

Admissions and Records Faculty Support Services Manual **2026-2027**



Faculty Support Services Admissions and Records Office Las Positas College

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California Education Code, Title V

California Code of Regulations

The laws governing enrollment (registration), attendance accounting, assignments of grades, and state audit procedures established for community college personnel are cited below.

For more information: <https://www.cde.ca.gov/ls/fa/title5regs.asp>

Registration and Enrollment Procedures, Title 5 (58108)

"Procedures for registration and standards for enrollment in any course shall be only those which are consistent with these and other sections of Title 5 and uniformly administered by appropriately authorized employees of the district."

Open Enrollment in Courses, Board Policy (5127)

"Unless specifically exempted by statute, every course, course section, or class, the daily attendance of which is to be reported for State aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets appropriate academic prerequisites."

Instructor Attendance Accounting Standards, Title 5 (58030)

"The governing board of each district shall adopt procedures that will document all course enrollment, attendance, and disenrollment information required by the provisions of this subchapter. Authorized procedures shall include rules for retention of support documentation, which will enable an independent determination regarding the accuracy of tabulations submitted by the district to the Chancellor's Office as the basis of its claim for State support."

It is the official policy of the Chabot/Las Positas Community College District to comply with State attendance accounting regulations as published in the Education Code, in Title 5, and in the Student Attendance Accounting Manual (a Chancellor's Office publication).

Census Procedure - In general, the census week is the week nearest to one-fifth of the number of weeks in the primary term and applies only to credit courses scheduled regularly (with respect to the number of hours the course meets in each scheduled week) and scheduled conterminously with the district's primary term.

Positive Attendance Procedure - A record of actual hours of attendance will be submitted by instructors for students attending courses so designated.

Policies Governing Student Attendance

It is assumed that each student will consider attendance an absolute requirement. It is the student's responsibility to attend every class at the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades.

Reporting Absences should be cleared directly with instructors. Students should be advised to notify you in care of the College.

Excessive Absences - A student absent for a total of four consecutive or six cumulative instructional hours and/or two consecutive weeks of instruction may be dropped from that course by the instructor. This action constitutes an official termination of class enrollment and will be recorded.

You may not initiate the withdrawal of a student from your class after the automatic "W" date (Friday of the 12th instructional week).

Reporting Positive Attendance

The Office of Instruction will indicate those classes for which positive attendance (actual count of sessions attended by each student) must be reported for State financial support purposes, and you will receive notification before you begin instructing such classes. You should keep your own attendance records. Once the course is completed, please enter the hours attended for each student on your online grade roster. If you have any questions regarding attendance and grading for a positive attendance course, please contact Admissions and Records immediately.

Family Education Rights & Privacy (FERPA)

What is FERPA

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, protects the privacy of student records. The Act provided for the right to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.

For more information: <https://studentprivacy.ed.gov/ferpa>

Who is protected under FERPA

Students who are currently enrolled in higher education institutions or formerly enrolled, regardless of their age or status with regard to parental dependency. Students who have applied but have not attended an institution do not have rights under FERPA.

Student and Parent Rights Relating to Educational Records

Students have a right to know about the purposes, content, and location of their educational records. They have a right to gain access to and challenge the content of their educational records. They have a right to expect that information in their education records will be kept confidential, disclosed only with their permission or under provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information in student records.

Educational Records

Student educational records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by the college or someone acting for the college according to policy.

Educational Record Exemptions

Sole-possession records or private notes held by educational personnel within are not accessible or released to other personnel.

Law enforcement or campus security records, which are solely for law enforcement purposes.

Records related to an individual's employment by the institution (unless employment is contingent on student status).

Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed only to individuals providing treatment.

Records of an institution which contain only information about an individual obtained after that person is no longer a student at that institution (i.e., Alumni records).

Access Without the Student's Written Consent

School officials who have "legitimate educational interest" as defined in the college's annual FERPA notification.

Parents of a "dependent student" as defined by the Internal Revenue Code.

The issuer of a judicial order or subpoena which allows the institution to release records without the student's consent; however, a "reasonable effort" must be generally made to notify the student before complying with the order.

Consent to Disclose Personally Identifiable Information (including transcripts)

With specific exceptions (as listed above), a signed and dated consent by the student must be provided by the student before any disclosure is made.

The written consent must include the following:

- Specify the records that may be disclosed.
- State the purpose of the disclosure.
- Identify the part of class of parties to whom the disclosure may be made by.

These general guidelines are not intended to be legal advice. This document provides only a summary of FERPA, for further information regarding FERPA, you may contact:

Joel Gagnon, Interim Vice President of Student Services at 925-424-1405 or, Tamica Ward, Dean of Enrollment Services at 925-424-1542.

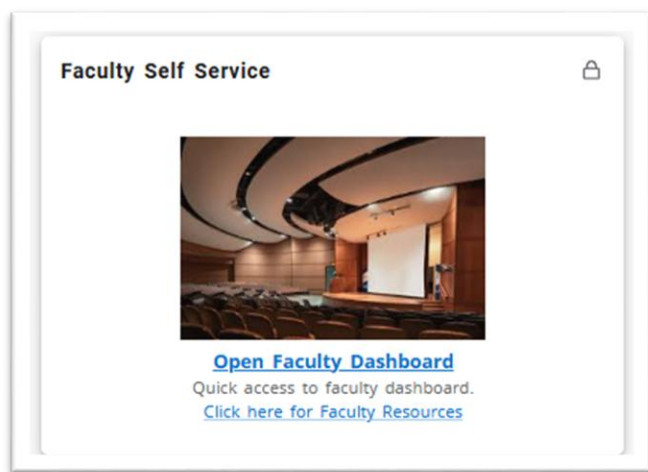
Faculty Self Service

SSB9 Faculty Self-Service is a modern, user-friendly interface designed for faculty that offers a more robust user experience. The interface allows faculty to view class lists, enter final grades, view add authorizations, see detailed schedules, and much more. The system also offers a way for faculty to export class lists and manage grading status with easy to see icons to denote if a roster has been submitted.

Faculty Dashboard

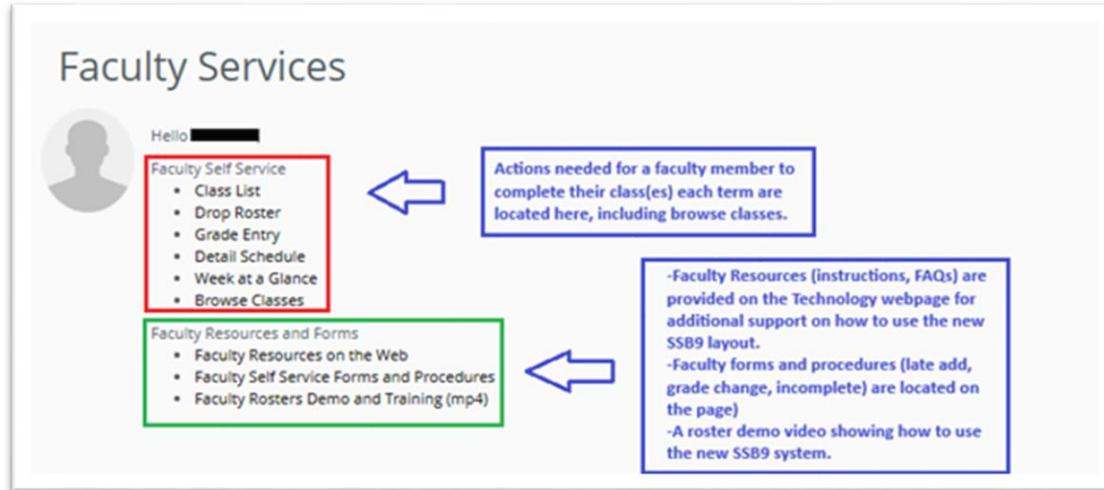
1. Go to [MyPortal](#)
2. Enter your W# and password
3. Select Open **Faculty Dashboard** and click on **Rosters (Opening Day, Census, W)**
4. You will see a card titled **Faculty Self Service**. This card will take you to your Faculty Dashboard where you will be able to interact with your grading rosters, drop rosters, detailed schedules, and more.

For the most up to date instructions please see the website: <https://clpccd.org/tech/faculty/index.php>



What is on the Faculty Dashboard

The Faculty Dashboard is where faculty can enter grades, see their class rosters, view their detailed schedule, week-at-a glance, browse the district class schedule, review resources available to them, watch a tutorial for SSB9, and extract forms necessary for grade submissions (late add/drop, grade change, and incomplete).

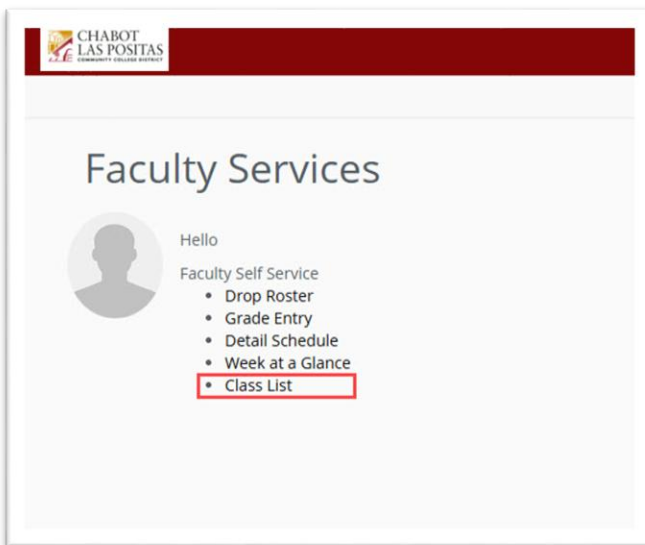


Class Roster (Class List & Waitlist)

The **Class List** option under Faculty Self Service is a great way for you to access your course roster and enrollment information.

For the most up to date Class List instructions: <https://clpccd.org/tech/faculty/classlist.php>

1. Go to [MyPortal](#), navigate to the Faculty Dashboard and click on Class List.



2. For any of the course titles that you are teaching that term, double click on the row and your **Class List** will populate.

- a. **NOTE:** Neither of the hyperlinks in the row will open the roster. Click anywhere in the row outside of the hyperlinks and double-click. This will open your roster.

1. The **Class List** displays all students who are web registered.

The screenshot shows the Chabot Las Positas Faculty Class List interface. The top navigation bar includes the college logo and links for Faculty Class List, CRN Listing, and Class List. The main content area is divided into two sections: Course Information and Enrollment Counts. The Course Information section displays details for 'Intro to Public Speaking - COMM C1000 003' (CRN: 50324), including its duration (01/20/2026 - 05/29/2026) and status (Active). The Enrollment Counts table shows Maximum, Actual, and Remaining values for Enrollment (30, 16, 14), Wait List (20, 11, 9), and Cross List (0, 0, 0). Below this, the 'Class List' tab is selected, showing a 'Summary Class List' table. The table has columns for Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. The 'Registration Status' column is highlighted with a red box, showing all students as '**Web Registered**'. The table lists four students: ANI GAO, ANT JAO, CAS HEZ, and CHR DAY, all Undergraduate, with 3 credit hours each. The 'Final' column contains 'Enter Grade' links for each student.

For waitlisted students, click on the **Wait List** tab.

The screenshot shows the Chabot Las Positas Faculty Class List interface with the 'Wait List' tab selected. The top navigation bar and Course Information section are identical to the previous screenshot. The 'Wait List' tab is highlighted with a red box, showing a 'Summary Wait List' table. The table has columns for Student Name, ID, Registration Status, Level, Credit Hours, Waitlist Position, Notification Expires, and Class. The 'Registration Status' column is highlighted with a red box, showing all students as 'Wait List'. The table lists two students: ALA VEA and ANL GUZ, both Undergraduate, with 0 credit hours each. The 'Waitlist Position' column shows 0 for ALA VEA and 1 for ANL GUZ. The 'Notification Expires' column shows 02/01/2026 for ALA VEA and '-' for ANL GUZ. The 'Class' column shows 'Freshman (0 - 29 units)' for both students.

How do I Export or Print a Class List

On the **Class List** page, there are two buttons. One is "Export" and the other is "Print".

Chabot Las Positas

Faculty Class List • [CRN Listing](#) • [Class List](#)

Class List

Spring 2026 - 202505 CNT 7285 | 51525 ▼

▼ Course Information

Intro to Public Speaking - COMM C1000 003
 CRN: 50324
 Duration: 01/20/2026 - 05/29/2026
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	30	16	14
Wait List	20	11	9
Cross List	0	0	0

Export allows you to export the information to an Excel spreadsheet in .xls or .xlsx. Once you select the option, you choose the Export hyperlink, and a downloadable file will be available to you on your computer.

Print allows you to print what you see on your screen to include the enrollment counts and course information.

How do I email my students from My Portal

1. On the **Class List**, select the student(s) you wish to email by clicking the checkbox next to the left of their name(s)
2. Once you have selected at least one student, use your cursor to click the email envelope icon
3. A new email will open through your Outlook email client with the student email address(es) populated in the BCC line

Class List Wait List

Summary Class List

☐	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final
☒	ANI GAO	W90000103	**Web Registered**	Undergraduate	3	No Access	Enter
☒	ANT JAO	W90000110	**Web Registered**	Undergraduate	3	No Access	Enter

Do I have to email students separately for each list type (Class List and Wait List)?

Yes. To email students, you will need to select a checkbox for each student if you aren't selecting the entire class, or the top checkbox on the bar for all students. On the right side of the screen, you will see an envelope. Click on the envelope to receive the list of students. When you receive the emails, they will be dropped into a bcc: email list for easy emailing.

NOTE: If you are doing this on a personal laptop and have another email system open, the emails will default to your email application client you primarily use for emailing. Make sure you define your college email application as the default client so that emails are being sent from your Chabot or Las Positas email account.

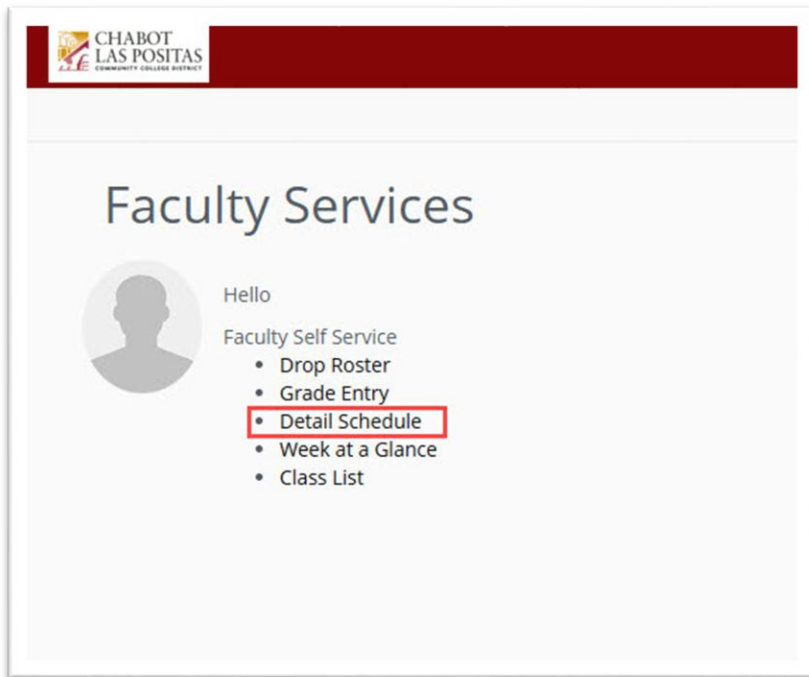
Do I have access to students' personal emails?

No. All students will need to be directed to use and check their Zonemail.

Detail Schedule

The **Detail Schedule** page in Banner Faculty Self-Service will display a faculty member's schedule for the selected term.

For the most up to date instructions: <https://clpccd.org/tech/faculty/detailschedule.php>



How do I view my detailed schedule?

Navigate to the **Faculty Dashboard** in [MyPortal](#) and click on **Detail Schedule**.

Select a **Term** and **Course Reference Number (CRN)** from the dropdown menus to view your Detailed Schedule.

Faculty and Advisors
Faculty Detail Schedule

Faculty Detail Schedule

Term
Spring 2026 - 202505

CRN
COMM C1000 003 Intro to Public Speaking 50324 (16)

Use this page to view your detailed schedule.

Course : COMM C1000 003 Intro to Public Speaking 50324

Associated Term	CRN	Status	Available for registration
Spring 2026	50324	Active	09/03/2025 - 05/21/2026
College	Department	Part of Term	Credits
Las Positas College	Communication Studies - LPC	1	3
Campus	Override	Instructional Method	Roster
Chabot College	No	Lecture	Classlist
Course Level			
Undergraduate			

How do I access the Course Deadlines information for students?

On the Schedule Detail, select the CRN hyperlink; the class details window will open.

Use this page to view your detailed schedule.

Course : COMM C1000 003 Intro to Public Speaking 50324

Associated Term	CRN	Status	Available for registration
Spring 2026	50324	Active	09/03/2025 - 05/21/2026
College	Department	Part of Term	Credits
Las Positas College	Communication Studies - LPC	1	3
Campus	Override	Instructional Method	Roster
Chabot College	No	Lecture	Classlist
Course Level			
Undergraduate			

Selecting “Important Dates” will show related course deadline information.

Class Details for Business Law Business LPC 18 A02

Term: 202602 | CRN: 21026

Class Details

Course Information

Bookstore Links

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Cross Listed Courses

Corequisites

Catalog

Important Dates

Section Start Date:10/19/2026
Last Day To Add Class:10/26/2026
Last Day To Drop With A Refund:10/26/2026
Last Day to Drop NGR:10/26/2026
Last Day to Withdraw:11/30/2026
Census One Date:10/27/2026
Census Two Date:11/02/2026

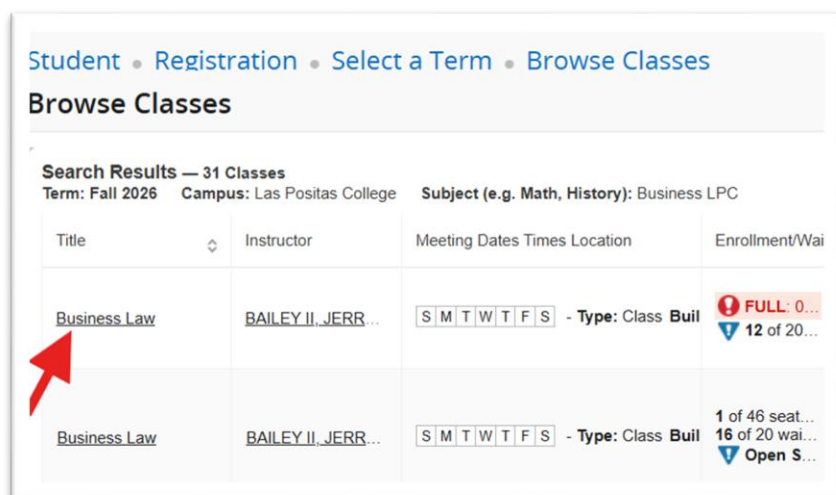
Close

ates

SSB9	LPC Equivalent Language
Last Day to Drop with a Refund	Drop with No Grade of Record "NGR" Drop
Last Day to Drop Without an Academic Record	
Last Day to Drop Without a Penalty	Drop with a "W"
Census One	Census Date
Census Two	Disregard this date = Not in use

NOTE: If your course is eligible for Pass / No Pass, students have until the last day of instruction for the semester to change their grade mode option. They can change their grade mode to pass No/Pass via My Portal. Instructions for this can be found on <https://clpccd.org/tech/student-registration.php>

Additionally, students can view this via the [Class Schedule](#) on the main LPC website by clicking on the title of the class.



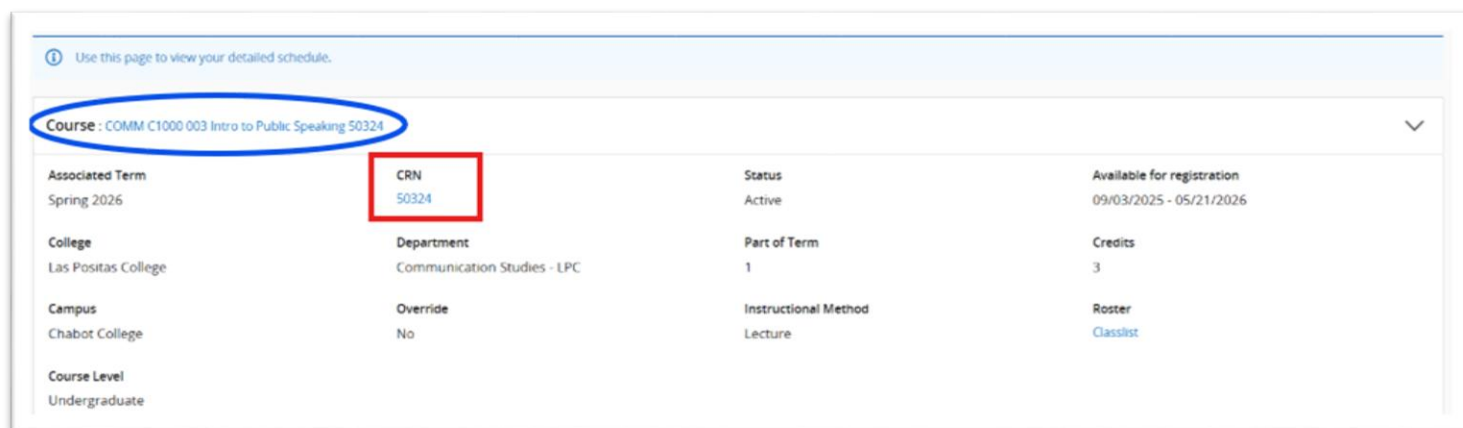
Student • Registration • Select a Term • Browse Classes

Browse Classes

Search Results — 31 Classes
Term: Fall 2026 Campus: Las Positas College Subject (e.g. Math, History): Business LPC

Title	Instructor	Meeting Dates Times Location	Enrollment/Wai
Business Law	BAILEY II, JERR...	S M T W T F S - Type: Class Buil	FULL: 0... 12 of 20...
Business Law	BAILEY II, JERR...	S M T W T F S - Type: Class Buil	1 of 46 seat... 16 of 20 wai... Open S...

What is the difference between the hyperlinked information on the Course Title and the CRN?



Use this page to view your detailed schedule.

Course : COMM C1000 003 Intro to Public Speaking 50324

Associated Term Spring 2026	CRN 50324	Status Active	Available for registration 09/03/2025 - 05/21/2026
College Las Positas College	Department Communication Studies - LPC	Part of Term 1	Credits 3
Campus Chabot College	Override No	Instructional Method Lecture	Roster Classlist
Course Level Undergraduate			

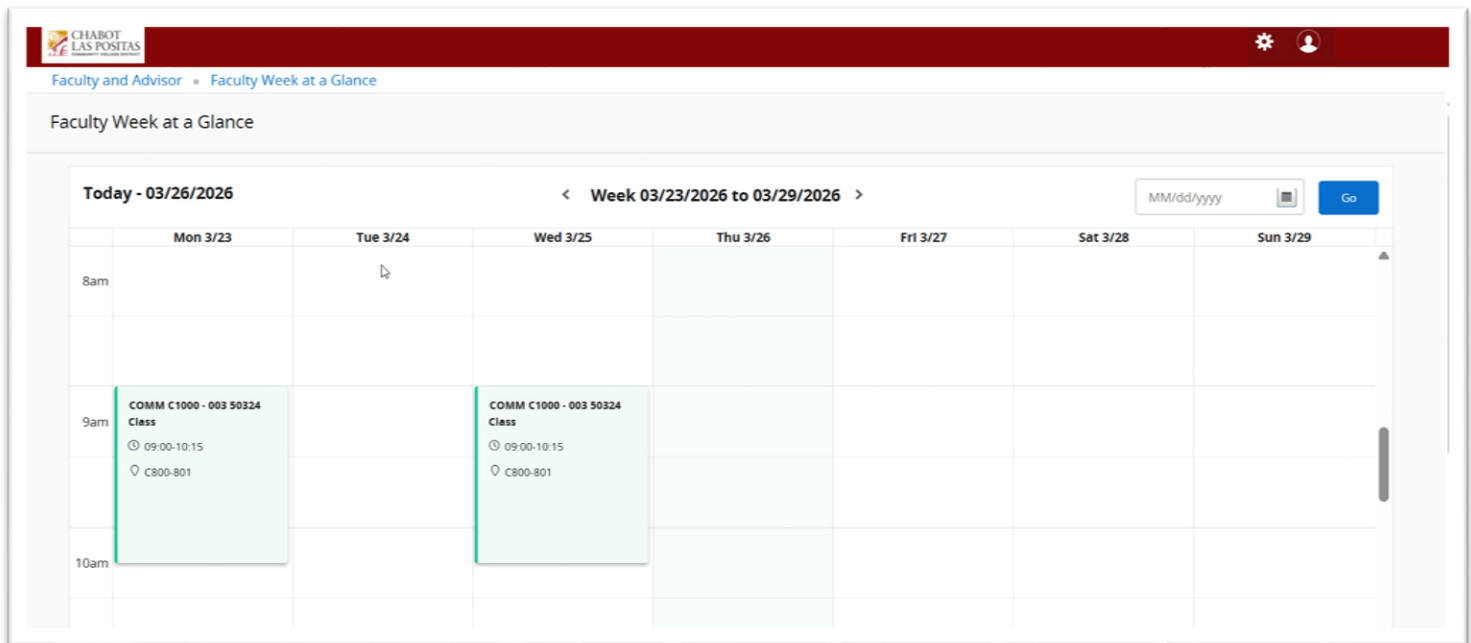
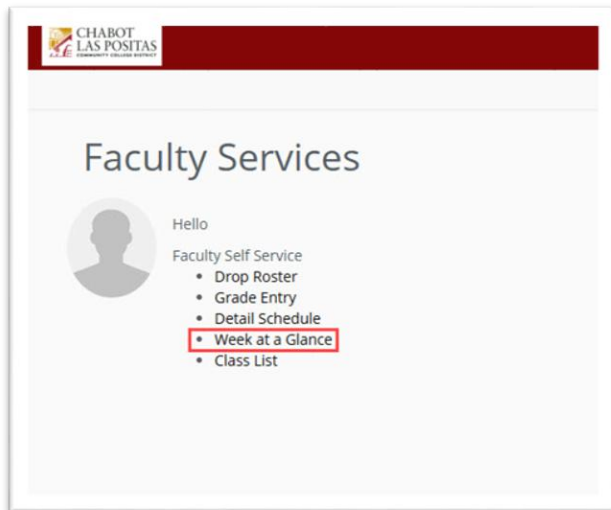
Course Title gives you only the catalog information for the given course.

CRN gives you both catalog information and section information to include important dates.

Week at a Glance

Select Faculty Week at a Glance to view a calendar of your assigned courses by term and see what you are teaching.

For the most up to date instructions: <https://clpccd.org/tech/faculty/atagance.php>



Rosters, Add Codes & Waitlist Management

Instructors are required by law to maintain accurate records documenting student attendance. Instructors are required to submit 3 Attendance Rosters with corresponding deadlines throughout the term. Rosters display student names, and W-ID numbers of all students officially enrolled in the course.

For the most up to date instructions: <https://clpccd.org/tech/faculty/droproster.php>

The following Attendance Rosters will be made available online via [MyPortal](#) and will be released during the appropriate submission window throughout the term:

Opening Day Roster, Add Codes & Waitlist Management

- Roster OPENS 3 days before the start of the course.
 - Course **Add Authorization Codes** are generated **2 days before the start of a class**
 - Accessed through the Opening Day Roster.
 - Course **Waitlist CLOSES with the Opening Day Roster**.
 - Please add students as spots become available in your course in the order; they appear on the Waitlist.
- Roster CLOSES 7 days after the start of the course.

Census Roster

- Roster OPENS 3 days before the course census date.
- Roster CLOSES 7 days after the course census date.

“W” Roster

- Roster CLOSES 7 days after the W deadline date for students.

Opening Day Roster

The Opening Day Roster is used to **CONFIRM** course attendance and to **DROP** “no-show” students. To **VIEW** the students enrolled or waitlisted in your course use the "Class List" to display your current class enrollment.

*What will **submitting** the **OPENING DAY ROSTER** do?*

- Automatically **CREATES** Add Authorization Numbers.
- Automatically **CLOSES** the course registration, regardless of whether seats are still available.
 - This means that those students who want to be added into a course need to be issued an add authorization and should be instructed to do so before the end of the add/drop period or they will not be added.

IF, there is no need to close your class registration, generate add authorization numbers, or drop “No Shows”; do not submit the Opening Day Roster.

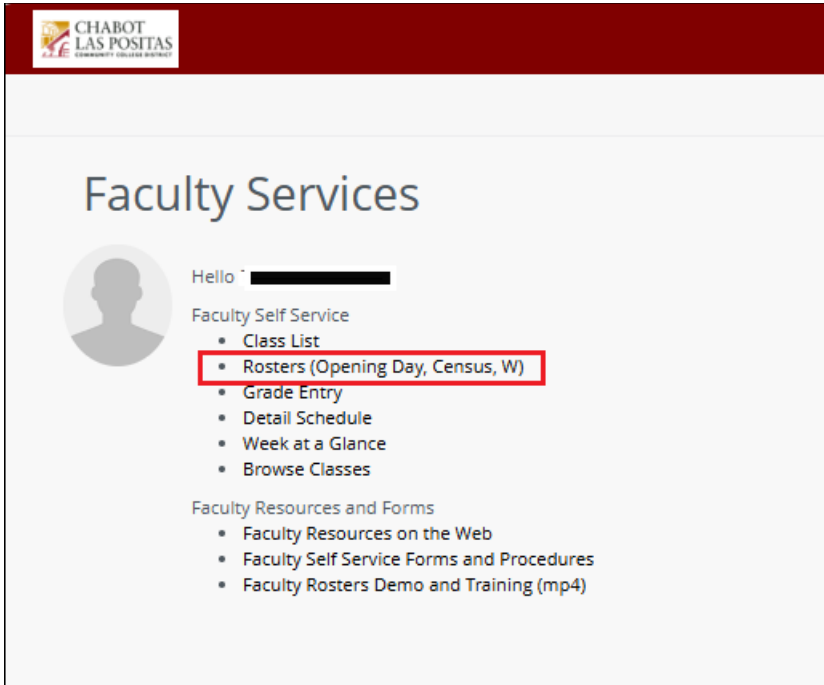
Responsibilities for the Opening Day Roster?

- To review your student attendance and verify active enrollment.
- Drop No Show Students.

How do I submit the Opening Day Roster?

1. Go to [MyPortal](#)

2. Enter your W# and password
3. Select Open **Faculty Dashboard** and click on **Rosters (Opening Day, Census, W)**



CHABOT LAS POSITAS
COMMUNITY COLLEGE DISTRICT

Faculty Services

Hello [Redacted]

Faculty Self Service

- Class List
- **Rosters (Opening Day, Census, W)**
- Grade Entry
- Detail Schedule
- Week at a Glance
- Browse Classes

Faculty Resources and Forms

- Faculty Resources on the Web
- Faculty Self Service Forms and Procedures
- Faculty Rosters Demo and Training (mp4)

4. Double-click the "Roster Type" row to access the drop roster.

Faculty Drop Roster • Drop Roster Status

Drop Roster Status

All Terms ▾

▼ Current Drop Roster Summary

Sections Show/Hide Column ▾ Search (Alt+Y) 🔍

Subject ▾	Title ▾	CRN ▾	Rule ID ▾	Roster Type	Census Type	Status	Available	Last Submitted	Recorded Grades	Rolled	Term ▾
CNT 7501, H01	Ethical Hacking	50297	1	Opening Day Roster	Not Available	Expired	01/16/2026 - 01/20/2026	Not Submitted	Total 1 of 16 A: 1		Spring 2026 (202505)
			2	Census Roster	Census 1	Now	03/18/2026 - 04/05/2026	03/26/2026			
			3	W Roster	Not Available	Future	04/08/2026 - 04/19/2026	Not Submitted			
COMM C1000, 003	Intro to Public Speaking	50324	1	Opening Day Roster	Not Available	Expired	01/17/2026 - 01/21/2026	Not Submitted	Total 1 of 16 A: 1		Spring 2026 (202505)
			2	Census Roster	Census 1	Now	03/18/2026 - 04/05/2026	03/26/2026			
			3	W Roster	Not Available	Future	04/06/2026 - 04/06/2026	Not Submitted			
CNT 7285, B01	Cloud Infrastructure: CompTIA	51525	1	Opening Day Roster	Not Available	Expired	01/16/2026 - 01/20/2026	Not Submitted			Spring 2026 (202505)
			2	Census Roster	Census 1	Expired	01/28/2026 - 02/09/2026	Not Submitted			
			3	W Roster	Not Available	Future	04/08/2026 - 04/19/2026	Not Submitted			

5. To **DROP** a student, select the checkbox next to the student's name.
6. Go to the **Action** column and choose the **Drop** option. For Opening Day Roster, you will select "Instructor NGR Drop". Click **Submit**.

CHABOT LAS POSITAS

Faculty Drop Roster • Drop Roster Status • Drop Roster Maintenance

☐	Student Name	ID	Status	Drop Reason	Email
☐	HAN MAS	W90000107	**Web Registered**	None	ssb9demo@zonemail.dpccd.edu
☐	JAE MAA	W90000114	**Web Registered**	None	ssb9demo@zonemail.dpccd.edu
☐	JAN OS	W90000117	**Web Registered**	None	ssb9demo@zonemail.dpccd.edu
☐	JAY YU	W90000115	**Web Registered**	None	ssb9demo@zonemail.dpccd.edu
☐	JES SAR	W90000102	**Web Registered**	None	ssb9demo@zonemail.dpccd.edu
☐	JXY VXE	W90000122	**Web Registered**	None	ssb9demo@zonemail.dpccd.edu
☐	KAA MAZ	W90000113	**Web Registered**	None	ssb9demo@zonemail.dpccd.edu
☒	LIL TRS	W90000120	**Web Registered**	Instructor Drop NGR	ssb9demo@zonemail.dpccd.edu
☒	PRE WHY	W90000121	**Web Registered**	Instructor Drop NGR	ssb9demo@zonemail.dpccd.edu

Results found: 16

Page 1 of 1 Per Page 25

Submit **Reset**

7. On the next page, click "Confirm" to confirm Instructor Drop NGR.

CHABOT LAS POSITAS

Faculty Drop Roster • Drop Roster Status • Drop Roster Maintenance • Confirmation

Roster Last Submitted: 03/26/2026

Students Selected to be Dropped

Show/Hide Column Search (Alt+Y)

Student Name	ID	Pending Registration
LIL TRS	W90000120	Instructor Drop NGR
PRE WHY	W90000121	Instructor Drop NGR

Results found: 2

Page 1 of 1 Per Page 25

Confirm **Cancel**

8. A green text box will show at the top right of the screen confirming the student drop.

3

- ✓ Students dropped successfully : 2
- ✓ W90000120 Drop successfully completed.
- ✓ W90000121 Drop successfully completed.

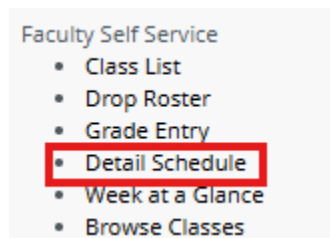
Waitlisted Students

What happened to the Wait List when the class starts?

Once the Wait List closes, add authorizations become available for courses. This means that those students who want to be added into a course need to be issued an add authorization and should be instructed to do so before the end of the add/drop period or they will not be added.

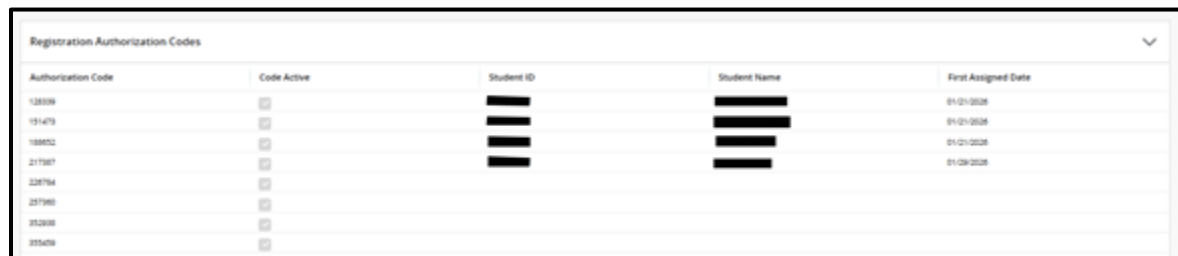
Where can I see add authorization numbers for my course?

Add authorizations can be found under **Faculty Self Service-> Detail Schedule**. To see the Detailed Schedule, select the Term and then the CRN for the course you wish to view.



You will see a section at the bottom of the next screen titled Registration Authorization Codes.

- If an authorization code has been issued and used by the student, it will show the student W#, student name, and date of first assigned date.
- If it has not been assigned, it will be blank.

A screenshot of a table titled 'Registration Authorization Codes'. The table has five columns: Authorization Code, Code Active, Student ID, Student Name, and First Assigned Date. There are six rows of data, each with a unique authorization code, a checked 'Code Active' box, and populated student information and dates.

Authorization Code	Code Active	Student ID	Student Name	First Assigned Date
128336	☒	██████	██████	01/21/2020
131479	☒	██████	██████	01/21/2020
138852	☒	██████	██████	01/21/2020
217507	☒	██████	██████	01/28/2020
226794	☒			
257380	☒			
352838	☒			
355428	☒			

How do Students use Add Authorization Codes

1. Students log into the registration platform in [MyPortal](#).
2. Students **DROP** themselves from the Waitlist.
3. Then **ADD** themselves to the class via the “Enter CRN’s” tab from the “Register for Classes” page on the Registration Dashboard.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2026

CRN

[+ Add Another CRN](#) [Add to Summary](#)

Schedule **Schedule Details** **Summary** **Tuition and Fees**

Class Schedule for Summer 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
7am							
8am							
9am							

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
US Hist. Post-Recon	HIST 8, A04	3	11130	Lectur...	Pending	"Web Registered"

Total Hours (Registered: 0) (Billing: 0) (CEU: 0) (Min: 0) (Max: 10)

☐ Conditional Add and Drop (1) [Submit](#)

- Hit **Submit**: This will then ask the student to use their add authorization code (picture below) that the instructor has provided to them.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2026

CRN

[+ Add Another CRN](#) [Add to Summary](#)

Enter Your Authorization Code

Title	Subject	Course	CRN	Section	Hours	Authorization Code Message	Authorization Code
Authorization Code is Required: To register for a section, enter your authorization code.							
US Hist. Post-Reconstruction	HIST	8	11130	A04		Authorization required: Closed	

- Then Hit **Submit** again.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2026

CRN

[+ Add Another CRN](#) [Add to Summary](#)

Schedule | Schedule Details

Class Schedule for Summer 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary | [tuition and Fees](#)

Title	Details	Hour	CRN	Schedule	Status	Action
US Hist Post/Recon	HIST 8, A04	3	11130	Lectur...	Pending	"Web Registered"

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop [Submit](#)

Census Roster

The Census Roster is used to confirm the official enrollment of your course that will then be reported to the State of California for funding purposes. It is critical that this roster is submitted, and that student attendance is accurate.

For the most up to date instructions: <https://clpccd.org/tech/faculty/droproster.php>

Responsibilities for the Census Roster

Clear your roster of inactive enrollment, as defined by Title V, as one of the following...

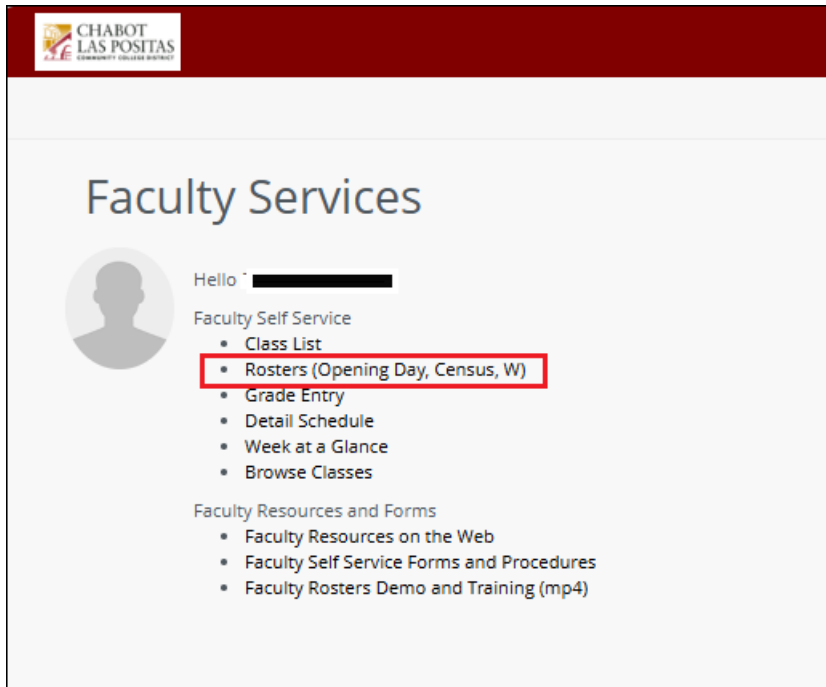
- Student has been identified as a “no show”.
 - If a student never attended the course and their name is on the census roster.
- Student has been identified as “no longer participating”.
 - A student shall be dropped if they are no longer participating in the course, with the exception of extenuating circumstances.
 - Consider if the student can successfully pass the course if they return to instruction, or if the student followed the course attendance requirements

When submitting your Census Roster, if you find that an active student is missing your Class List, please submit the Instructor Late Add request.

How do I Submit the Census Roster?

Go to [MyPortal](#),

Select Open **Faculty Dashboard** and click on **Rosters (Opening Day, Census, W)**



Double-click the "**Roster Type**" row to access the drop roster.

Faculty Drop Roster • Drop Roster Status											
Drop Roster Status											
All Terms ▼											
▼ Current Drop Roster Summary											
Sections Show/Hide Column Search (Alt+Y)											
Subject	Title	CRN	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted	Recorded Grades	Rolled	Term
CNT 7501, H01	Ethical Hacking	50297	1	Opening Day Roster	Not Available	Expired	01/16/2026 - 01/20/2026	Not Submitted	Total 1 of 16 A: 1		Spring 2026 (202505)
			2	Census Roster	Census 1	Now	03/18/2026 - 04/05/2026	03/26/2026			
			3	W Roster	Not Available	Future	04/08/2026 - 04/19/2026	Not Submitted			
COMM C1000, 003	Intro to Public Speaking	50324	1	Opening Day Roster	Not Available	Expired	01/17/2026 - 01/21/2026	Not Submitted	Total 1 of 16 A: 1		Spring 2026 (202505)
			2	Census Roster	Census 1	Now	03/18/2026 - 04/05/2026	03/26/2026			
			3	W Roster	Not Available	Future	04/06/2026 - 04/06/2026	Not Submitted			
CNT 7285, B01	Cloud Infrastructure: CompTIA	51525	1	Opening Day Roster	Not Available	Expired	01/16/2026 - 01/20/2026	Not Submitted	Total 1 of 16 A: 1		Spring 2026 (202505)
			2	Census Roster	Census 1	Expired	01/28/2026 - 02/09/2026	Not Submitted			
			3	W Roster	Not Available	Future	04/08/2026 - 04/19/2026	Not Submitted			

To **DROP** a student, select the checkbox next to the student's name.

Go to the **Action** column and choose the Drop option. For Census Roster you will select "**Instructor NGR Drop**". Click **Submit**.

Faculty Drop Roster » [Drop Roster Status](#) » [Drop Roster Maintenance](#)

☐	Student Name	ID	Registration Status	Drop Reason	Email
☐	HAN MAS	W90000107	**Web Registered**	None	ssb9demo@zonemail.dpcdd.edu
☐	JAE MAA	W90000114	**Web Registered**	None	ssb9demo@zonemail.dpcdd.edu
☐	JAN OS	W90000117	**Web Registered**	None	ssb9demo@zonemail.dpcdd.edu
☐	JAY YU	W90000115	**Web Registered**	None	ssb9demo@zonemail.dpcdd.edu
☐	JES SAR	W90000102	**Web Registered**	None	ssb9demo@zonemail.dpcdd.edu
☐	JAY VIE	W90000122	**Web Registered**	None	ssb9demo@zonemail.dpcdd.edu
☐	KVA MAZ	W90000113	**Web Registered**	None	ssb9demo@zonemail.dpcdd.edu
☒	LIL TRS	W90000120	**Web Registered**	Instructor Drop NGR	ssb9demo@zonemail.dpcdd.edu
☒	PRE WHY	W90000121	**Web Registered**	Instructor Drop NGR	ssb9demo@zonemail.dpcdd.edu

Results found: 16

Page 1 of 1 Per Page 25

[Submit](#) [Reset](#)

On the next page, click "**Confirm**" to confirm Instructor Drop NGR.

You will need to enter the student's "**Last Attend Date**." This helps with any federal funding a student may have received and with any registration concerns that may come up after the grading period.

Faculty Drop Roster » [Drop Roster Status](#) » [Drop Roster Maintenance](#) » [Confirmation](#)

Roster Last Submitted: 03/26/2026

Students Selected to be Dropped

Student Name	ID	Pending Registration
LIL TRS	W90000120	Instructor Drop NGR
PRE WHY	W90000121	Instructor Drop NGR

Results found: 2

Page 1 of 1 Per Page 25

[Confirm](#) [Cancel](#)

A green text box will show at the top right of the screen confirming the student drop.



3

✓ Students dropped successfully : 2

✓ W90000120 Drop successfully completed.

✓ W90000121 Drop successfully completed.

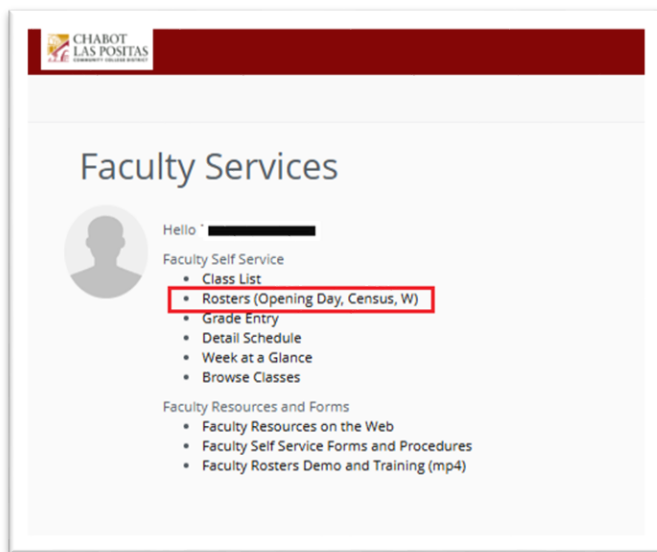
Withdrawal "W" Roster

The **Withdrawal Roster** is your last opportunity to drop students who have not been actively participating or attending class.

- Students who are dropped via the "W" roster will be issued a W grade.
- Students who are not dropped will need to be assigned a grade by the instructor.

How do I submit the "W" roster?

1. Go to [MyPortal](#)
2. Select Open **Faculty Dashboard**
3. Click on **Rosters (Opening Day, Census, W)**



Double-click the "**Roster Type**" row to access the drop roster.

Faculty Drop Roster • Drop Roster Status											
Drop Roster Status											
All Terms											
Current Drop Roster Summary											
Sections											
Subject	Title	CRN	Rule ID	Roster Type	Census Type	Status	Available	Last Submitted	Recorded Grades	Rolled	Term
CNT 7501, H01	Ethical Hacking	50297	1	Opening Day Roster	Not Available	Expired	01/16/2026 - 01/20/2026	Not Submitted	Total 1 of 16 A: 1		Spring 2026 (202505)
			2	Census Roster	Census 1	Now	03/18/2026 - 04/05/2026	03/26/2026			
			3	W Roster	Not Available	Future	04/08/2026 - 04/19/2026	Not Submitted			
COMM C1000, 003	Intro to Public Speaking	50324	1	Opening Day Roster	Not Available	Expired	01/17/2026 - 01/21/2026	Not Submitted			Spring 2026 (202505)
			2	Census Roster	Census 1	Now	03/18/2026 - 04/05/2026	03/26/2026			
			3	W Roster	Not Available	Future	04/06/2026 - 04/06/2026	Not Submitted			
CNT 7285, B01	Cloud Infrastructure: CompTIA	51525	1	Opening Day Roster	Not Available	Expired	01/16/2026 - 01/20/2026	Not Submitted			Spring 2026 (202505)
			2	Census Roster	Census 1	Expired	01/28/2026 - 02/09/2026	Not Submitted			
			3	W Roster	Not Available	Future	04/08/2026 - 04/19/2026	Not Submitted			

To **DROP** a student, select the checkbox next to the student's name.

- Go to the **Action** column and choose the **Drop** option.
- For W Roster you will select "Instructor Drop W".
- Click Submit.

	Student Name	ID	Status	Action	Email
☐	EDO BAS	W90000216	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	GIA CRZ	W90000211	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	IRA GAG	W90000206	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	KAH UND	W90000219	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	LIG CHN	W90000214	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	MAA TUL	W90000218	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	RAN GAZ	W90000207	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	ROD TOO	W90000203	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	SAO RUZ	W90000201	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	SEO DEO	W90000205	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☐	SHR AHD	W90000217	**Web Registered**	None	ssb9demo@zonemail.clpccd.edu
☒	VIH NGN	W90000215	**Web Registered**	Instructor Drop W	ssb9demo@zonemail.clpccd.edu

Results found: 15

Page 1 of 1 Per Page 25

Submit Reset

On the next page, you will need to enter the student's "Last Attend Date". This helps with any federal funding a student may have received and with any registration concerns that may come up after the grading period.

Click "Confirm" to confirm Instructor Drop W.

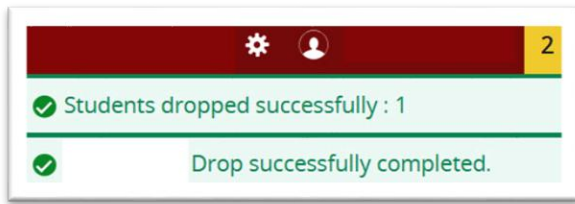
Student Name	ID	Pending Registration
BAR JEH	W90000202	Instructor Drop W

Results found: 1

Page 1 of 1 Per Page 25

Confirm Cancel

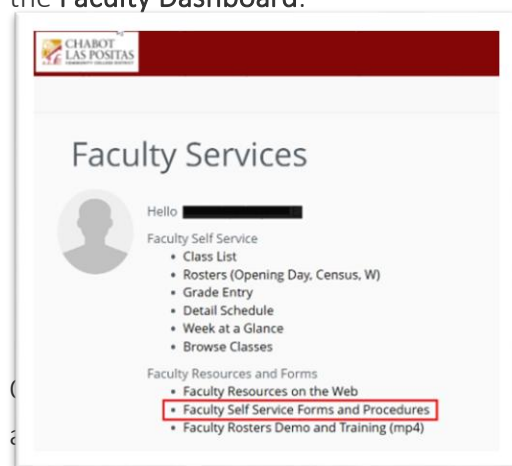
A green text box will show at the top right of the screen confirming the student drop.



Late Add Request / Drop / Re-enrollment Form

How do I Re-Enroll a Dropped Student into a Course

Each Admissions & Registrar office has a form for **Late Add/Drop**. The form can be found within MyPortal under the **Faculty Dashboard**.



Under **Faculty Self Service Forms and Procedures**, you will see the forms available for each college offered. The **Late Add/Drop Request Forms** are available to complete under each respective college heading.



Faculty Self Service Forms and Procedures

Chabot College

Forms

- [Grade Change Request Form](#)
- [Late Add/Drop Request Form](#) (Digital PDF)
- [Incomplete Contract](#)

Procedures

- Coming Soon

Las Positas College

Forms

- [Grade Change Request Form](#)
- [Late Add/Drop Request Form](#)
- [Incomplete Contract](#)

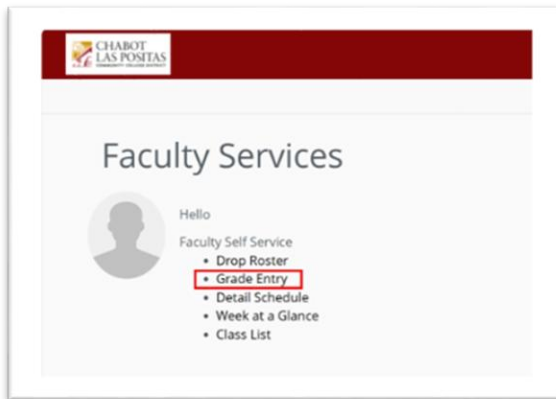
Procedures

- [Add Authorization Numbers](#)
- [Drop Rosters](#)
- [Grade Change Procedure](#)
- [Grade Procedure](#)
- [Incomplete Contract Procedure](#)
- [Waitlist Procedure](#)

Grade Entry

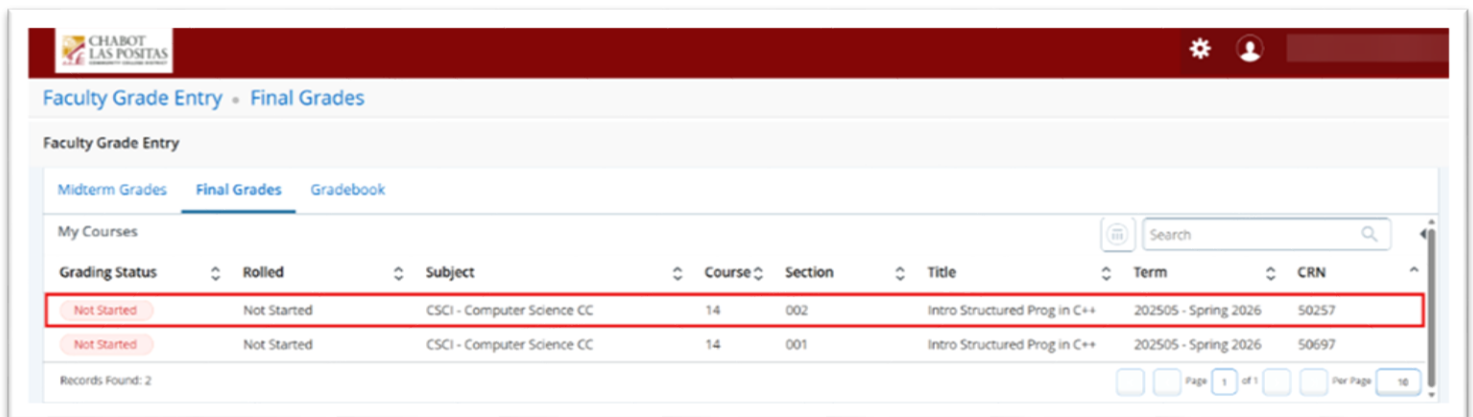
Faculty will be able to enter grades via the **Grade Entry** option on **Faculty Self Service**.

For the most up to date instructions: <https://clpccd.org/tech/faculty/grades.php>



How do I enter grades?

Click on any field in the class listing to open **Grade Entry** for that class.

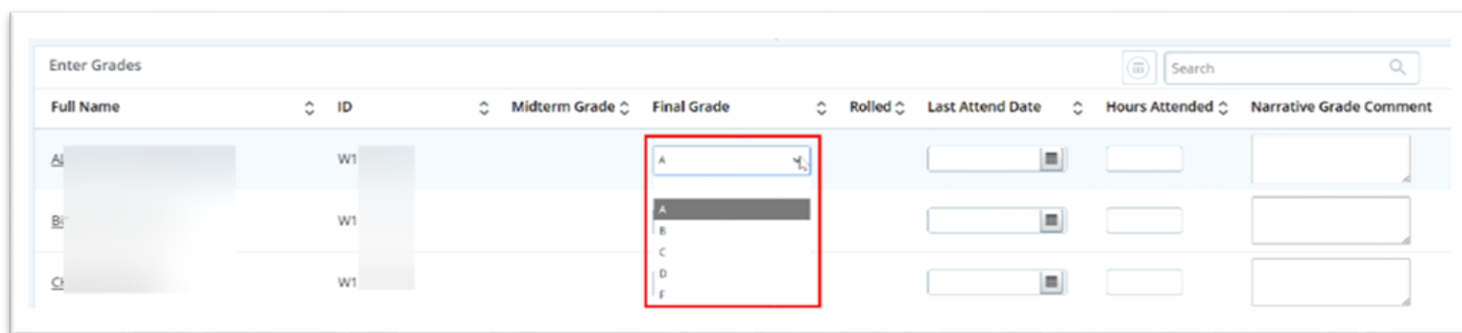


Navigate to the bottom right corner and change the option to show 100 students per page. This ensures you can enter grades for all your students on one page.



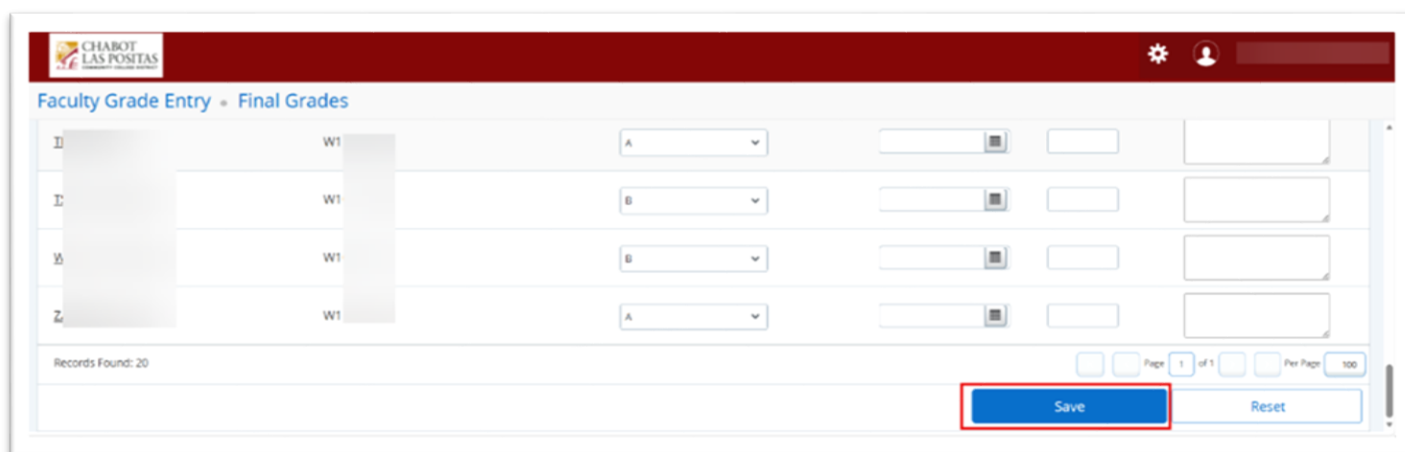
The screenshot shows a 'Per Page' dropdown menu with options 5, 10, 25, 50, and 100. The '100' option is highlighted, and a red box surrounds the dropdown menu. Below the dropdown are 'Save' and 'Reset' buttons.

In the **Final Grade** column, use the pull-down menu to select the grade you are assigned for each student.



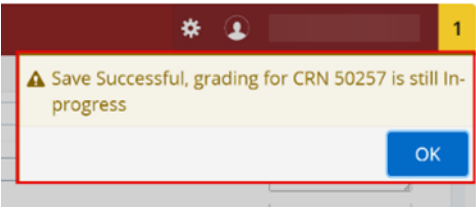
The screenshot shows the 'Enter Grades' table with columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, Hours Attended, and Narrative Grade Comment. The 'Final Grade' column has a dropdown menu open showing options A, B, C, D, and F. A red box highlights the dropdown menu.

Click the **Save** button in the bottom right corner. If needed, clicking Reset will reset all fields so you can start again.

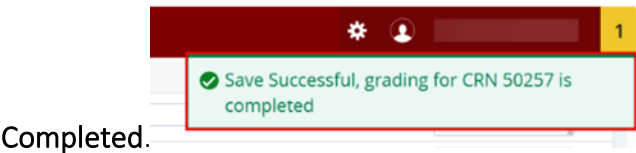


The screenshot shows the 'Faculty Grade Entry - Final Grades' page. It features a table with columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, Hours Attended, and Narrative Grade Comment. The 'Save' button is highlighted with a red box. At the bottom, it says 'Records Found: 20' and 'Page 1 of 1 Per Page 100'.

If any students remain ungraded, a notification will appear confirming grading is still **In Progress**.



If all students were assigned grades successfully, a notification will appear confirming that grading is



Completed.

The **Grading Status** column is used to confirm if *Grade Entry is Not Started, In Progress, or Completed*.

The screenshot shows the "Faculty Grade Entry" page with the "Final Grades" tab selected. The "My Courses" table has two rows. The "Grading Status" column has a green "Completed" button for the first row and a red "Not Started" button for the second row. The table columns are: Grading Status, Rolloff, Subject, Course, Section, Title, Term, and CRN. The first row is for CSCI - Computer Science CC, Course 14, Section 002, Intro Structured Prog in C++, 202505 - Spring 2026, CRN 50257. The second row is for CSCI - Computer Science CC, Course 14, Section 001, Intro Structured Prog in C++, 202505 - Spring 2026, CRN 50697. The footer shows "Records Found: 2" and pagination controls for Page 1 of 1, Per Page 10.

Grading Status	Rolloff	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	CSCI - Computer Science CC	14	002	Intro Structured Prog in C++	202505 - Spring 2026	50257
Not Started	Not Started	CSCI - Computer Science CC	14	001	Intro Structured Prog in C++	202505 - Spring 2026	50697

The screenshot shows the "Faculty Grade Entry" page with the "Final Grades" tab selected. The "My Courses" table has two rows. The "Grading Status" column has a yellow "In Progress" button for the first row and a red "Not Started" button for the second row. The table columns are: Grading Status, Rolloff, Subject, Course, Section, Title, Term, and CRN. The first row is for CSCI - Computer Science CC, Course 14, Section 002, Intro Structured Prog in C++, 202505 - Spring 2026, CRN 50257. The second row is for CSCI - Computer Science CC, Course 14, Section 001, Intro Structured Prog in C++, 202505 - Spring 2026, CRN 50697. The footer shows "Records Found: 2" and pagination controls for Page 1 of 1, Per Page 10.

Grading Status	Rolloff	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	CSCI - Computer Science CC	14	002	Intro Structured Prog in C++	202505 - Spring 2026	50257
Not Started	Not Started	CSCI - Computer Science CC	14	001	Intro Structured Prog in C++	202505 - Spring 2026	50697

Incomplete Grade

When to issue an incomplete

An instructor may assign an Incomplete Grade (“I”) at the end of the semester when a student is unable to complete a small portion of course requirements due to emergency or unforeseeable circumstances and is otherwise passing the course.

An Incomplete Contract documents the remaining coursework and the deadline for course completion, which will fall no later than the end of the following primary term (Fall or Spring).

How to issue an incomplete

Once determining if a student is eligible for an Incomplete, the instructor will work with the student to fill out the [Incomplete Contract](#).

The Incomplete Contract will then be emailed to the Admissions and Records Faculty Support Services at lpc-arfacreg@laspositascollege.edu no later than the semester’s grade submission deadline.

Admissions and Records will issue the Incomplete Grade and will notify the instructor when completed.

Assigning a final grade for an incomplete

Upon the student’s completion of the pending coursework, the instructor will update the Incomplete Contract and will submit the updated form to Admissions and Records for processing.

If no updated contract is submitted, the Incomplete Grade (“I”) will default to the grade listed on the Contract the following primary term (Fall or Spring).



Office of Admissions & Records
Building 700, First Floor
25555 Hesperian Blvd.
Hayward, CA 94545

Office of Admissions & Records
Building 1600, Second Floor
3000 Campus Hill Drive
Livermore, CA 94551



INCOMPLETE GRADE CONTRACT

In the event that you (the instructor) determines that the student's emergency and unforeseeable circumstances warrant an extension of the class, you may fill out this Incomplete Grade Contract to give the student until the end of the following primary term to complete the coursework outlined below. A grade of "I" will be posted to the student's academic record, to be replaced by the final grade at the end of the following primary term (Title 5, Sec. 55023). If the class requires Canvas to complete the coursework, please be sure to indicate below in the Course Information section. It is the instructor's responsibility to contact the Canvas Coordinator to reinstate the student's access to Canvas.

This contract may ONLY be provided to and submitted by the instructor. Students may not submit this contract.

INSTRUCTIONS: (1) The instructor fills out the Course Information section. (2) The instructor provides this contract to the student to fill out the Student Information and Student Agreement sections. (3) Upon completion of the contract, the INSTRUCTOR submits this form to their respective Admissions & Records Office (submission by the student will NOT be accepted).

STUDENT INFORMATION

W
Last Name, First Name, Middle Initial Student ID #

COURSE INFORMATION

Subject, Number, Section (e.g. ENGL 1A V01): CRN: Units:

☐ Summer ☐ Fall ☐ Spring
20

Class Type

☐ In-Person ☐ Hybrid ☐ Online

Grade if work not completed:

☐ Student requires Canvas from / / to / / ☐ Canvas Coordinator Contacted

Work to be completed:

Instructor provides detailed outline of work to be completed

Instructor signs at end of term

Instructor Name (Print)

Instructor Signature

Date

STUDENT AGREEMENT

I understand that if I do not complete the work as described by my instructor, I will be assigned the grade and units indicated in this Incomplete Grade Contract.

Student signs at end of term

Student Signature

Date

OFFICE USE ONLY

Comments:

☐ Yes ☐ No

☐ Yes ☐ No ☐ N/A

Incomplete Entered

Canvas Coordinator Contacted

A&R Staff:

Date:

Date Incomplete Cleared:

Grade:

Units:

Instructor countersigns after coursework done

Instructor Name (Print)

Instructor Signature

☐ Final Grade Entered

☐ Student Notified

A&R Staff:

Date:

Positive Attendance Courses

This section is specific to instructors who are teaching Non-Credit & Positive Attendance courses. Please skip this section if you have not been notified by your Divisional Dean's Office regarding this type of class.

What are Positive Attendance courses

These are courses that are indicated by your Divisional Dean's Office and the Office of Academic Services. Positive Attendance Classes record the number of hours that a student has participated in class.

Responsibilities for Non-Credit & Positive Attendance courses

1. Keep a record of all student attendance hours during course sessions.
2. Submit grades **AND** the total hours of attendance for each student.
3. Submit a copy of your attendance records and course syllabus to your Divisional Dean **and** A&R for record-keeping.

A [Template Positive Attendance Tracking Document](#) is linked here for your convenience. Please use it as needed.

Grade Changes

When to Request a Grade Change:

- Grade Changes must be initiated by the instructor during the term immediately following when the grade was assigned.
 - Grade Changes will not be made after this established deadline except in cases of extenuating circumstances.
- Extenuating circumstances include, but are not limited to, acute medical, family, or other personal problems that cause the student to be unable to meet the deadline.
- Any request for grade changes beyond the primary semester deadline must be submitted and approved by the Vice President of Academic Services, who may, upon verification of the circumstance(s), authorize the grade change.
- Grade Change Submission Windows

Course Offered in...	Grade Changes Due
Summer	Fall
Fall	Spring
Winter Intersession	Spring
Spring	Fall

How to Request a Change:

1. Instructors complete the [Grade Change Form](#) for each individual student.
2. The completed Grade Change Form will then be sent to the instructor's Division Dean for review and approval.
3. The Division Dean will forward approved Grade Changes to Admissions and Records Faculty Support Services for processing.
4. Upon completion of the record change, Admissions and Records Faculty Support Services will notify both the student and instructor of the updated grade.



Las Positas College Admissions & Records Office
3000 Campus Hill Drive
Livermore, CA 94551
Email: lpc-admissions@laspositascollege.edu
www.laspositascollege.edu

REQUEST FOR GRADE CHANGE

Procedures

- 1) Instructor submits completed form to Division Dean for approval.
- 2) If approved by Division Dean, the form is forwarded to Admissions and Records for processing.
- 3) If not approved by Division Office, the form is forwarded to the Office of the Vice President of Academic Services.
- 4) If request for grade change is due to fraud, bad faith, or incompetence, or is initiated by the instructor after the semester immediately following the term for which the grade was assigned, the form requires approval by the Office of the Vice President of Academic Services.

Once the corrected grade has been posted on the student records, an updated unofficial transcript will be sent to the student and/or transfer institution as applicable, notification is provided to the instructor that the grade change has been made (Article 9L.3). The grade change is reported in MyPortal and is visible to the student.

Note: A Request for grade change must be initiated by the instructor of record during the semester immediately following the terms for which the grade was assigned. Grade changes will not be made after the established deadline except in cases of extenuating circumstances. These are acute medical, family, or other personal problems that cause the student to be unable to meet the deadline. Requests for a grade change under this exception shall be made to the Vice President of Academic Services, who may, upon verification of the circumstance(s), authorize the instructor of record to initiate the grade change. The student must present evidence of the extenuating circumstance(s). If the instructor of record is unavailable, Administrative Policy 4231 applies.

Citations:

Education Code Section 76224 "The grade given to each student shall be the grade determined by the instructor of the course and determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

See also Article 9L.1 and MOU dated 12/10/24 (regarding late submission of grades) of the Collective Bargaining Agreement between the Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association.

Student Last Name, Student First Name:		Student W#:
Course CRN:	Course & Number (e.g., HIST 7):	Term/Year:
Grade to be changed FROM:	Grade to be changed TO:	Units:

Select reason for change

Reason for Grade Change per Ed Code 76224 (check one):

- ☐ Instructor/Clerical Error ☐ Incomplete Grade – student requirements have been completed; incomplete grade contract must already be on file
☐ RD grade ☐ Other Education Code 76224 reason: _____
Please specify. Refer to citation above for valid Education Code 76224 reasons for grade change

Rationale:

Instructor of Record (Print Name):	Instructor Signature:	Date:
------------------------------------	-----------------------	-------

Instructor signs

- ☐ APPROVED (Submit to form to Admissions and Records for processing)
☐ NOT APPROVED (Submit form to VP of Academic Services for review)
☒ Request was initiated due to fraud, bad faith, or incompetence, or after the semester immediately following the term for which grade was assigned (Submit form to VP of Academic Services for review).

Rationale:

Division Dean Signs

Division Dean (Print Name)	Division Dean's Signature	Date
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- ☐ APPROVED (Submit to A & R for processing)
☐ NOT APPROVED (Return to Instructor per Article 9L.3)

Rationale:

VP of Academic Services (Print Name)	VP of Academic Services' Signature	Date
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- ☐ Posted in Banner
☐ Updated unofficial transcript sent
☐ Faculty notified (per Article 9L.3)

Admissions & Records Staff	Date
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Division sends to A&R

Rev. 5/2025

Faculty Resources

Staff and Faculty Support Help Desk / ServiceNow*

- Email: clpccd@service-now.com
- ServiceNow Support Portal: <https://clpccd.service-now.com/>
- How to Navigate My Portal [Video: Navigating MyPortal](#)
- How to Reset MyPortal Password: https://www.youtube.com/watch?v=IX7rtkTq_18

Faculty Self Service:

Faculty Web Resources <https://clpccd.org/tech/faculty/index.php>

SSB9 Faculty Self-Service is a modern, user-friendly interface designed for faculty that offers a more robust user experience. The interface allows faculty to view class lists, enter final grades, view add authorizations, see detailed schedules, and much more. The system also offers a way for faculty to export class lists and manage grading status with easy to see icons to denote if a roster has been submitted.

With this new, secure, compliant system, we hope that you enjoy the more modern experience in SSB9 Faculty Self-Service.

- Rosters (Opening Day, Census, W): <https://clpccd.org/tech/faculty/droproster.php>
- Opening Day Roster/ Add Authorization Code: <https://clpccd.org/tech/faculty/openingdayrosters.php>
- Grade Entry: <https://clpccd.org/tech/faculty/grades.php>
- Detailed Schedule: <https://clpccd.org/tech/faculty/detailschedule.php>
- Week at a Glance: <https://clpccd.org/tech/faculty/ataglance.php>
- Class List: <https://clpccd.org/tech/faculty/classlist.php>

Faculty My Portal FAQ's: <https://clpccd.org/tech/faculty/facultyfaqs.php>

Crosswalk SSB8 to SSB9: <https://clpccd.org/tech/faculty/crosswalk.php>

With the current move to SSB9 Faculty Self-Service, we are providing a crosswalk on where to now find functionality that was once in SSB8 and is either in a new location in SSB9 or is no longer available due to system constraints or loss of functionality as we move towards baseline and away from customization.

Faculty Handbooks: <https://www.laspositascollege.edu/gv/facultyhandbook/index.php>

Faculty Support Services | Admissions and Records Office | Las Positas College

Email: Faculty Support Services at lpc-arfacreq@laspositascollege.edu

Tania Torres, *Admissions & Records Assistant III* - (925) 424-1549

Elizabeth "Lizzie" Mayo, *Admissions & Records Assistant III* - (925) 424-1545

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