Noncredit Enrollment Processes

March 22, 2021

Goal: This document is intended as a resource for noncredit faculty. It includes guidance and reminders for administrative aspects of running a noncredit class.

Noncredit Attendance Accounting

Noncredit courses use the Actual Hours of Attendance (Positive Attendance) procedure to claim apportionment. Each noncredit course is approved for a maximum number of instructional hours. At the end of the semester the instructor will certify the total hours of attendance for each student by logging it on the roster along with the grade. The instructor should track each student's attendance at each class meeting (note, apportionment may be claimed for the actual hours attended before the student drops the course). Supporting documentation, such as actual attendance rosters or electronic attendance tracking records, to verify attendance, should be retained for 3 academic years in case they are needed for an audit.

Grading

There are two types of grading for noncredit courses. Instructors should check the Course Outline of Record (COR) for the grading scheme used by their course. The two types are letter grades (A, B, C, D, F) as well as non-evaluative grades of P (Pass), NP (Nonpass) and SP (Satisfactory Progress). Grades generally should be posted to the student roster in webadvisor within a week of the class end date.

Load and Pay for Noncredit Instructors

At the time of this writing the faculty contract includes a statement that CDCP courses which receive enhanced funding from the state will be paid "on the current faculty salary schedule that is used for credit courses." Equivalent load, based on the COR credit hour calculations, will be used to calculate pay.

Mirrored Courses

Mirrored courses are similar to cross-listed courses in that two sections (one credit, one noncredit) are scheduled at the same time and taught as one course, with one load. The enrollment capacity can be linked together and managed by the Dean. Faculty should discuss this scheduling option with their Deans. The COR for each course, including the SLOs, grading scheme and positive attendance hours, will need to be met. Once a student registers for a course they cannot switch sections, unless they are within the drop/add period and they drop one course and register for the other. Per Title 5, students cannot be administratively moved from one section of a course to another.

Noncredit Certificates and Transcripts

Ohlone College noncredit certificates are reviewed by the faculty, the Ohlone College Board of Trustees, and California Community College Chancellor's Office, and signify the completion of a series of connected courses as indicated in the curriculum guides.

If a student has completed the required coursework for a particular noncredit certificate, their certificate will be processed by the Ohlone College Records Office and emailed to them in July, September, or January for the preceding term. For example, if they completed the certificate's required coursework during the Spring semester, their certificate will be emailed to them in July.

Only Ohlone College's noncredit transcript will include a student's noncredit classes. This will be separate from the credit transcript as noncredit courses are not transferable other colleges.