the first day of the term) your enrollments are final and students will no longer move from the waitlist into your section. Students have access to place themselves on waitlists according to their assigned registration date. These dates are developed to guarantee adherence to state/federal rules and regulations pertaining to student access.

If you are able to add students to your section on the first day of class, using the Waitlist insures that you are adhering to state and federal rules/regulations regarding student access.

Classroom Management

Academic Dishonesty

Cheating, plagiarism, or other instances of academic dishonesty need to be reported to a Dean of Instruction, and the [Academic Dishonesty Reporting Form](#) must be completed. Submit the form and contact the appropriate Dean at Jason.Parks@norcocollege.edu or Marshall.Fulbright@norcocollege.edu

Code of Student Conduct

Faculty and student behavior needs to be professional at all times. Rudeness, disrespect, and/or threatening behavior are unacceptable.

The RCCD Standards of Student Conduct (Board Policy 6080) are available on the [college website](#). A brief note in your syllabus should reference these standards.

If a disruption occurs in your classroom, remain calm and try to defuse the situation.

This can be done in a variety of ways, including calming your voice, asking the student to speak with you after class, or making arrangements to meet the student with your department chair or Dean of Student Life.

If the student is being threatening or you fear for your safety, immediately contact College Police at (951) 222-8171. If there is an emergency, contact 911.

Refer disruptive students and student discipline issues to the Dean of Student Life, Mr. Mark Hartley at Mark.Hartley@norcocollege.edu

Keys and Classroom Security

All faculty are provided with key access to the classroom(s) in which they teach, their faculty mailbox, and the College Resource Center. Full-time faculty, of course, also receive key access to their office.

Security

After your class-meeting is over (and if the next instructor has not yet arrived), please clear the room of students and **lock the classroom door before you leave**.

Each classroom contains very expensive equipment requiring protection from damage and theft. In addition, college policy prohibits students from being in classrooms unsupervised.

The students have grown accustomed to this procedure and your request for them to clear the room will likely be met with only a minimum of annoyance.

Obtaining Keys

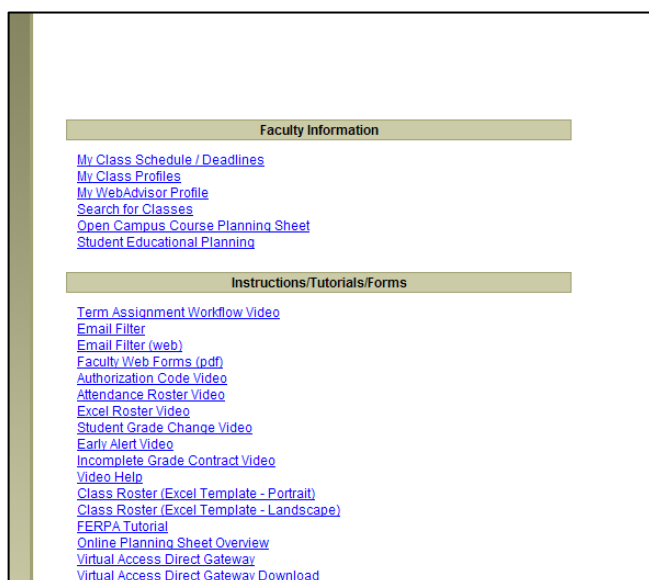
Hard keys are needed for the THTR building, ST building, ATEC building, HUM building, and LIBR building. These keys are issued each term and can be obtained from the Norco Operations Center (OC). You will receive notification in your faculty mailbox when your key is ready for pick-up. After **EACH TERM** it is important to **RETURN these hard keys** to the OC. Being able to redistribute existing keys saves the college the time and expense of cutting new keys every term. Contact your IDS if you need keys for your classroom; they can provide direction.

Required Documents

Attendance Rosters

As always, submission of Attendance Rosters is required for every section taught. For those senior enough to recall, faculty would submit hard copies of both grade rosters **and** attendance rosters. Even as we have transitioned to WebAdvisor for the submission of grade rosters; hard copies of attendance rosters are still required. *Pursuant to Title 5 Section 59025, records relating to attendance and FTES are classified as Class 3 Records and are records basic to audit.*

For convenience Excel-based templates are available from the Faculty Menu on WebAdvisor along with a tutorial detailing how to download and import a txt file of your class roster.



You will be able to print an accurate first day roster one day before the start of your class... the start of your class NOT the start of the term. Before that time, enrollments may change as students remove themselves or are removed from your roster and qualified students from your waitlist are enrolled.

Hard copies of Attendance Rosters are to be submitted to Admissions & Records at the end of each term. This is a requirement for EVERY SECTION.

Census Rosters

Census roster are due on the date listed in WebAdvisor. They will be accepted within 5 days of that date and not be considered late. Remember, **Census is about enrollment**; that is documenting who is enrolled in the course. It is not about who is likely to remain enrolled; it is not about who is likely to pass; it is only about who is enrolled at that point in time.

Check the census roster carefully against your attendance records and drop all “no show” students. *This is a CA Ed Code / Title 5 requirement.*

Students whose names do not appear on the Census Roster are not officially enrolled in the class and may not attend class.