

URGENT – Monday, August 21, 2006. Please **read** and **act** on the following.

- Access, print, and check your Class Roster before each class session for the first couple of weeks of the semester (students can enroll through August 28). If there are students in the class who are not on the roster, they may sit in the remainder of that class session, but may not return to the class until they have registered for the class and paid the tuition.
- Keep attendance for your class. You'll need it for grade rosters.
- Please announce the following to your class on the first day it meets ...

"We at CCD want you to be successful in your classes and for your experiences to be good ones. Here's some important information.

"I'd like for you to be a member of this class, but you may not continue to come to it unless you are registered. If you have any doubts, check to make certain that your tuition is paid and that your financial aid is in order.

"The last day to register for a class is Monday, August 28. If you are not registered for this class or have not yet paid the tuition for it, please take care of this immediately. Payments can be made at the Cashier's Office located in Room 136 in the South Classroom building.

"Many classes require that you satisfactorily pass one course before enrolling in the next. Please ensure that you have taken and received a grade of "C" or better in the prerequisite for this and other courses. **If you are not sure about what the prerequisite is, consult the CCD Catalog, visit advising, or speak with your case manager.** Students who have not taken appropriate prerequisites for a course may have difficulty completing it with a passing grade.

"If you have registered for this class, but for some reason decide not to continue, you must drop by the class census date of **Thursday, September 7** in order to receive a refund. If you do not drop the class, you owe the tuition, whether or not you continue to attend." (Faculty: check your class roster to make sure you are using the correct date for the Census date. September 7 is the census date only for regularly scheduled, 15 week classes. If you are uncertain of the date, contact your center or venue administrator.) "

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- If you have a student who has never showed up for class, on the Census Date, **Tuesday, September 7, for regularly scheduled 15 week classes.** (If you are uncertain of the census date, contact your center or venue administrator.) Access the "Final Grades" page and enter "0" in the column labeled **"Attend Hours 0 – 999.99."** for any students who have not attended. **Please do not enter "0" until after the last class session before the census date – once you put in "0" you can not remove it.**
 - Syllabi for classes are due this week. If you have not yet submitted them for your classes, please e-mail them, fax them, or hand carry them to your center or venue administrator.

Thanks for your help with this.

Michael Flores, Vice President for Learning and Academic Affairs