Student Services
Admissions, Records, and Testing

Randi Sprouse
Assistant Registrar
Student Services - District

William Trevino
Advising Manager
Distance Education

Session Codes

Defined Sessions
• Set dates entered within PeopleSoft
• Attached to an existing Session Code
• Census and Drop dates are calculated for you
• Examples of Defined Sessions:
  • RT – Regular Term (Fall/Spring 16 weeks, Summer 10 weeks)
  • MINI – Mini Term (Spring/Summer 3 weeks)
  • F8A – First Eight Weeks

Undefined Sessions
• General use sessions with no specified dates
• All dates must be entered by course scheduler, including Census and Drop dates
• Examples of Undefined Sessions
  • 12W – 12 weeks
  • 11W – 11 weeks
Rosters

Class Rolls – List of students, by section, used to verify student registration and attendance within a certain course

Grade Rosters – List of students, by section, used to record grades for each student to maintain academic progress

- Both are official documents required by state of Texas auditors for our college to collect state reimbursement
- Late rosters can result in loss of state funding
- Students must have paid or establish a payment plan prior to the official date of record for state funding
- Any student not listed on attendance rosters should be sent to the enrollment office before the census date so necessary corrections can be made (official proof should be required from the student)
- For each student saved during the base year for our ~10,000 sections could generate over 1.5 million dollars of funding per term

Rosters

Attendance Rosters

- Faculty should access online class rolls by visiting their faculty center and record attendance through the Census Date which is found at the top of the roster
- Faculty must approve the attendance roster within one day of Census Date
- Approval of roster is equivalent to an electronic signature and indicates which students we report for funding

Grade Rosters

- Faculty must complete and approve the grade roster by 12:00 noon on the Monday after the final exam
- Grades of FX should not be adjusted to W at the end of the semester
Testing

Utilizing Testing Center

- **ADA Testing**
  - Student, or counselor, provide ADA letter to instructor, then contact testing center to make accommodations
  - Specific services may include scribe, reader, extended time, specialized software or equipment
  - These services should be scheduled in advance to guarantee availability

- **Proctoring Exams**
  - Provision of full instructions based on guidelines and materials required from students Ex. time limits, needed resources, due dates
  - Hours distributed to students for testing allowances
  - Understand individual center’s security requirements on receiving and disbursement of test materials

Course Substitutions

Workflow:

- Advisor requests substitution through PeopleSoft and enters the department chair’s email address
- Notification, with a link, is sent to department chair for approval
- Chair uses information in email to review the request through PeopleSoft
- Approves or denies request as appropriate, enters the program coordinators email address
- Program coordinator receives, reviews and replies
Course Substitutions

Workflow continued...

• Substitution is received, reviewed and posted by the office of Student Records

• If the full approval process is not followed, Student Records will not receive the email to review and post

• An email is sent to the advisor once the substitution request has been completed