

IMPORTANT FACULTY INFORMATION Intersession 2019

Official Rosters

Official Rosters will be available online **December 30, 2018**. To view, login to Faculty Web Services at: <https://faculty.sdccd.edu/facultygrade/>

Add/Drop Deadline

The Add & Drop deadline for students enrolled in Intersession will be as follows:

4-week session: Jan. 2 to Jan 27, 2018

Class Meets	Add/Drop Deadline	Census	Withdrawal Deadline
TWTh	Jan. 2	Jan. 3	Jan. 16
MTW	Jan. 2	Jan. 3	Jan. 16
MTTh	Jan. 3	Jan. 4	Jan. 16
MTWTh	Jan. 3	Jan. 4	Jan. 16
TTh	Jan. 3	Jan. 4	Jan. 16
TWThF	Jan. 3	Jan. 4	Jan. 16
MTWThF	Jan. 4	Jan. 5	Jan. 16
TBA	Jan. 4	Jan. 5	Jan. 16

6-week session: Jan 2 to Feb 10, 2018

Class Meets	Add/Drop Deadline	Census	Withdrawal Deadline
TWTh	Jan. 7	Jan. 8	Jan. 25
MTW	Jan. 7	Jan. 8	Jan. 25
MTTh	Jan. 7	Jan. 8	Jan. 25
MTWTh	Jan. 7	Jan. 8	Jan. 25
TTh	Jan. 7	Jan. 8	Jan. 25
TWThF	Jan. 8	Jan. 9	Jan. 25
MTWThF	Jan. 7	Jan. 8	Jan. 25
TBA	Jan. 8	Jan. 9	Jan. 25

Instructors are asked to honor the wait list and provide students with add codes as soon as possible. Students should be advised to process their add codes immediately due to the tight deadline dates.

Drop Deadline

- Per Title 5 and State Attendance Accounting guidelines, faculty are required to clear their rosters of inactive enrollment as of the census date.
- The census date for Intersession classes will generally fall on the first or second class meeting.
- A calendar for each class is provided via the online drop sheet and shows the specific deadlines for each class.
- Be reminded that drops must be **submitted online by close of business on the census date** or students will receive a "W" on their record.
- To accommodate classes that meet in the afternoon or evening on the census date, drops submitted **on** the census date will post as "W" on the online drop sheet but will process as a drop on the student's record.

Grades

- Intersession grades are due Feb. 1, 2019; however, faculty are encouraged to submit their Intersession grades by January 25, 2019 to clear prerequisites for students taking Spring 2019 classes. **NOTE: The Jan. 25 date does not pertain to the 6-week Intersession classes that meet Jan. 2 through Feb 9, 2019.**