

Faculty Frequently Asked Questions

Class Lists

Why can't I use paper class lists? Why do I have to check them on the web?

Paper class lists are obsolete shortly after they are printed. This is particularly true during the drop/add period. The web class list has current up-to-date information regarding enrollment and allows the instructor to see if students have dropped, added or withdrawn. Instructors can also link to students address, phone number and email from their web class list.

Why do I need to check class lists? I'm told I don't have to take attendance.

It is important that anyone sitting in your class has registered and paid for the course. Student funding (financial aid) is based on registered credits. The college faces potential liability issues if students are allowed to attend classes which they are not properly enrolled in. Grade reporting will be affected if class lists are inaccurate. Should an emergency situation arise, we must be able to locate the student based on accurate class lists.

One or more of my class lists doesn't appear when I log on to the web services but I have a class listed that isn't mine. What should I do?

Contact your dean immediately to assure that your name is attached to your courses. It ensures accuracy in faculty workload and pay.

What should I do if a student is attending class but not on my class list?

Tell the student they must be registered and do not allow them in class until they appear on your class list.

My class is full but I know someone will drop. Should I allow students to "sit in" the class in case a seat opens?

Please do not do this. Tell them to watch for an opening and get registered before allowing them to attend. We have had situations where students have been allowed to do this throughout the semester. A spot never did open, they never could get registered or receive a grade, and they never paid for the course. They are not happy when this happens.

Can I authorize a course overload for a full class? I know that students will withdraw or disappear so it's ok with me.

Faculty can overload a course by up to a maximum of two (2) students. The decision to overload is at the faculty discretion. It's generally recommended to wait until the first week of the semester to overload a class and ask the student to provide evidence of extenuating circumstances, such as cancellation of another course, the course is needed to graduate, etc., for needing the overload. Faculty need to authorize an overload for the student in E-Services. Once the faculty member has entered the authorization, the student needs to log on to E-Service and register him/herself.

Non-attendance

Ok, now I know why they have to be on the class list if they are attending. What about if they are on the class list but not attending?

Federal mandate requires that faculty employed at any college or university that receives Title IV funding must report any student who has never attended or stops attending for the period of time as defined by LSC policy located at <http://www.lsc.edu/Policy/policy3174.htm>.

How do I report non-attendance?

Log on to the web services and pull your class list. If a student has never attended check the box that says **Never attended** and you are done. If a student attends for a period of time but then stops attending an on-ground class for 14 consecutive calendar days or has not demonstrated attendance by accessing course functions and submitting an assignment for 14 consecutive calendar days in distance/internet courses, mark the last day of attendance in the column that says LDA.

Once you have done this the system will automatically assign a grade of FN (Failure for non-attendance). This will set recalculation of any financial aid in motion and change the student status if applicable. The FN grade is a valuable tool in evaluating your class. It discriminates from the F grade by acknowledging that the student's failure is due to non-attendance rather than inability to pass the course.

Can a student withdraw after I've reported her/him in non-attendance?

The student forfeits the right to withdraw if they are reported in non-attendance. A petition can be filed if the student has documented circumstances beyond his/her control that prevented an earlier withdrawal.

What if I report a LDA in error? What if I want to allow the student back in class after I've reported her/him to be in non-attendance?

In either case you can send an email to the Registrar with the student name and ID, the course name and 6-digit course identifier, and an explanation of what you would like to do. This needs to be in writing as it becomes part of the student record for audit reasons. The Registrar can then remove the FN and the student can continue in the class. Students who were reported in non-attendance and are later allowed back into a class should be told they cannot withdraw. All of these students are followed up on. Each semester about 50% withdraw from the class. The "W" is removed and the "FN" is reinstated for these students.

How do you know if I don't report non-attendance?

Non-attendance reporting is required by the Department of Education and subject to audit. Non-compliance can jeopardize our finding. Failure to report is discovered in many ways. Students often request refunds based on the argument that they "never attended". We refer to class lists to verify this claim. We can also often see that a student with 4 classes did not attend three of them. Most likely they did not attend any of them. Financial aid is required to follow up on all students who show zero completion of coursework and verify last day of attendance for students who do not show W or FN dates. Late reporting of last day of attendance can result in serious consequences. These are the things that auditors question and are subject to penalty.

Do I still have to report last day of attendance for all students who fail my course after the semester is over?

No. Electronic reporting of last day of attendance was implemented to make this task easier for faculty. It was also implemented because the federal government wants to be aware of students who are not attending as soon as it is determined that the student is not attending and prior to the end of the semester. Last Day of attendance can **NOT** be reported once the grade window is open for a course. Financial aid is required to follow up on all students who show zero completion of coursework to verify last day of attendance for students who do not show W or FN dates. This is a time consuming process.

Grading

What are the approved grading methods?

Courses are graded using one of two grading methods. The grade method for a course is defined in curriculum. You can **NOT** combine grading methods. Faculty can issue the grades listed below.

Grade Method 1 – Used in most courses _____ Grade Method 2: Used in only a few courses

A,B,C,D,F,I,

P,NC,I

Grades of V (audit) and W (withdrawal) are student initiated grades. Faculty cannot assign a grade of V or W. An FN is a system generated grade that results when faculty enter non-attendance or a last day of attendance. You cannot issue an FN grade. IP (in progress) is a rarely used grade and is assigned for use in courses that end beyond the last day of the semester the course is assigned to.

When are grades due?

Grades are always due at 4:00 pm on the **third** business day following the last day of scheduled finals.

What happens if I don't enter grades prior to the deadline?

Web grading closes down and you will not be able to access the web grading system after the deadline has passed. The Registrar, and possibly the Dean, will be looking for you. The timeframe for closing a semester, posting grades, running satisfactory progress, notifying students of probation/suspension, and allowing time for appeals is very narrow. All of this must be done prior to start of the next semester. No financial aid can be issued until the process is complete.

Who should I contact if one or more of my classes is not appearing on my Web Grade Entry list?

Contact your Dean. Your name has not been assigned to the class in ISRS. Only courses with your name assigned appear on your list. It's also possible that you have a duplicate record and the ID you are using is not the ID that is assigned to the course(s) you are teaching.

Some of my students are not listed on the grade Entry form. WHY?

Students who have already been graded for the course with a W or FN grade will not appear on the grade list. Contact your Registrar's Office to verify the student's enrollment if you believe this is an error.

Can I see a list of students for whom I have submitted grades?

You will not see the grades on the student's record immediately after you have submitted them. The Registrar must wait until all semester grades have been submitted to close the semester and load the grades from the web. This generally happens within 24 hours following the deadline for grade submission. Once grades have been loaded you may click the Class List link to view your grades for prior semesters. Grades are also available for students to view at this time.

Can others enter my grades for me?

NO!!!! Never give your ID and PIN/password to anyone. These are protected under data privacy laws and their use are subject to audit.

Can I enter some of the grades for my class and later enter the rest of them?

No. Once any grades are submitted for a course, the window closes for grade entry for that particular course. All grades need to be entered for all students at the same time. If you have made arrangements with a student to submit work late they should be given a grade of "I" (Incomplete).

I want to change a grade for a student, but they aren't on my list. Why?

If the student has already received a grade for the course they do not appear on the web grade list again. Changes to existing grades are not allowed via web Faculty Services. Complete a Grade Change form and submit it to the Registrar's Office as an email attachment.

I entered the grades using the web, but the student's record doesn't list the grade – why?

End of term processing has not yet occurred so grades have not been uploaded from the web. This can't be done until all faculty have submitted all grades.

Can Registrar office staff see what grades I've entered prior to closing the semester?

Nobody can view grades between the time of entry and the closing of the semester. They sit in a temporary "holding" tank until they are uploaded.

What if I change a grade after I enter it via the web but before the semester is closed out?

This produces a grading discrepancy and is sent to the Registrar in a report that is part of closing the semester. All grading discrepancies must be researched and resolved by the Registrar before proceeding with closing the semester. The report includes faculty grade changes, grade changes from petitions, faculty grading errors (entering invalid grades such as NP, FN, minus or plus grades, Inc...the list goes on) and is generally several pages long.

Can I enter grades for another instructor?

NO. Faculty may only access and enter grades for classes for which they are the instructor of record in ISRS.

Can I enter Last Day of Attendance in the Web Grading page?

NO. Last Day of attendance has to be done from the "View Class List" link. It cannot be done through the "Enter Grades" link.

Degree Audit (DARS)

What is DARS and what does it do?

DARS is the name for the degree audit software used at LSC and throughout MnSCU. DARS serves two functions.

Function A: Program planners are entered into DARS each year. Students are assigned an acceptance semester each time he/she is admitted to a program or whenever a program change is declared. DARS looks at that semester of acceptance and then determines the program planner the student must follow. It reviews the student's coursework and reports what requirements have been met for that program and lists those requirements yet to be completed.

Function B-Interpreting transfer coursework: Upon receipt of official transcripts, the transfer courses are entered into DARS, which then converts them to the LSC equivalency and places them in the appropriate goal area for the program. As new transfer courses are evaluated, the LSC equivalency is programmed in DARS. The student can run their DARS from the web and see how their classes have transferred.

How often is DARS updated?

DARS is continually updated as planners change, new course equivalencies are determined, and as articulation agreements take place or change.

What should I do if I feel the DARS report is incorrect?

DARS errors should be reported to the Registrar's office. The error could be a programming error or it could be a course requirement that is incorrect or any number of other reasons.

How do you run a DARS?

Students can run their own DARS report from the LSC Web Services. DARS defaults to the year/term that the student declared a program. LSC policy allows a student to choose between planner of entry or planner of exit (last semester in attendance). Students wishing to follow a planner of exit should contact Student Services during their last semester to make the adjustment to their record.

Can a "what if I went into this program?" DARS be run?

Student Service Staff can manually "push" a DARS and run it for a non-declared program **or alternate planner year**. This will tell the student what courses would be needed to complete a potential program of interest. Students can also set up an account to shop for programs based on the courses they've taken using CAS **(recently changed its name to USelect)**.

I keep hearing about something called CAS? Isn't that the same as DARS?

CAS refers to Course Applicability System. It is a web-based program that draws its data from DARS. The CAS **(now USelect)** website, www.uselectmn.org, allows a student who is shopping for a college to create their own portfolio of courses and then see how they would apply to specific colleges and specific programs throughout the country.

FACULTY RESOURCE PAGES CAN BE FOUND AT THE RECORDS AND REGISTRATION WEBSITE AT <http://www.lsc.edu/recordsandregistration/index.cfm>