To all CWC credit course instructors who are teaching in the Fall 2018 semester —

In an effort to assist you in doing your Student Engagement Reporting, with the corresponding Financial Aid related disbursement, I am providing you the Reporting & Disbursement Schedule.

Please take a moment now to read below and make sure you are able to log into WebAdvisor, that you understand this process, and that you understand the definition of “attendance” as it relates to this reporting. Please mark your due date(s) on your calendar and keep this reference sheet.

Federal regulations require that prior to disbursing funds to a student, the school has to confirm not only that the student has begun attendance for the semester but is still enrolled. To meet this federal requirement, we need you to log into WebAdvisor, under Mid-Term grading, for EVERY class you teach, at TWO distinct times each Fall and Spring semester:

1st Engagement Report
- On or just before 09/07/2018 (Deadline) – Instructors Enter Engagement Rating – Week 2 – Friday
  >Enter ONLY a 1 (Fully Engaged), 2 (Partially Engaged), or 3 (Limited Engagement) in the “Midterm” grade option
  >If the student has NEVER attended or logged in, a Faculty Initiated Withdrawal should be submitted in the “Final” grade option, by YOU!
- 09/10 – 09/14/2018 – Engagement Report Run/Students Contacted – Week 3
- 09/17 – 09/21/2018 – Financial Aid Moves Money – Week 4
- 09/26 – 09/28/2018 – 1st Disbursement – Week 5

2nd Engagement Report
- On or just before 10/05/2018 (Deadline) – Instructors Enter S/U/Grade Rating – Week 6 – Friday
  >Enter ONLY a grade of S, U, A, B, C, D, or F (DO NOT use 1-3) in the “Midterm” grade option
  >Students who have not attended or logged in for 14 consecutive calendar days are eligible to receive a WI by you contacting/e-mailing the student’s Success Coach – PLEASE do not submit a WI on your own!
- 10/08 – 10/12/2018 – Engagement Report Run/Students Contacted – Week 7
- 10/15 – 10/19/2018 – Financial Aid Moves Money – Week 8
- 10/24 – 10/26/2018 – 2nd Disbursement – Week 9
- 12/14/2018 – Courses End, Final Grades Due by 12/17/2018 – Monday

ANYTIME you are concerned about a student or group of students, email or call with their names and your concerns to either their specific Success Coach, or email the SuccessCoaches@cwc.edu email group and we will follow up!

Definitions:
Fully Engaged (1) = Student has attended all classes, is quickly adjusting to class, is participating in class discussions, is completing and passing assignments, and is going into the online component successfully
Partially Engaged (2) = Student has attended most classes, is adjusting to class for the most part, has completed and passed most assignments, inconsistent participation in online component
Limited Engagement (3) = Student has missed several classes, does not participate, is not completing or is failing most assignments, is rarely going into the online component
Not Attending (WI) = Student has missed all classes or has not completed online assignments for previous fourteen (14) consecutive calendar days – ONLY a Faculty Initiated Withdrawal (WI) should be completed in the FINAL grade option
Grades = A, B, C, D, F = Based on your course criterion, are preferred! Satisfactory (S) = Passing but unable to determine letter grade; OR Unsatisfactory (U) = Not passing
FAQ

Q: For the Engagement Report, do I choose "Midterm/Intermediate" or "Final" in the drop-down menu on the screen in WebAdvisor?

Q: On the first Engagement Report, September 7, 2018, what do I do if a student hasn’t attended or logged in at all for my class?
A: You can attempt to reach the student, but can also contact a Student Success Coach so they can attempt to reach the student, but on the deadline of September 7, you must enter a WI in the “Final” drop down menu choice.

Q: What if the student attended off and on the first two weeks, but several weeks after September 7 they have totally quit attending or participating?
A: You can attempt to reach the student, but can also contact a Student Success Coach so they can attempt to reach the student, but you also have the option to contact a Success Coach so they can enter a WI on your authorization if they haven’t attended or participated online for at least 14 consecutive calendar days. Federal regulations require us to do this prior to disbursement if they totally stopped attending for at least 14 days.

Q: What happens if a student is withdrawn by me?
A: The student receives an e-mail notifying them of their ability to re-enroll, after contacting you and getting your permission. Their Success Coach will also attempt to reach the student.

Q: Do I always have to wait until an Engagement Reporting date to be concerned about a student?
A: NO! If you have attempted contact with the student because of concerns you have, but have been unable to reach them or have had an inconsistent response, please contact a Success Coach or send an email to the SuccessCoaches@cwc.edu email group, so that an intervention can occur!

Q: What if my class only meets once a week, especially during the first two weeks?
A: The reporting needs to be done ON the deadline – do your best to rate the student.

Q: I understand I need to put a 1-3 ONLY for the 1st Engagement Report, but what grade do I give them for the second if I’m not quite sure?
A: It gives the student the most information if you can provide an A, B, C, D, or F. A grade of Satisfactory (S) or Unsatisfactory (U) may be an option, too.

Q: What happens after I complete the Engagement Report or notify someone of my concern? Can I know what happens with the contact?
A: A Success Coach attempts contact with the student who receives a 3, U, D, or F, using email, telephone, and even face-to-face, attempting to understand how we can help get them back on track. The Success Coach may let you know what is happening, or may encourage the student to keep you informed, but sometimes confidentiality may prevent sharing of some information.

Q: What if I have questions or suggestions about this process?
A: Please contact Lance Goede, Director of Student Success, at 855-2175 or lgoede@cwc.edu

Q: What if I lose this document?
A: The dates are posted in the Staff Planning Calendar, and this sheet is located in the Academic Advising Folder in CWC DOCS for instructors to view there if needed. It is also available on the Adjunct Instructor website that the VP for Academic Affairs maintains.

Please mark your day planners and make sure you are able to log into WebAdvisor.

If you can’t log into WebAdvisor, please contact your Academic Division or the IT Help Desk:
855-2198 or 877-292-3375