



Directions for Faculty EagleAdvisor: Viewing/Printing Class Rosters, Waitlists, Late Add Codes, Census Rosters, Entering Positive Attendance and Grading

How to Login

- 1) Go to the MSJC website at www.msjc.edu and click on EagleAdvisor under the MyMSJC menu.
- 2) Login to the site by using your first initial, full last name and the last three digits of your ID number (e.g. rrowley123). If you do not know your ID number, please see your Administrative Associate in the Instruction Office. Your password is your six-digit birth date entered in mmddyy format (e.g. 120152). For security reasons you will be asked to change your password when you login to my.msjc.edu the first time.

Viewing/Printing Class Rosters

Click on Faculty EagleAdvisor and then on “Class Roster, Waitlist and Late Add Codes”. Select “Section, Course Name and Title” and verify term and click on the submit button. Use the browser print button to print your roster(s). If you wish to download your roster(s) to your email, select “check box” located at the top of the rosters. See tutorial for complete instructions on how to print rosters.

SPECIAL NOTICE: You must make certain that all students attending your class are officially enrolled and appear on your class roster by the end of the second week. ***PLEASE print your new roster prior to your census due date and drop any no-show students.***

Census Roster must be submitted electronically via Faculty EagleAdvisor. If you fail to submit your Census roster on-time, a hard copy is required and must be delivered to the Office of Instruction. “Faculty Drop” Roster must be used if Census Roster is late.

See Attachment A

Waitlists

If you wish to get a list of students who have requested to be waitlisted in your closed class, select “yes” next to Include Waitlist Roster(s), then check the box under “Choose Section” and verify the semester.

Late Add Codes

Print out a list of Late Add Codes along with your class and waitlist roster. These codes are available three days prior to the start of the term for full-term classes. If you are teaching a short-term class, your codes are available three days prior to the start of the class. Late add codes are the only way for students to register for a class once it has started.

*See Attachment B and C for detailed information.

Add/Drop Policy for Online Courses

Online and Hybrid class sections open to students for check-in at 8AM PST on the class start date. The students have 48 hours to check into the discussion area of the Canvas class shell. If a student has not checked-in during this timeframe, the instructor may drop the student via the Faculty EagleAdvisor. To add a student, the instructor will email the student letting them know that they may add the class, and include a late add code. It is up to the student to complete the registration process for the class. Instructors should not respond to unsolicited email requests from students to be added to the class and only add students who are on the waitlist. Hybrid classes may all have different start up procedures. So, it is important that the instructor describe the class start-up procedures in the announcement area for the class. The announcement should be in the class shell at the start of the online class check-in period.

Tutoring Referral

Title 5 Regulations require faculty to formally refer students to our tutoring centers in order for us to be able to serve them. If you would like the students in your classes to have access to tutoring in writing, math or a variety of other disciplines, you will need to submit a referral roster. This can easily be done in the Faculty EagleAdvisor area as accessed via the my.msjs.edu link into the Canvas portal. Select "Refer for Tutoring" from the list of options, select the term, click on submit, and then select a course to refer from your list of courses. The roster of students will appear with boxes checked for each student. By clicking on submit, you will be referring your entire student roster, which allows students to use the services of all of the campus tutoring centers. (You can choose to NOT refer a particular student by unselecting the box in front of the student's name.) This task should be done at the end of the first week of classes and then again after census, if you have added students.

Early Connect

The purpose of the Early Connect process is to make students aware of opportunities for assistance that may ensure their success (tutoring, advising, mentoring, workshops, etc.).

Instructors are asked to assist students in their classes who may be having difficulty by completing an "Early Connect" form usually around the 6th week of class. The reason(s) an instructor may be concerned about a student's progress could range from excessive absences to a failing test grade. The Early Connect form contains recommendations to various student services such as the Learning Center (tutorial), making an appointment with the instructor or seeking counseling. Early Connect is available via Canvas under the help links - [Early Connect Referral System Tutorial: https://www.msjs.edu/StudentServices/Documents/SARSAAlert-TutorialFaculty.pdf](https://www.msjs.edu/StudentServices/Documents/SARSAAlert-TutorialFaculty.pdf)

Grading Instructions

Please note that each student listed on the roster is officially enrolled in your class and must receive a grade. Students auditing courses will appear on the grading screen, but shall not be issued a grade. If you attempt to grade and audit student, you will receive an error message. Grading is available seven (7) calendar days prior to the end of full-term courses and one (1) calendar day prior to the end of short-term courses. The deadline to submit grades is listed on Faculty EagleAdvisor for each of your class sections. Completing grading by the due date is critical for students who receive Financial Aid or are transferring to other institutions.

The authorized grades are A, B, C, D, F, P, NP or I. If you need to issue an Incomplete (I) grade, you must submit an "Incomplete Grade Form" to Enrollment Services (Evaluators Office) prior to the grading deadline. The form is available online at <http://msjc.edu/projects/14/incomplete.pdf>. Incomplete grades cannot be submitted via Faculty EagleAdvisor.

In an effort to reduce District fiscal liability, the last date of attendance must be provided when issuing grades of F and NP during the grade submission process. For each student who is on your grade roster but has stopped attending a face-to-face class (or stopped engagement in the academic activities in an online class) and is receiving a grade of F or NP, please report the last date of attendance by inputting the date on the final grading screen. Only dates as of census (date provided on screen) may be entered except for positive attendance courses. Instructors are required to clear the rolls of inactive enrollment prior to census. **Please note, a last date of attendance should not be provided if the student earned (remained enrolled) and is receiving a grade of F or NP.**

If you have a Positive Attendance class, you will use Faculty EagleAdvisor to input hours at the time you submit your grades. Positive Attendance Hours are the actual hours the student attended class and are required for each student that is graded (including those that may have a "W" grade). You are required to submit attendance logs to the Office of Instruction.

After submitting your grades, you will get a resolution screen that shows all the grades submitted. You are not required to submit any roster(s) to Enrollment Services; however, you may print the resolution screen that shows after the grades are submitted.

It is good practice for all instructors to print out and keep copies of grade and attendance sheets for a minimum of 3 years.

Reminder- When grading, it is important to remember that after thirty minutes of inactivity you will be timed out of Faculty EagleAdvisor. It is not until you click the submit button are you notified of the time out. When this happens the grades are not submitted and you must log back in and submit again.

You will find the website easy and convenient to use. Should you have questions, you may visit or call one of the Enrollment Services staff members during office hours or send an email.

Office Hours:

San Jacinto Campus (951) 487-3215 Mon - Thur 8am-5:30pm Fri 8am-12pm	Menifee Valley Campus (951) 639-5215 Mon - Thur 8am-5:30pm Fri 8am-12pm	Temecula Education Complex (951) 506-6752 ext 6300 Mon-Thur 8am-5:30pm Fri CLOSED	San Geronio Pass Service Center (951) 922-1327 Mon-Thur 8am-5:30pm Fri - Closed
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You may also email questions to help@msjc.edu for login issues or ESGrading@msjc.edu for grading issues



Census Roster Procedures

Any student on your roster who has never attended your class on-campus or signed into your online class **MUST** be dropped before the Census date.

This is a Title 5 Mandate!

§ 58004. Application of Census Procedures

- (c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:
- (1) Been identified as a no show, or
 - (2) Officially withdrawn from the course, or
 - (3) Been dropped from a course.

A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The “drop date” shall be the day immediately preceding the census day. Student system goes down for maintenance at approximately 10:00 pm. Please allow adequate time for submission.

Please be sure to check the top of your roster in Faculty EagleAdvisor for the due date for your class and drop any student who is a “no-show” or stopped participating before that date!

To Drop a Student:

1. Go to EagleAdvisor ea.msjc.edu and log in
2. Select Faculty EagleAdvisor from the menu
3. Select Faculty Census roster under Faculty Information
4. Select the term and course
5. Drop the student(s) – Click in the box next to the student(s) you wish to drop
*If you do not have any drops you must check the box “No Changes to Census Roster”
6. **Click on Submit to update and finish**

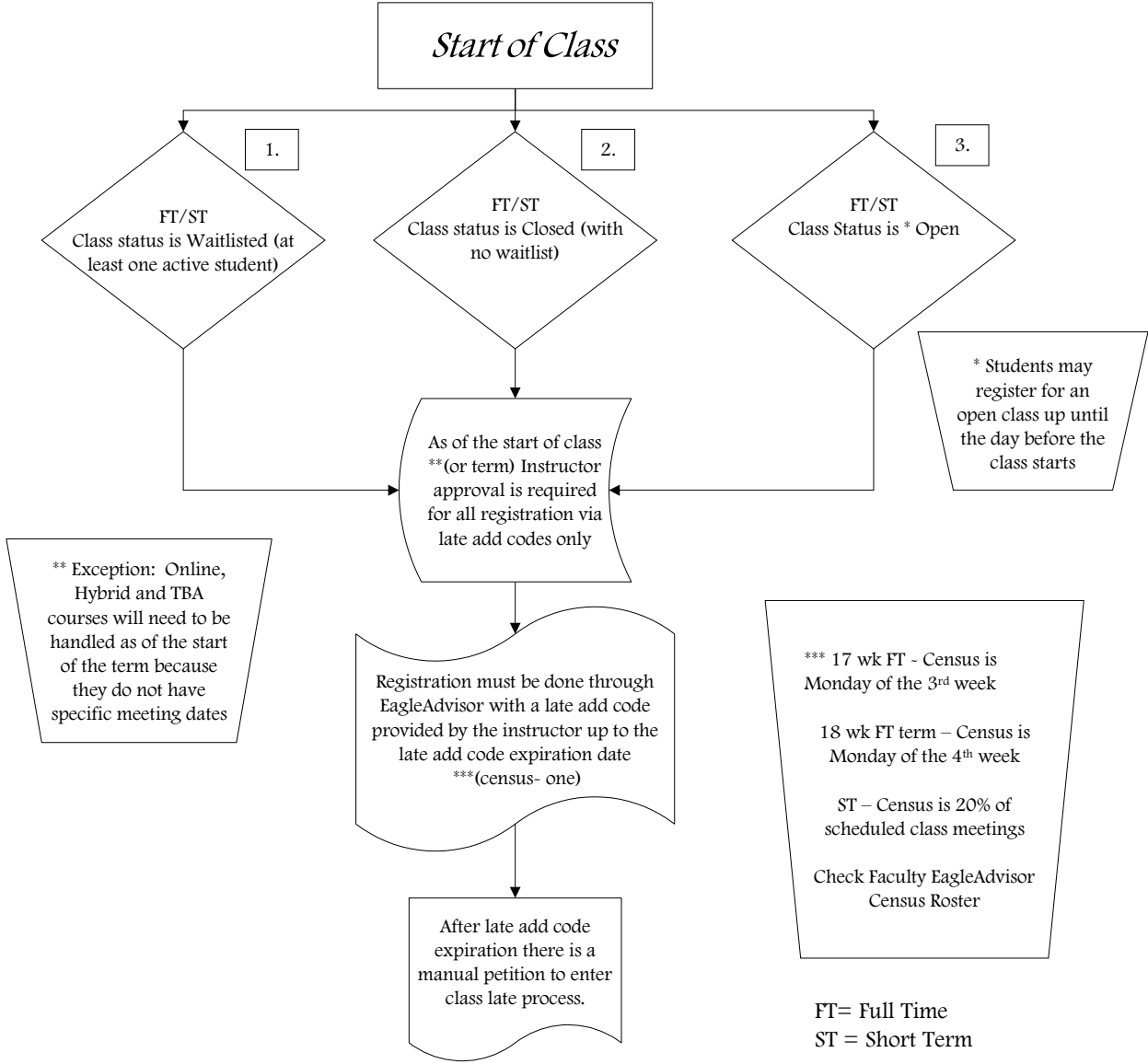
Late Registration Procedures

- As of the start of the class late add codes, given by the instructor, are required to register into class
- The number of late add codes per section is the same as the class cap, you can find these through your Faculty EagleAdvisor on your Class Roster
- Registration for an open class is cut off at 11:59 PM prior to the start of the first class meeting
- Exemption: Registration for courses without specific meeting dates, i.e., online, hybrid, TBA etc. are cut off prior to the start of the class
- Students are not able to add an open class during the first week of the term without late add codes
- Once a class is full and waitlisted, the class will remain closed even if seats are available; late add code required for registration
- Registration must be done through EagleAdvisor (not Enrollment Services) with a late add code provided by the instructor. These students can utilize the Eagle Access Center at all locations for assistance

Other Important Information

- Auto-enroll process (which utilizes waitlist priority to automatically enroll students) stops and waitlists close the Friday prior to the start of the class
- Late add codes are issued in Faculty EagleAdvisor 3 days before the start of the term for Full Term classes or 3 days before start of class for Short Term
- Late add codes expire the day prior to census (please check your Census Roster for the census due date for your class within Faculty EagleAdvisor)
- A petition to Enter Class Late must be used for registration after late add code expiration. Students must have been in attendance prior to census. Some exceptions apply

Late Registration Policy



NOTE: Late add codes are expected the only mechanism for instructors to add students to classes once they have started. The number of late add codes per section matches the class capacity.

NOTE: Auto-enroll process stops and waitlists close the Friday prior to the start of the class. Late add codes are issued in Faculty EagleAdvisor 3 days before the start of the term for FT classes or 3 days before start of class for ST

FERPA Guidelines for Faculty & Staff **Re: Release of Student Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent.

One of the exceptions permitted by FERPA is the release of **Directory Information** to parties outside of the institution. **Directory Information** is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. The following Directory Information may be released without student signature of approval:

- student name;
- degrees/awards/honors received, including the President's Honor List;
- participation in officially recognized activities and sports;
- weight, height and high school graduation of athletic team members;
- photographs

NOTE: Unless the individual student files a written statement within the first two weeks of each semester requesting that the directory information not be released, the college may make directory information available to various agencies, companies and people.

Student names and addresses may be provided to a private or

public school or college. No private or public school or college shall use this information for other than purposes directly

related to the academic or professional goals of the institution.

Directory information and other personal information may

be given to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.

For more information about FERPA guidelines, see:

<http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/FERPA-Regulations.aspx>

Guidelines for Release of Information:

- To the student
 - In person: no signature required. If in the presence of 3rd parties, only release information specifically requested by the student.
 - Phone requests: must verify that the requestor is the student by asking all of the following: Name, birth date, Social Security number & dates of attendance. **If the requestor cannot confirm, do not release.**
- To school officials
 - No signature required if requestor, as part of their employment responsibilities, has a legitimate educational interest in the records.
- Third parties, including parents, spouses, other students, references and schools.
 - If releasing information OTHER THAN DIRECTORY INFORMATION, you **must have a signature of release** and may only release specific information designated by the student.

Note: You are not obligated by FERPA to release information to third parties; therefore, if the request eliminates important information, you may deny the request.

Examples:

1. Send my transcript but only the courses with "A" and "B" grades.
2. Send a reference but you cannot mention my unsatisfactory marks in student teaching.

If releasing DIRECTORY INFORMATION ONLY, signature of release is not required.

If your office is in an open area:

- a. close all files when not in use or when 3rd parties are present;
- b. position computer screen so that 3rd parties cannot see information and close out whenever leaving work area;
- c. check to see if printers, copiers, fax machines, etc. are in secure areas;
- d. If discussing educational record information with the student, if at all possible go to a private office or area so that conversations aren't overheard.



