

## **New Professor Orientation Information**

### **How do I get a list of the students in my class?**

Class lists are no longer printed the Friday before classes begin. You must get class lists through your Access Plus account. As students add and drop, you will have real-time enrollment information through Access Plus. To get into Access Plus you need a red ISU card. You can get this card in 0530 Beardshear Hall. In addition to adds and drops, AccessPlus allows you to view and print ID photos of the students in your class. In a pinch, Maureen Deisinger also has all Greenlee School access to class lists is you need a starter list until your Access Plus is up and running.

### **What do I do if a student asks me to sign them into my class?**

Signing an add slip allows students into your class over the stated enrollment. Please do not sign in more students than the room capacity (there is a small plaque on the wall in each room) as this violates fire codes. If you're up to the room capacity, you should always check your most current Access Plus class list before signing anyone in, to make sure that there are actually open seats. A student who signs up using Access Plus will receive priority over someone with an add slip. Students may drop or add through AccessPlus during the first week of the term with no instructor permission. If there is physically room in the classroom and you're comfortable signing someone in, you can definitely do so.

### **What is a pre-req check?**

Pre-req checks are run by the registrar's office to let instructors know who is in the class that has not met the catalog listed pre-req. While every faculty member can waive pre-reqs for unusual circumstances, we encourage you to ask students who do not meet requirements to drop the course. We have lots of students waiting to get into classes that HAVE met pre-reqs who would love to have an open seat. The pre-req checks come to the advising office the Friday before the term begins and we will get them into your mailbox ASAP for your courses. Instructors cannot automatically drop students from classes. They can refuse to grade any work that students turn in thereby guaranteeing them a failing grade. Typically, if you tell them they cannot be enrolled in the class, they believe you and drop. It is imperative to let students know they must go on to Access Plus and drop the class themselves.

Keep in mind that pre-req checks are only run once so it will be your responsibility to check with students who add during the first week of classes to make sure they have the appropriate prereqs. You can find pre-reqs for your courses in the ISU catalog, available online at <http://www.public.iastate.edu/~catalog/> or in the Greenlee School Advising Office, 178 Hamilton.

### **How does a student drop my class?**

During the first week of the semester, students can drop classes on their own using the Access Plus system. After the first week, students need the signatures of their advisor and the instructor on a pink drop/add slip which the student should get from 178 Hamilton Hall. *The last day to drop a class is typically the last Friday in Oct and March!* If a student needs to drop after the deadline, there must be an extenuating circumstance involved. Not passing the class or not attending is not extenuating.

**What if a student asks to audit my class?**

To audit a course means to enroll in the course without receiving credit for it. The instructor must approve all audits and students must register for audits by day 10 of the semester. Students are assessed fees as though they were taking the course for credit, but the course does not count in determining full-time student status. Changing a course from credit to audit requires dropping the course for credit and adding it as an audit on a schedule change request form. If this occurs after day 5 of the semester, the drop will count toward the total allowable ISU drops.

**What about midterms?**

If a student is receiving a C- or lower, you will be asked to submit a midterm grade slip. Midterm grading slips will be placed in your mailbox approximately the 8<sup>th</sup> week of classes. Students will be informed via their AccessPlus account about their status regarding midterms. Students who are earning a C or better will not receive midterms.

**Can students take my class P/NP?**

Students can take classes pass/not pass for ELECTIVE credit only. The student elects this option by having an advisor signature. As an instructor you will not know that the student is taking the class P/NP unless they tell you. At the end of the semester, you will submit a letter grade for that student and the university registrar changes it to P/NP. Since most of your classes will primarily have JI MC or Advrt majors enrolled, your chances of encountering this are fairly slim.

**What if students want to take an incomplete?**

An incomplete mark (I) may be assigned by an instructor when a student is earning a passing grade in a class but special circumstances beyond the student's control prevent completion of the course. In general, not submitting course work as a result of inadequate preparation is not a valid reason for receiving an incomplete; neither is failing the final exam or project.

If the instructor agrees that special circumstances exist, an Incomplete Mark Report form is completed and signed by that instructor and the student. Once the student completes the requirements specified on the Incomplete Mark Report form, the instructor submits the appropriate grade. That grade becomes part of the student's cumulative, but not semester grade point average. Incompletes must be resolved by the date set by the instructor, or within one calendar year, or the "I" mark will change to a grade of "F."

**What is WebCT and why might I use it?**

WebCT is a course management tool that is widely used at ISU. The system is well supported. The system allows you to post and manage syllabi, Web links, word documents and Power Point presentations. The class list can be initially uploaded directly from the registrar's office and then is continually updated with adds and drops. There are assignment and grading functions and a discussion forum (like email) and a chat room (real time). In the last year, ISU encourages professors to submit their grades through WebCT instead of completing bubble sheets.

If you have questions about these issues at any time, feel free to contact me.

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