

SIS Basics - Faculty

SIS Overview

SIS is the Student Information System of record for all student transactions conducted within MCCC. This quick reference guide provides instructions on how to:

- Log into SIS.
- Navigate to the Faculty Center.
- View class rosters.
- Withdraw a student.
- Review, certify, and submit a 45th Day Roster.
- Submit a final grade roster.

Log into SIS

1. Go to: <https://ep.maricopa.edu>.
2. Log in with your Maricopa Enterprise ID (MEID) and Password.
3. On the right side, under System Logins, click the SIS icon.
4. Sign into SIS with your MEID and Password.

Faculty Center

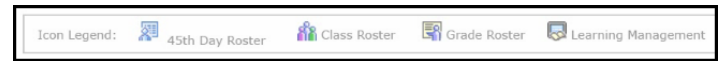
The Faculty Center displays all courses you are scheduled to teach. Use this Faculty Center to manage your administrative responsibilities.

Navigate to the Faculty Center

1. Main Menu > Self Service > Faculty Center > My Schedule.
2. To change the semester or college, click the Change Term button.
3. Click the radio button to select the desired Term/Institution combination.
4. Click Continue.
5. Review your Teaching Schedule.

Roster Types

SIS provides three types of rosters for managing student enrollment, grades, and certifying 45th Day Rosters: Class Roster, Grade Roster, and 45th Day Roster (created on 45th day).



Class Roster

The Class Roster displays the student ID number, name, grade basis, units, Start and End Dates for OEE classes, program/plan, and level. Verify grade basis is correct for class. Contact Admissions and Records to update grade basis.

Check with your Residential Faculty Mentor and Department Chair for additional ways to access student contact information (ex: address, email address, phone numbers).

View the Class Roster


1. Navigate to the Faculty Center: Main Menu > Self Service > Faculty Center > My Schedule.
 - Change the term if necessary.
2. Select the Class Roster icon  to the left of the desired course name.
3. Scroll down to view the list of students.

Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
			Graded	3.00	Degree and Cert Programs NA - Dual or Concurrent Courses	Freshman
			Graded	3.00	Degree and Cert Programs NA - Dual or Concurrent Courses/Non Degree Seeking	Freshman
			Graded	3.00	Degree and Cert Programs NA - Dual or Concurrent Courses/Dual or Concurrent Courses	Freshman
			Graded	3.00	Degree and Cert Programs NA - Dual or Concurrent Courses/Dual or Concurrent Courses	Freshman
			Graded	3.00	Degree and Cert Programs NA - Dual or Concurrent Courses/Dual or Concurrent Courses	Freshman

4. Scroll down and click Faculty Center to return.




22			Graded	3.00	Dual or Concurrent Courses	Freshman
23			Graded	3.00	Degree and Cert Programs NA - Dual or Concurrent Courses	Freshman
24			Graded	3.00	Degree and Cert Programs NA - Dual or Concurrent Courses	Freshman

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Faculty Center | [Advisor Center](#) | [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Withdraw a Student

1. Navigate to the Faculty Center: Main Menu > Self Service > Faculty Center > My Schedule.
 - Change the term if necessary.
2. Select the Grade Roster icon .
3. In the Grade Roster column, click the drop-down menu next to the desired student.
4. Select the appropriate grade (**W** or **Y**).
 - **W**: last date of attendance with guaranteed grade of W is through the seventh (7th) week for a 16-week class.
 - **Y**: withdrawing, failing for disciplinary actions.
 - Time limits for classes that meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students in the College Course Catalog.
5. In the Last Date of Attendance field, click the calendar icon  and select the appropriate date.
6. In the Drop Reason field, click the magnifying glass to display Drop Reason Codes .
7. Select the appropriate Drop Reason Code.
 - **Drop Code 42** (FAC – Excessive Absences)
 - **Drop Code 43** (FAC – Never Attended); last day of attendance must be first day of class.
Note: These are two of the most commonly used drop reasons.
Please Note: periodically save to not lose your work!
8. Repeat Steps 3 – 9 to withdraw additional students.
9. Click the Save button.
 - SIS will post the final withdrawal through the nightly processing.

45th Day Roster



The 45th Day Roster is the official online process to report credit course enrollment as required by the Arizona State Legislature. The 45th day is the official census date for fulfilling this requirement.

This online process includes confirming that all students enrolled in your class as of the 45th day are in attendance.

Note: Students who are no longer in attendance should be withdrawn prior to 45th day. Any changes made after the 45th day will not be reflected on the 45th day roster.

Depending on your campus, you may receive an email with the deadline for certifying your 45th day roster(s). It is your responsibility to check with your campus regarding these communications and timelines.

Certify 45th Day Roster

1. Navigate to the Faculty Center: Main Menu > Self Service > Faculty Center > My Schedule.
2. Select the 45th Day Roster icon  to the left of the desired class.
 - This icon will be added on the 45th day for Spring and Fall semesters.
3. Withdraw students no longer in attendance. (Please see previous section.)
4. Scroll to the bottom to read the certification message.
5. Click on the  button.
 - You have officially certified your 45th Day Roster!

Grade Roster

The Grade Roster is the official online process for withdrawing students and submitting final grades. You will be notified by email regarding the time frame to complete this process by the college Admissions & Records Office. Delays in entering grades may cause undue hardship on students with transfer, reimbursement, or enrollment requirements.

According to the [MCCCD Administrative Regulations](#), attendance requirements are determined by the course instructor.

Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

(See Administrative Regulations 2.3.2).

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course (See Administrative Regulations 2.3.3). Final grades must be recorded through SIS. When withdrawing a student, include the last date of attendance and the drop reason code.

After submitting grades, wait overnight for the posting process to complete. The next day you will see that the students' final grades posted. If you need to change a student's grade after it has been posted, please refer to the Faculty Grade Change steps on the next page.

Helpful Information

For additional resources, please visit:

<https://ctl.estrellamountain.edu/video-archive>

[Student Administrative Regulation 2.3.3](#)

[MCCCD Administrative Regulations](#)

College Centers for Teaching & Learning


Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P	Credit	Not computed in grade point average. A "P" grade is judged to be equivalent to a grade of C or higher.
W	Withdrawn, passing	Not computed in grade point average. *May result in negative Financial Aid repercussions.
Y	Withdrawn, failing	0 grade points per credit hour. *Y grade is designed for withdrawing students due to disciplinary actions. *Y grades do not follow repeat policy and are always included in the GPA calculations. *May result in negative Financial Aid, GPA, and Transcript repercussions.
Z	No Credit	Not computed in grade point average

Sources: [Student Administrative Regulation 2.3.3](#). (July – 2017)


DARS – Directors of Admissions & Records (July, 2017)

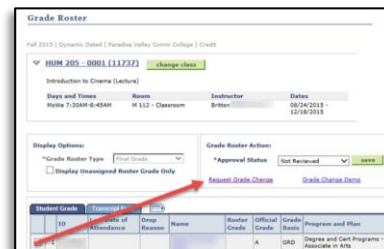
Submit Final Grade Roster

1. Navigate to the Faculty Center: Main Menu > Self Service > Faculty Center > My Schedule.
 - Change the term if necessary.
2. Select the Grade Roster icon .
3. In the Roster Grade column, select the drop-down menu adjacent to the desired student.
4. Select the appropriate grade, and then follow the next steps as necessary.
 - **A, B, C, D, and P** grades.
 - **W or Y** grades – Click in the Last Date of Attendance field, and then enter the last date of attendance.
 - Click in the Drop Reason field, and enter the appropriate withdrawal code.
 - **F or Z** grades – Click in the Last Date of Attendance field, and then enter the last date of attendance.
 - **I** grades – Require an incomplete grade to be assigned to the student.
 - Click the Note link.
 - Click the Incomplete Detail button.
 - Enter the Lapse Deadline date.
 - Enter the Lapse to Grade.
 - Enter Last Date of Attendance for an F, W or Y grade.
 - **(Optional)** Enter Comment: Incomplete work must be completed by (Date) or grade will be changed to an (Grade).
 - Click the OK button twice.
5. Scroll down and click Save.
 - Official grades will be posted the next day.

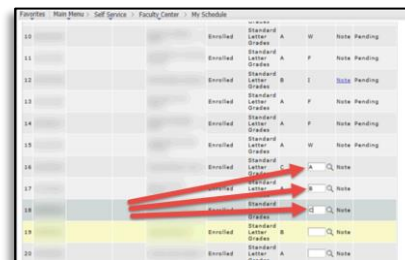
Faculty Grade Change

Faculty can submit a grade change request within 60 days of the initial grade entry in the original grade roster. This is done using the Request Grade Change link in the Faculty Center.

1. Navigate to the Faculty Center: Main Menu > Self Service > Faculty Center > My Schedule.
2. Click the Grade Roster icon .
3. Click the Request Grade Change link.



- If the original grade was entered more than 60 days ago, contact your college A&R office.
4. Scroll to the student, and in the New Grade field, enter the new grade; press the Tab key.



5. Click Submit for Approval button.
 - The Approval Status for the student(s) whose grades you have changed will update to a status of "Pending".

Resources: Visit your college's Center for Teaching and Learning (CTL), and [MCCCD Administrative Regulations](#).

Note: Please check with your Department Chair for specific information regarding all roster policies and procedures.