College Career Pathways

at

Capital Community College

Handbook for Dual-Enrollment Instructors

Capital Community College
950 Main Street
Hartford, CT 06103
www.capitalcc.edu

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~ Welcome ~

Welcome to Capital Community College's dual enrollment program, College Career Pathways (CCP). We appreciate your dedication to the students and your commitment to the standards of college level courses. We hope this handbook will be helpful in addressing any questions you may have regarding CCP. Should any policies change during the academic year, you will be notified in writing. A directory of CCP personnel and relevant college staff is provided in Appendix A. The current academic calendar is available on our website via a quick link from the homepage: www.capitalcc.edu.

We are here to support you and your students. Please call your liaison or the CCP Coordinator at 860-906-5000, ext. 6420 if you have any questions or concerns.

Mission Statement

The College Career Pathways (CCP) mission is an extension of Capital Community College's mission to provide access to higher education to the diverse residents of the greater Hartford region. CCP extends the college community to area high schools by offering students the opportunity to earn college credits concurrent with credits toward their high school diploma. In offering a college level experience to students at the secondary level, CCP courses serve to enhance students' academic success and independence and to foster skills that will serve students as members of our future workforce.

I. Becoming an Instructor in the College Career Pathways (CCP) Program

a. Instructor Requirements: High School teachers wishing to become instructors for College Career Pathways (CCP) courses must meet the minimum requirements to become an adjunct professor at CCC- that is, a master's degree in the discipline or subfield (e.g., a Master's degree in mathematics to teach dual credit courses in algebra). If an instructor holds a master's degree or higher in a discipline other than the discipline that he or she is teaching (e.g., a master's in education), the instructor must have completed a minimum of 18 graduate credit hours in the discipline they wish to teach.

b. Instructor Application: Assuming a dual enrollment agreement is in place, the next step for the prospective instructor is to submit an application (*Appendix C: CCP Instructor Application*) and relevant documents to the CCP Coordinator at Capital Community College. Instructor applications and any supporting documentation will be reviewed and evaluated by CCC faculty in the appropriate academic department (e.g., prospective Algebra instructors' applications will be reviewed by CCC Math department faculty) according to the same standards as for those seeking to be college adjunct faculty. All employment forms and transcripts must be submitted to the CCP Coordinator by the established deadline(s).

c. Instructor Approval and Notification: Based on a review of the high school teacher's application and relevant credentials, a determination will be made whether to grant the teacher full approval to teach the particular course. If the instructor is granted full approval, he/she will be notified in writing, and can begin teaching the particular course immediately or the next time the course is offered at his/her high school.

d. Notification of Provisional Status: In the event a teacher applicant cannot be granted full approval, he/she will be notified in writing, and may be granted provisional approval, pending a classroom observation of the instructor and/or the instructor's participation in professional development activities at the College. (*See Appendix D: Site Visit Evaluation Form*) CCC Department Chairs/Faculty mentors may travel to high schools periodically to observe provisionally-approved high school instructors, the curriculum and instruction, and student engagement and understanding. (*See paragraph* II.c. below, *College Faculty Site Visits to observe CCP course instruction*).

II. Instructor Responsibilities and Curricular Alignment

a. College Level Objectives and Instructor Core Responsibilities: As a dual enrollment program, College Career Pathways expects and maintains a high level of professionalism and quality, and requires dual enrollment courses in the high schools to maintain the same level of academic rigor, classroom behavior, and curriculum standards as their on-campus counterparts. As CCC adjuncts, CCP instructors have responsibilities common to all CCC instructors, including but not limited to:

1) teaching the approved CCC curriculum specific to each course;

2) providing a syllabus to each student on the first day of class (*See syllabus requirements below; CCP instructors may request a sample syllabus from their respective department chair at the college*);

3) submitting student enrollment information in the manner and at the time specified; and

4) submitting grades on time and in the College's online format.

b. Alignment with College Course Syllabus

The CCP instructor must ensure that the course syllabus:

1) indicates the course is an official Capital Community College course;

2) provides the course number, which must be the same as the on-campus CCC course number (e.g., Intermediate Algebra is listed as MAT*137 on the CCP course syllabus);

3) indicates to students that they will be asked to complete and return a confidential course/instructor evaluation form at the end of the course (*See Appendix E: End-of-Course Evaluation Form*).

It is the high school instructor's responsibility to ensure that the curriculum in his/her CCP course is the same as the curriculum in the corresponding on-campus/online course at Capital. Every academic department at CCC that works with CCP will provide high school instructors the curricular information and faculty support necessary to ensure that students enrolled in CCP courses can make a smooth transition from high school to college.

c. College Faculty Site Visits to Observe CCP Course Instruction

Capital Community College adheres to the *National Alliance of Concurrent Enrollment Partnership (NACEP) standards*. In keeping with the spirit of *NACEP Curriculum Standard C3*, college faculty make occasional site visits in order to "afford the opportunity for collegial interaction between campus and NACEP faculty and to observe course delivery, student discourse and rapport." Such site visits will be scheduled at a mutually convenient day and time.

College faculty making a site visit do so with the expectation that CCP instructors will do their utmost to support collegial interaction and provide information that will shed light on student interest and involvement, student assignments and data regarding evaluation of student work and student understanding. The expectation is that college faculty and high school instructors will work collaboratively on learning objectives and outcomes so every student taking a course receives the same standard of excellence regardless of where the course is being taught.

d. End-of-Course Evaluations by Students (*See Appendix E: End-of-Course Evaluation Form*)

Every CCP syllabus will provide notification to students that they are expected to complete and submit confidentially an End-of-Course Evaluation Form at the conclusion of the course. On the last instructional day the class meets, the CCP instructor will distribute the evaluation forms; once students have completed the forms, a designated student/staff member (not the CCP instructor) will collect the forms and return them in a large, sealed manila envelope to the school CCP liaison.

The forms will be returned to the CCP Coordinator by the CCP liaison in each high school.

e. Submission of Final Grades into myCommNet (*See Appendix F*)

At the conclusion of each course, final grades must be entered into the college's online system, myCommNet, in the manner and by the deadlines prescribed by the CCC Registrar. Detailed instructions and contacts for college staff who can assist in the online grade submission process are provided in Appendix F. ***It is strongly recommended that high school instructors who are submitting grades into myCommNet for the first time test their online account well in advance of the deadline to ensure they can successfully log in and navigate the steps for accurate and timely grade submission.***

III. Role of the CCP High School Liaison

Every high school has a designated CCP liaison to serve as the point of contact on matters related to dual enrollment. The liaison assists with regular and standardized communications between Capitals' CCP Coordinator *and* the high school CCP instructors. Duties include (but are not limited to) coordinating appropriate paperwork (student registrations, course withdrawals, end-of-course evaluations, etc.). In addition, the liaison can be an excellent resource for students and parents as well as instructors at the high school. CCP instructors who have questions should consider their school liaison as their primary resource.

The CCP Coordinator holds monthly meetings at Capital for all high school liaisons. These meetings provide an opportunity for the liaisons to present questions and/or concerns, to discuss pedagogy, changes in the dual enrollment program set forth by NEASC or NACEP, programming opportunities and the like. The CCP Coordinator can assist both the school liaisons *and* the high school instructors in communicating with college faculty and staff as well as department chairs regarding administrative, subject matter and pedagogical issues.

IV. Student Eligibility and Participation Requirements

High school students wishing to enroll in CCP courses may do so in their sophomore, junior or senior year. Interested students should contact the instructor and/or their school CCP liaison regarding eligibility or prerequisites for particular courses. CCP students may earn a maximum of 15 college credits with a minimum of one course (3 credits) being a career and technical (CTE) course. If a CTE course is not taken, credits for the academic course(s) will not be awarded. Credits will be awarded upon high school graduation.

V. Academic Information and Regulations

a. Roster Verification

It is the responsibility of every CCP instructor to verify and submit a finalized class roster for each CCP course in the manner and by the deadline specified by the College Registrar. The CCP Coordinator will provide this information to the High School Liaisons prior to the start of each school year. Below is the deadlines for submitting rosters:

Full year courses: September 30th
Fall only courses: September 15th
Spring only courses: February 4th

b. Grading System

As adjuncts at CCC, all CCP instructors will use the same grading system that instructors in the college's on-campus and online courses use, as defined below:

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Posting of "F" Grades

The online grading process requires additional information whenever a grade of F is assigned. To record a failing grade, the instructor is asked to select one of the following codes:

- **F**: This grade is reserved for students who have, in the judgment of the instructor, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible, but who have failed to meet course objectives.

- **UF (unearned F)**: This notation is awarded to students who were enrolled in a course, did not officially withdraw, but who failed to participate in course activities through the end of the term. It is used when, in the judgment of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of academic performance possible. Students who receive this notation will have reported on their behalf a "last date of participation" by the assigning faculty member. **When saved on the grade roster, this notation will immediately convert to a regular grade of F on the student's transcript. It will be punitive and count in**

the GPA. The UF notation is used for internal reporting and will not appear on the student's transcript.

In order to enter and save the UF grade notation, the instructor will be required to provide the last date of participation in the course.

A student is considered to have participated in a course if ANY of the following scenarios apply:

- The student submitted an academic assignment.

- The student submitted an exam.

- There is a documented record of the student participating in an interactive tutorial or computer-assisted instruction.

- There is a documented posting by the student showing the student's participation in an online study group that was assigned as part of the course.

- There is a documented posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.

- There exists an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Using the criteria listed above, the faculty member must assess whether or not the student participated in the course for a portion of the term.

If "yes", the UF notation must be entered with the date on which the most recent instance of participation occurred.

If "no", the UF notation must be entered using the date of the day prior to the term start date. For example, if the term begins on August 31, enter August 30.

In instances where the notation of UF is assigned, the college must be able to document the student's participation as recorded by the instructor via the use of any of the records listed above. Instructors are not expected to take extraordinary efforts to document participation, but should draw on the records they customarily use in evaluating course work, such as gradebook posting, participation in a group activity, test grades or any other means ordinarily used by the instructor to document student performance.

Administrative Transcript Notations – Letters other than A-F

I - Incomplete
A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The use and management of this grade is prescribed in Board of Trustees policy 3.5.1—Granting of an Incomplete, adopted July 23, 2001.

W – Withdrawal
An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college. The college must be notified within the prescribed withdrawal period when a student officially withdraws. After the withdrawal deadline, students receive the grade earned. Below is the withdrawal period schedule:

Full year courses: November 1st – April 30th
Fall only courses: October 1st – December 23rd
Spring only courses: February 19th – Friday prior to Memorial Day

VI. FERPA Guidelines

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. [For detailed information about FERPA, please see: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.]

FERPA gives parents certain rights with respect to their child's education records, and these rights transfer to the student when he or she reaches the age of 18 or begins to attend a post-secondary institution *regardless of age*.
Capital Community College (CCC) follows federal guidelines (FERPA) concerning students' privacy rights. FERPA generally prohibits the disclosure of information from education records, except in certain specified circumstances, without the student's written permission. Outside of specified exceptions, parents do not have access to student records at the College without the student's written permission. (Parents may contact their child's high school regarding high school policies.) It is a responsibility of students to inquire and obtain information on their own behalf.

VII. Resources for CCP Instructors

- Connecticut State Department of Education
    - Marcy Reed, CCP Manager
      165 Capitol Avenue
      Hartford, CT 06106
      860-713-6766
      Marcy.Reed@ct.gov

- New England Association of Schools and Colleges www.neasc.org
    - Patricia M. O'Brien, Senior Vice President
      Commission on Institutions of High Education

New England Association of Schools and Colleges
3 Burlington Woods #100
Burlington, MA 01803
781-425-7712
pobrien@neasc.org

- National Alliance for Concurrent Enrollment Partnerships www.nacep.org

IMPORTANT ADMINISTRATIVE DATES AND DEADLINES

Full Year Courses:

June 1 – Enrollment applications due

September 15 – Final enrollment applications due

September 30 – Rosters due

October 31 – Last day to drop without penalty (DD)

November 1 – April 30 – Withdrawal period (WD)

June 30 – Final grades entered into myCommNet

1st Semester Only Courses:

June 1 – Enrollment applications due

September 15 – Final enrollment applications due AND rosters due

September 30 – Last day to drop without penalty (DD)

October 1 – December 23 – Withdrawal period (WD)

June 30 – Final grades entered into myCommNet

2nd Semester Only Courses:

June 1 – Enrollment applications due

September 15 – Final enrollment applications due

February 4 – Rosters due

February 18 – Last day to drop without penalty (DD)

February 19 – Friday prior to Memorial Day – Withdrawal period (WD)

June 30 – Final grades entered into myCommNet

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Appendix A:

Directory of College Resources for CCP Instructors

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<u>College Career Pathways Personnel</u>

College Career Pathways (CCP) Coordinator   Karen Binkhorst

KBinkhorst@capitalcc.edu

Assistant to the Academic Dean, Perkins Coordinator   Ryan Pierson
RPierson@capitalcc.edu

<u>Curriculum</u>

Chair, Business and Technology   Miah LaPierre-Dreger
MLaPierre-Dreger@capitalcc.edu

Chair, Science and Mathematics   Andre Freeman
AFreeman@capitalcc.edu

Chair, Social and Behavioral Sciences   Stephen Fagbemi
SFagbemi@capitalcc.edu

<u>Grading/Student Registration</u>

Registrar   Argelio Marrero
AMarrero@capitalcc.edu

Registration Services Assistant   Marilyn Goodman
MGoodman@capitalcc.edu

Admissions Director   Gregg Gournealt
GGournealt@capitalcc.edu

<u>Student Referrals</u>

Lead Academic Counselor/Transfer   Sabrina Adams-Roberts
SAdams-Roberts@capitalcc.edu

Director, Academic Success Center   Marie Basche
ABasche@capitalcc.edu

Director, Library   Eileen Rhodes
ERhodes@capitalcc.edu

Appendix B

Capital Community College 2015-2016 Academic Calendar

FALL 2015

Tuesday, August 25	Semester Begins
Monday, August 31	Last Day for a Full Tuition Refund
Monday, August 31	Classes Begin
Tuesday, September 1	First Day for Partial Tuition Refund
Monday, September 7	Labor Day - College Closed
Tuesday, September 8	Last Day to Add a Class
Monday, September 14	Last Day to Drop a Class Last Day for Partial Tuition Refund
Tuesday, September 15	Withdrawal Period Begins
Monday, September 28	Last Day to Change to/from Audit Status
Monday, October 12	Columbus Day - College Open, Classes Held
Nov. 2(Mon) - Nov. 6(Fri)	Academic Advising Week
Monday, November 9	Last Day to Resolve *lncompletes* from Previous Semester
Wednesday, November 11	Veteran's Day - College Open, Classes Held
Monday, November 23	Last day to Withdraw
Wednesday, November 25	Veteran's Day Observed - College Open, No Classes
Thursday, November 26	Thanksgiving Recess Begins
Monday, November 30	Thanksgiving Recess Ends - Classes Resume
Tuesday, December 8	Reading Day - College Open, No Classes
Friday, December 11	Last Day of Classes
Saturday, December 12	Final Exams Start
Friday, December 18	Final Exams End
Saturday, December 19	Final Exam Make-Up Day** Due to dismissal/closure, i.e. weather
Tuesday, December 22	Final Grades Due
Wednesday, December 23	Semester Ends

SPRING 2016

Tuesday, January 19	Semester Begins
Thursday, January 21	Last Day for a Full Tuition Refund
Thursday, January 21	Classes Begin
Friday, January 22	First Day for Partial Tuition Refund
Wednesday, January 27	Last Day to Add a Class
Wednesday, February 3	Last Day to Drop a Class for Partial Tuition Refund
Thursday, February 4	Withdrawal Period Begins
Fri., Feb.12--Mon., Feb.15	Lincoln's, Washington's Birthdays Observed-College Open, No Classes
Thursday, February 18	Last Day to Change to/from Audit Status
Monday, March 21	Spring Recess Begins
Monday, March 28	Spring Recess Ends -Classes Resume
Friday, March 25	Good Friday, College Closed
Saturday, March 26	College Closed
Monday, April 4-Friday, April 8	Academic Advising Week
Thursday, April 7	Last Day to Resolve *lncompletes* from Previous Semester
Friday, April 8	Faculty Professional Day - Classes Held
Thursday, April 21	Last Day to Withdraw
Thursday, May 5	Reading Day - College Open, No Classes
Monday, May 9	Last Day of Classes
Tuesday, May 10	Final Exams Begin
Monday, May 16	Final Exams End
Tuesday, May 17	Final Exam Make-Up Day**Due to dismissal/closure, i.e., weather, etc.
Thursday, May 19	Final Grades Due
Thursday, May 26	Commencement
Wednesday, June 1	Semester Ends

CCP Instructor Application

Personal Information

Last Name _____**First Name** _____**MI**_____

Home Address _____ _____

City _____ **State** _____ **Zip** _____

Personal Email Address_____

Work Email Address _____

CCC Course(s) You Are Applying to Teach:

_____

(Visit www.capitalcc.edu for a complete course listing). The CCC course name and number must be listed in order to direct your application to the appropriate department.

Institution Information

High School Name _____

High School Mailing Address _____

City _____ **State** _____ **Zip** _____

High School Phone/Extension _____

I understand that obtaining certification requires me to adhere to all standards set by Capital Community College. I also understand that professional development and workshop attendance are necessary to remain certified to teach CCC courses. My principal has agreed to allow release time to attend CCC workshops on campus.

Instructor Signature _____**Date** _____

Principal Signature _____**Date** _____

Principal Name _____ **Contact (ext.)** _____

This application must be submitted with a resume and transcripts from undergraduate and graduate studies. Copies of transcripts on file with your institution or Board of Education will be accepted.

EDUCATIONAL BACKGROUND

It is the policy of the Board to recognize only those degrees granted by regionally accredited Institutions of Learning. If the Institution of higher learning is located outside the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and costs associated with obtaining equivalency information rests with the applicant.

Dates (From – To)	Institution	Location (City, State)	Degree Awarded (e.g. BA, MBA)	Major/Area of Concentration

Please list any license or professional designation (e.g. P.E., C.P.A.)

Please list coursework related to the subject.

TEACHING EXPERIENCE
(List in reverse chronological order beginning with your current/last position)

Dates (From – To)	Institution & Location	Subjects

EMPLOYMENT OTHER THAN TEACHING		
(List in reverse chronological order beginning with your current/last position)		
Dates (From – To)	**Organization & Location**	**Position**

Please describe other professional development, continuing education or experience that should be considered in your application to teach Capital Community College courses.

Karen Binkhorst
Capital Community College
Coordinator
College Career Pathways Program
950 Main Street
Hartford, CT 06103-1207
860-906-5000 ext. 6420
860-906-5014
KBinkhorst@capitalcc.edu

Appendix D

Capital Community College
An Achieving the Dream Leader College

SITE VISIT FORM

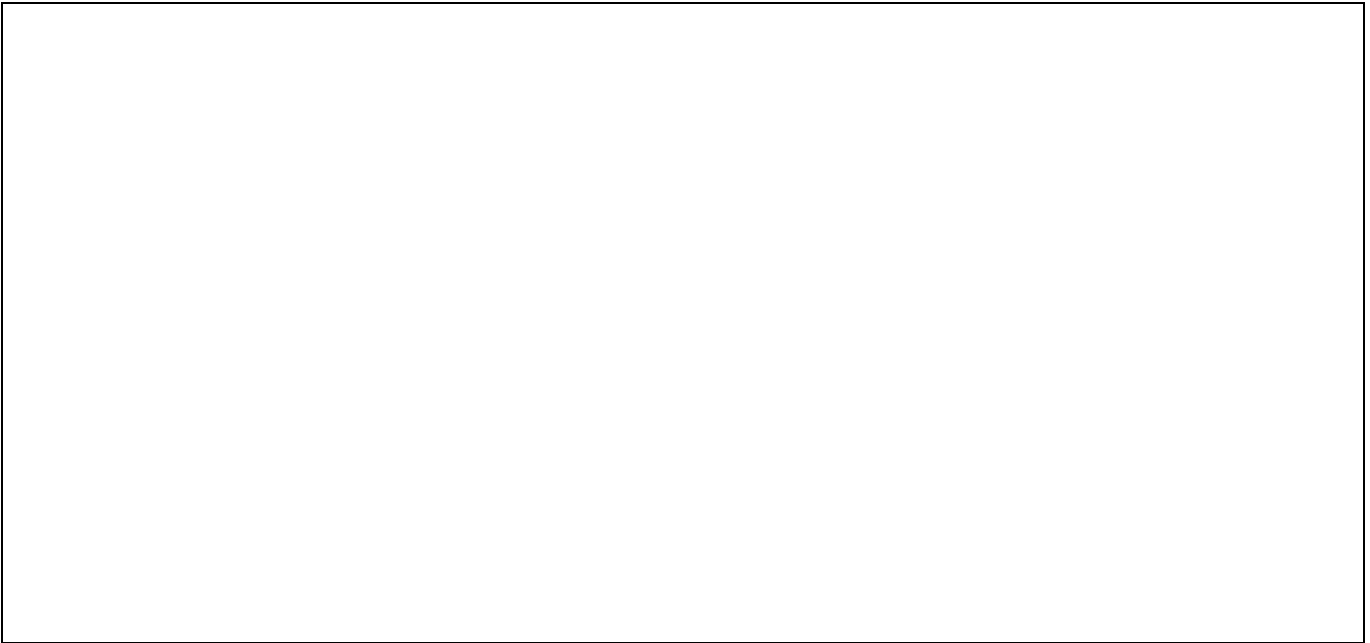**High School:** _____ **CCC Faculty Liaison:** _____

Instructor: _____ **Department:** _____
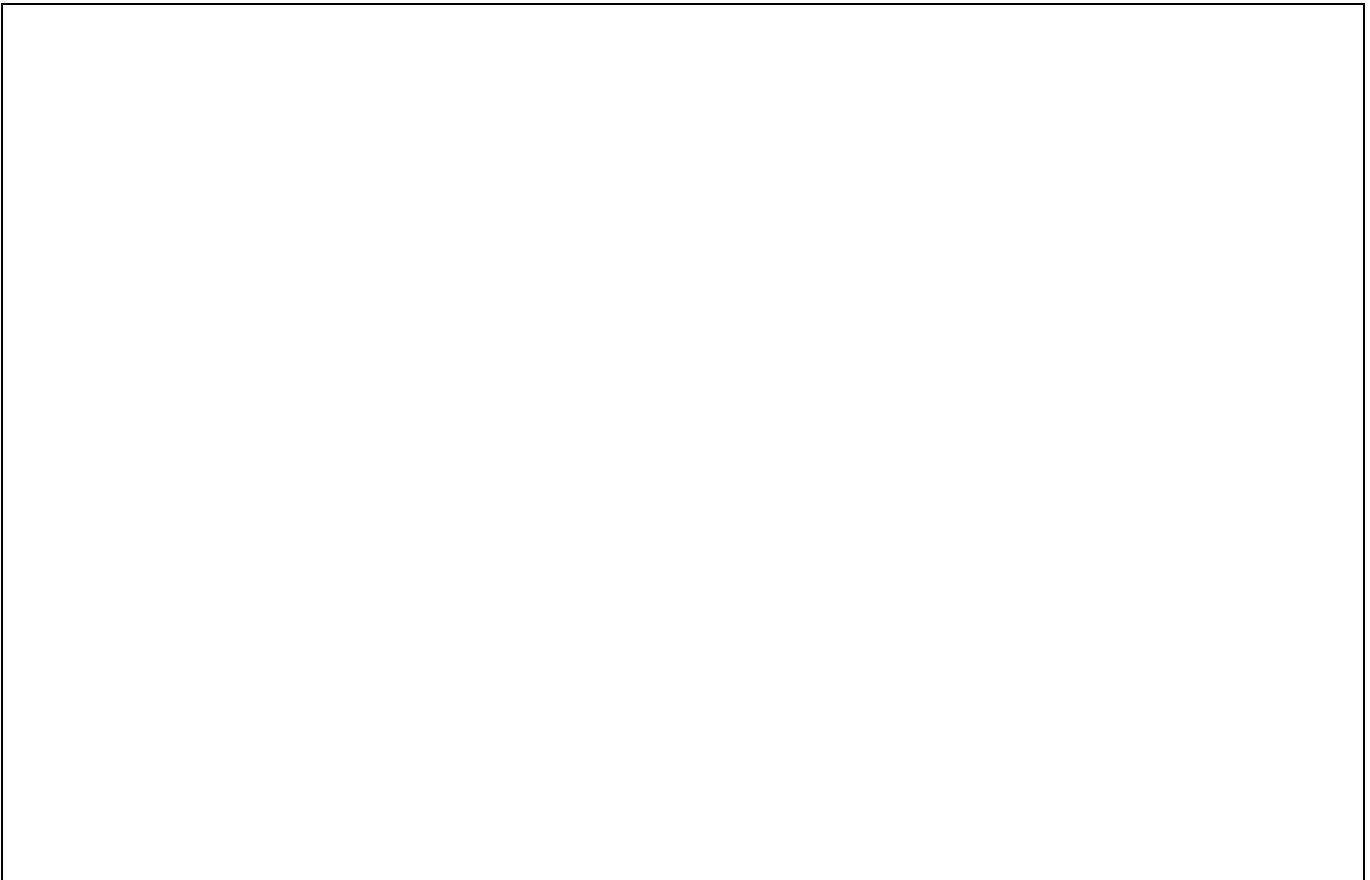
Course Title: _____ **Date of Visit:** _____

Course #: _____

Standard	Needs improvement	Adequate	Excellent
1. Adherence to Capital Community College course curriculum and course objectives (C3)			
2. Coherence and completeness of syllabus (C3)			
3. Course reflects pedagogical, theoretical and philosophical orientation of the sponsoring academic or CTE division (C2)			
4. Course assignments and requirements meet College learning objectives and expectations as noted in course syllabus (A1)			
5. Students assessed using the same/similar methods (e.g. papers, portfolios, quizzes, labs, etc.) as their on-campus counterpart (A3)			
6. Final assessments used are the same as/comparable to the academic and/or CTE on-campus counterpart			
7. Use of Capital Community College text books and/or approved resources and high school or community resources (F3)			
8. Communication with Capital Community College academic and/or CTE faculty liaison (F3)			

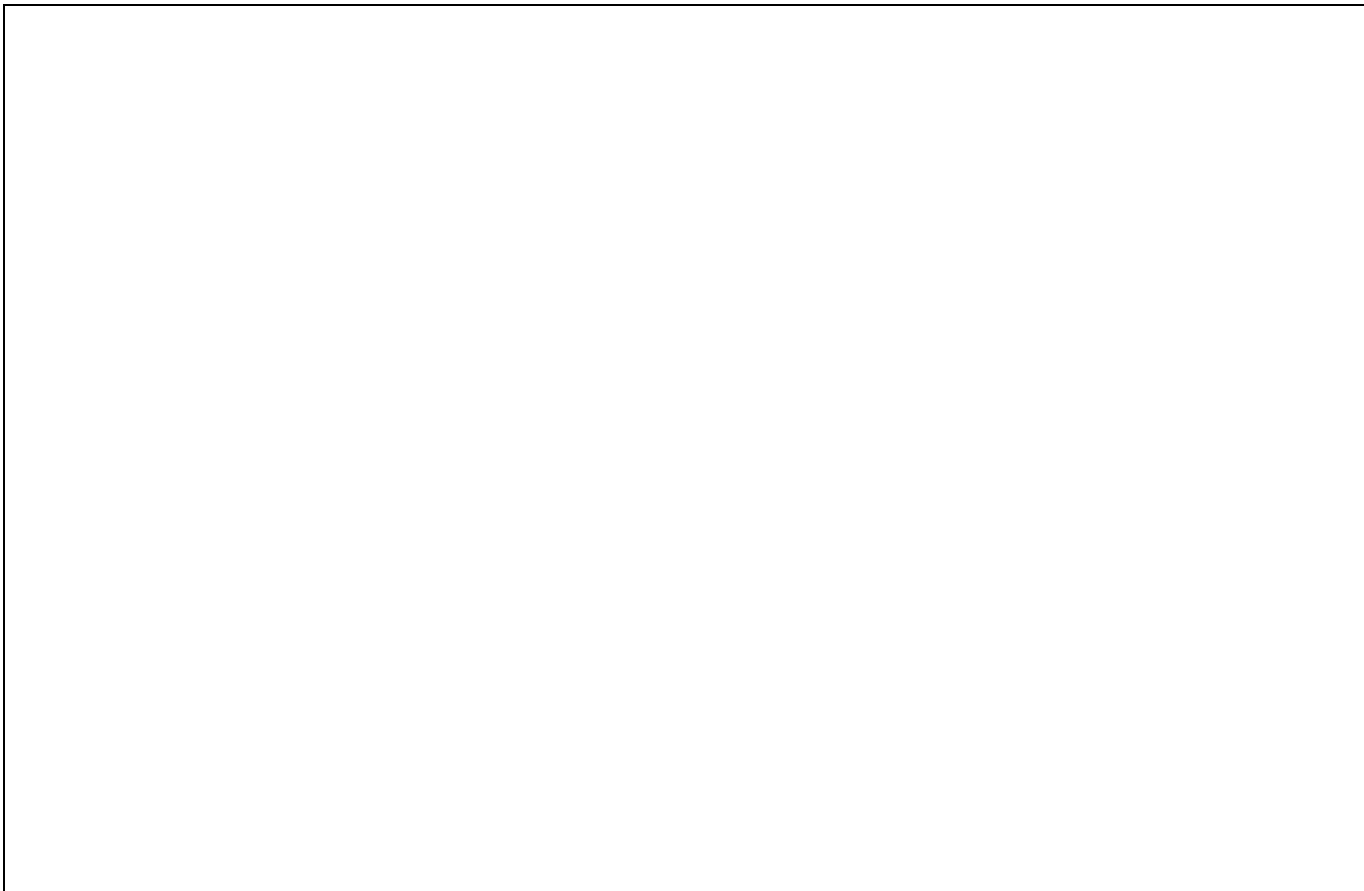1. **Give a brief overview of the day's lesson, including lesson objectives:**

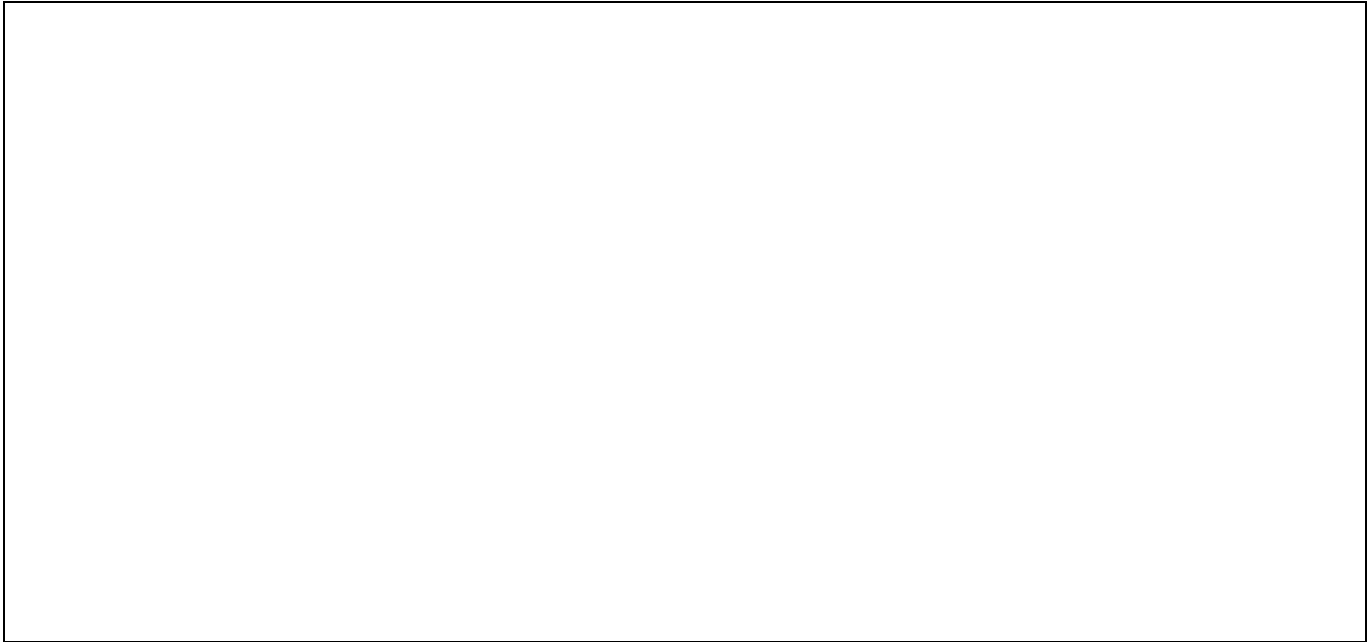2. **Describe activities observed during the site visit:**

3. **To what extent do the objectives and content of this lesson reflect the objectives and content of the lesson(s) at the on-campus course?**
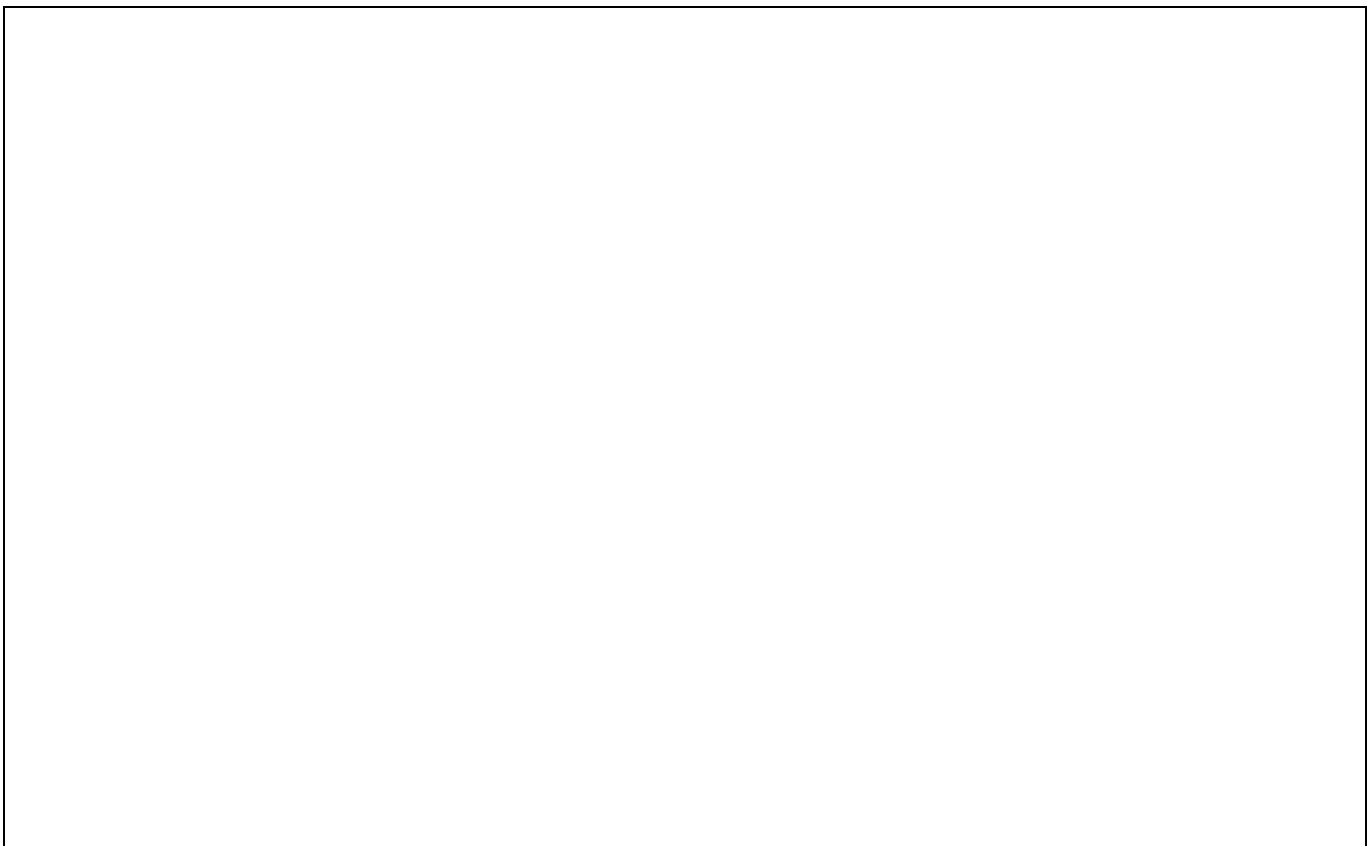
4. **To what extent are students engaged and involved in this lesson?**

5. **Consider the lesson handouts, activities, discussions, assignments for this lesson: Are the depth and rigor equivalent (comparable?) to the on-campus course?**

6. **Were the learning objectives for the lesson met? How do you know?**

7. **Describe the content of the discussion between the CCC faculty liaison and the high school teacher. Please include any feedback from the teacher regarding CCP policies, practices, and, if applicable, please note your responses:**

8. **What suggestions do you have for improving this CCP course?**

9. **I am satisfied that the Learning Objectives for this course are being met successfully:**
                                YES   **NO**

   If you respond NO above, please provide specific reasons why you are not satisfied:

Additional Comments:

The liaison and the CCP high school teacher are required to sign and date this form at the conclusion of the site visit.

I have visited the dual enrollment teacher at the high school on the date above. The information on this form is correct.

CCC faculty Liaison Signature: _____ Date: _____

I have reviewed the comments written by the CCC faculty liaison and acknowledge the liaison's visit on the specified date.

High School Teacher Signature: _____ Date: _____

High School Teacher phone and email: _____

_____

C3 = Faculty site visits ensure that college/university courses offered through the CEP are the same as the courses offered on campus.

C2 = College/university courses administered through a CEP reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.

A1 = CEP students are held to the same standards of achievement as those expected of students in on campus sections.

A3 = CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections.

A2 = The college/university ensures that CEP students are held to the same grading standards as those expected of students in on campus sections.

F3 = The CEP provides annual discipline-specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field. The CEP ensures CEP instructor participation.

Appendix E: End-of-Course Evaluation Form

CONNECTICUT COMMUNITY COLLEGES
CLASSROOM EVALUATION FORM

Instructions: Please complete the following course evaluation thoughtfully and constructively, indicating the degree to which you agree with each statement. Your input is very valuable for planning future learning experiences. Once you've completed the form, please return it to the designated place/person in your classroom.

Please know that your instructor will not have access to your individual responses.

Course Name: Instructor:

Classroom Evaluation	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The instructor presents course objectives in a clear and understandable way.				
2. The instructor conducts a well-organized class.				
3. The instructor encourages me to think about the subject matter.				
4. The instructor encourages students to participate in class discussions and to ask questions.				
5. The instructor creates an atmosphere in class which promotes learning.				
6. The instructor provides assignments which help me to learn the subject matter of this course.				
7. The instructor presents the subject clearly.				
8. The instructor demonstrates enthusiasm for and interest in the subject.				
9. The instructor uses class time effectively.				
10. The instructor provides clearly defined grading procedures and standards.				
11. The instructor returns tests and graded materials within a reasonable time period.				
12. The instructor provides feedback as to how well I am doing in course.				
13. The instructor is available for office hours and/or individual conferences.				
14. The instructor treats students with courtesy and respect.				

Please answer the questions below in as much detail as you would like. You may write on the back of this form.

15. What have you especially liked about this course?

16. What suggestions could you make to improve this course?

Appendix F
Final Grades Submission Instructions for CCP Instructors
for Academic Year 2015-2016

Capital Community College uses **myCommNet** for final grade submission. The following information provides the details necessary to enter your grades online.

Final grade submission for CCP classes begins on the last day of class and ends at 9:00a.m. on July 15th *at the very latest*.

Online grading may be accessed from any computer with internet access either on or off campus**.**

WE RECOMMEND you Test your myCommNet account now to ensure you can successfully log in!
- If you have difficulty logging in, click the "Forgot your NetID or Password?" link on the myCommNet homepage. Assistance is available under the "Need Help" heading for supported web browsers, pop-ups, internet service providers, etc.

- **If you still have difficulty logging into myCommNet, contact the Information Technology Help Desk at (860) 906-5252.** Please Note: faculty password resets will only be done in-person with a photo ID at the Information Technology Office, room 601, M-F 7:30am - 5pm. The Registrar's Office cannot reset Faculty Passwords.

Final grades are recorded when you press the SUBMIT button on the grade sheet. **Failure to press the SUBMIT button will cause all grades to be lost.**

If you have more than 25 students in your class, be sure to click the link to display the next page of the grade sheet.

Any changes to your final grades once the final grading period has ended or once they have been "rolled" by the Registrar's Office must be made on a "Grade Change Authorization form" and submitted to our office in writing.

Grades must be entered by **the July 15th deadline**.
Earlier submission is encouraged.

For step-by-step instructions on accessing myCommNet, locating the grade submission page and making final submissions of grades, please SEE NEXT PAGE.

*Remember: **Test your myCommNet account now** to ensure you can successfully log in.*

Access myCommNet to enter final grades at: http://my.commnet.edu

1. Enter your NetID (ex: 12345678@ccc.commnet.edu) and Password, Click **Login**
2. Select "**Banner Self-Service**" from the top menu bar
3. If prompted, Select - **Capital Community College**
4. Select - **Faculty Services**
5. Select - **Final Grades**
6. Select term and Submit**.** The term for CCP courses is, for example 115907, with the "15" representing academic year 2015-2016 (116907 would represent 2016-2017 and so on).
7. Select **CRN** and click **Submit**
8. Class roster will appear - Use drop down menu to enter a grade in Grade Column
   - Use the Grading System information on pages 8-10 of this Handbook for guidance. If you have questions regarding grading, contact your School Liaison or the CCP Coordinator.
   - "None" is not a grade; every student must be assigned a letter grade.
9. Click **Submit** to turn in your grades
10. Verify at top of Grading Roster that **Students Ungraded = 0**
    - **EVERY student on your roster must be assigned a grade or notation**
11. **Print Roster** for your records (See link at bottom of page)

myCommNet Grading Reminders:

- In courses with multiple instructors, only the primary instructor may enter grades.
- Enter a grade or administrative notation for **every student** listed on the grade sheet.
- There is a 30-minute "no action" time limit. Press the Submit Button at the bottom of the page frequently to prevent the loss of data.
- **If you have more than 25 students, click the link at the top of the screen indicating #26 through the last student.** This will bring you to the next grading page.
- If a student has withdrawn from a class, "W" will appear "grayed out."
- Per college policy, the UF notation is awarded to students enrolled in a course, who did not officially withdraw, but failed to participate in course activities through the end of the term. Faculty members using this notation must include a "last date of participation." For further information see Section VI. Above, "Academic Information and Regulations," or consult your School Liaison.
- **Incomplete Notation Reminder:** Before assigning an incomplete, faculty should complete an incomplete grade agreement**.** This form is posted on our website at: http://www.ccc.commnet.edu/registrar.htm under "Faculty and Staff."

If you have any questions about entering grades, please contact the Registrar's Office:

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