

Science and Technology Division Memo-February 2024

Spring 2024 Census

As faculty, you play an important role in determining which students are not active or no longer active in your course, especially at the start of the term or session. It is vital that you remove non-attending students by census day. The attached document will provide guidance on how to complete the **Census Verification** process for the **Spring 2024** semester.

- The last date to complete Census is posted on the “Census/Enrollment Verification” form located in WebSMART. You may have a different “Census Date” for each course.
- For semester length courses the **last day/time to submit CENSUS is 11:00pm Sunday, February 4th**
- It is essential to submit census information on time even if there are no students to drop.

Please Note: If you would like to reinstate a student who was dropped by mistake during the census process, please email Maria Lara-Blanco (lara@smccd.edu) your request to register the student with the following information:

- Student Name
- Student G#
- Course title and CRN

Please contact Cañada College Registrar Maria Lara-Blanco at (650) 306-3122, or lara@smccd.edu for additional support.

Late Add Process

The attached resources will provide guidance on the **Late add course request process** and **Early Alert Program**. In addition, I attached the updated calendar of important dates for your reference.

Please note:

- The Late Add Course Request Process starts **Tuesday, January 30, 2024**.
- The Late Add Course Request form is attachment to this email.
- Faculty may put an alert on a student any time after the start of the course through the 75% cutoff date.
- For A&R processes and support please contact Maria Lara-Blanco, Registrar at (650) 306-3122 or email lara@smccd.edu

ZTC Adopter Program

We are announcing the opening of applications for fall cohort of the ZTC Adopter Program! We are looking for adoption and remix projects that close gaps in General Education, ADT and CTE Certificate of Achievement pathways. There is more information in the attached document and on the [TAS ZTC Adopter Program website](#). We will fund and support up to 5 adoption and remix projects. The focus will be on courses that are General Education courses and/or those that are to be applied towards a zero-cost ADT and/or CTE Certificate of Achievement.

The [application](#) period is from Thursday, January 25th, through Friday, February 9th.

This work is crucial as we head toward offering more zero-cost degrees and certificates—something that state funding will be contingent upon. If you have any questions, please reach out to myself (harmon@smccd.edu) and/or Diana Tedone-Goldstone (tedoned@smccd.edu).

Presentation Opportunities for Students Taking Honors

Please help spread the word about the presentation opportunities for our students taking honors (details in the attached [December Honors Transfer Program Newsletter](#)).

All students who have completed honors research via honors classes or honors contracts are invited to apply to present at the [Cañada College Honors Research Showcase](#) on April 26 ([apply here by March 22](#)) and [Bay Honors Research Symposium \(BHC\)](#) on May 4 ([apply here by Feb. 14](#))