

45th Day Enrollment Reporting Steps



PimaCommunityCollege
Registrar Office

The 45th Day is to report student enrollment and is mandatory and must be completed within a 7 day period. At the end of this period data is compiled and analyzed for College reporting needs.

* Link to Bookmark to access this process directly in the future if desired: [45th Day Reporting \(https://ssb-pccp-prod.pima.edu/FacultySelfService/ssb/gradeEntry#/midterm\)](https://ssb-pccp-prod.pima.edu/FacultySelfService/ssb/gradeEntry#/midterm)

Reporting Steps:

1. Select the appropriate course (**CRN**) within the appropriate term by clicking anywhere on that row. The 45th Day Enrollment student list will expand at bottom, you may have to scroll down the page.

Reminder Only CRN's required for 45th day reporting will be available for update.

2. For each student on your **45th Day Reporting** Worksheet select the appropriate enrollment indicator from the drop-down menu in the 45th Day Enrollment column. Options are “**PR**” for Present and “**W**” for Withdrawal. Scroll down until all your entries are completed, see example below:

Note: You will not be able to enter Final Grades during the 45th day period.

Enter Grades

Full Name	ID	45th Day Enrollment
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	W PR
[REDACTED]	[REDACTED]	[REDACTED]

Reminder Withdrawals require last date of attendance entered in the “Last Attend Date” column. If not already populated by the Attendance Tracker updates.

3. Leave **Hours Attended** column blank, it is not in use by the College.
4. If a student does not appear on your 45th Day Enrollment sheet, please notify student he/she is not enrolled in your course.

Reminder	<i>The screen will timeout in 20 minutes. If submitting will take longer than this, you can save your progress by clicking the "Save" button.</i>
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5. The course grade worksheet only shows 25 students at a time. If your course has more than 25 students, you will need to click the >> "forward" button at lower-right next to the words, "**per page**" to access the remaining students.
6. Click the "**Save**" button at the bottom right hand corner to submit your final 45th Day roster.
7. If you are teaching other reportable courses, scroll back up the page and select the next appropriate course (CRN) within the appropriate term by clicking anywhere on that row.