

# Distance Learning Entry, Attendance and Withdrawal Procedures for Hybrid and Internet Courses

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## Class Entry

- Distance Learning (DL) courses may be audited at any time; therefore, instructors *must* have documentation of participation by students.
- The first day of classes at CFCC is considered the first day of classes for all DL courses (hybrid and Internet).
- Students must complete the [Enrollment Verification](http://cfcc.edu/dl/Faculty_Resources/Procedures_Guidelines/index.html#ev) (http://cfcc.edu/dl/Faculty\_Resources/Procedures\_Guidelines/index.html#ev) activity before the end of the 10% Census Date (see section below).
- Lab sections also require the Enrollment Verification activity.
- Instructors should enter an “E” on the same date that the student completes the Enrollment Verification.

## The Census Date

- Is used by the state to calculate FTE (full-time equivalent) to determine funding for the College; therefore, it is critical that instructors note attendance during the first 10% of the course.
- Is the same for all DL mini or full-session courses.
- Corresponds to the 10% date based on first day of classes. This will be published under [Important Dates](http://cfcc.edu/dl/Faculty_Resources/Procedures_Guidelines/index.html#dates) on the Procedures and Guidelines page in the Faculty section of the Distance Learning Website. (http://cfcc.edu/dl/Faculty\_Resources/Procedures\_Guidelines/index.html#dates).
- Students must login and complete the Enrollment Verification by the end of the 10% Census Date in order to be counted toward FTE.
- WebAttendance:
  - **Internet:** If there are different rosters for the class section and the lab section, an “E” (Entry) has to be entered for each. The date of “E” may be different for each roster.
  - **Hybrid:** If there are different rosters for the face-to-face portion and the online component, an “E” (Entry) has to be entered for each. The date of “E” may be different for the face-to-face and the online portion.

## Enrollment Verification

Instructors must include an **Enrollment Verification** post in the discussion board area, which will be used as verification of course participation. Keep in mind that if your course was copied from an existing course (or you used one of CFCC's templates), it should include an Enrollment Verification activity, but please check each course before the first day of class.

- If your course does not include an Enrollment Verification discussion forum, refer to the [Enrollment Verification](http://cfcc.edu/dl/Faculty_Resources/Procedures_Guidelines/index.html#ev) Information section on the DL Faculty Procedures and Guidelines page (http://cfcc.edu/dl/Faculty\_Resources/Procedures\_Guidelines/index.html#ev).
- Entry Date:
- **Internet Courses:** The “E” (Entry) date should correspond to the date that students complete the Enrollment Verification.
- **Hybrid Courses:** For the online portion, the “E” (Entry) date should correspond to the date that

- students complete the Enrollment Verification.
- You are *NOT* required to print the Enrollment Verification.

## No Shows

- A **NO SHOW (NS)** is a student who has not completed an Enrollment Verification by the Census Date.
- Student enrollment for Internet and Hybrid courses will be updated twice each day through Drop/Add then once per day during the semester.
- Please make every effort to have students login to the course site or contact you before the end of the Census Date.

## Attendance

- After the Census Date, attendance is based on whether students miss 20% of their course work.
  - **Internet courses:** 20% of their total grade for the course
  - **Hybrid courses:** 20% of their total grade for the course as a combination of face-to-face (f2f) attendance and online course work
- Missing 20% of their course work is equivalent to missing 20% of attendance in face-to-face courses which results in a grade of F.
- Instructors should clearly specify in their syllabus the Attendance Procedure and clarify what constitutes missing 20% of the course work (i.e., four (4) quizzes, or one (1) mid-term, or three (3) homework assignments).
- Instructors should use their own judgment regarding how to establish that students have attended their classes by completing 80% of the assignments.
- **Example for Internet Courses:** If there are twenty (20) online activities to complete, a student would receive a grade of F after missing four (4) activities if assignments are weighted evenly.
- **Example for Hybrid Courses:** Instructors in hybrid courses might allow students to miss no more than 10% of the face-to-face portion of the course and 10% of the online assignments. If there are twenty scheduled face-to-face meetings, the student will receive a grade of F if they miss four (4) or more classes. If there are twenty online activities to complete, student will receive a grade of F if they do not complete four (4) or more activities if weighted equally.

## Withdrawal

- Withdrawal procedures for online students follow the same guidelines as traditional courses.
- For Internet students who are truly distant (not in the area):
  - The student can contact you by email to ask for a withdrawal.
  - You may notify Sue Shoe by email ([sshoe@cfcc.edu](mailto:sshoe@cfcc.edu)) and she will help coordinate the withdrawal procedure based on the grade (W, WP, WF) and last date of attendance.
  - Instructors should enter the "L" (last date of attendance) in WebAdvisor when the student withdraws.
- Datatel/Colleague information is run at least once per day to update the course enrollment.
- Students who have withdrawn will automatically be blocked from the online course. A symbol will appear beside the student's name in the online course roster.
- Official withdrawal dates will be given to instructors during the last week of classes providing the dates of withdrawal.