

Good Afternoon,

As shared last week, the *Monday Minute* is communication from the Office of Instruction to share quick updates with you as needed. While it may not arrive every Monday, you can expect timely and relevant information when important matters arise. The four topics in this week's *Monday Minute* are Fraudulent Enrollment Update, RSI Update, Spring 2025 Flex Day, and Winter 2025 Final Grades.

Below are topics and updates for today's *Monday Minute*.



FRAUDULENT ENROLLMENT: UPDATE

As part of our ongoing efforts to address fraudulent enrollment, Instruction, Student Services, and IT teams worked collaboratively to address fraudulent student enrollment. Potentially fraudulent students were sent messages to their personal and school e-mails asking them to call and provide additional information by Friday, February 7th. All students with a California address were called. Combined, these efforts were aimed at providing students with advance notification of the potential administrative drop. On Friday, those who had not verified additional information were included in an administrative drop process—these students were dropped from registered course rosters and waitlists. Additionally, a registration hold was placed on their accounts and their email access was placed on hold.

We will continue to work together to address fraudulent enrollment while ensuring support for any students who may have been inadvertently affected by this administrative drop process. If a genuine, non-fraudulent student was inadvertently dropped, the student can contact the designated Counseling support number at **909.274.4100** to verify additional information. The Counseling team will support students in lifting their registration hold and supporting them in enrolling in courses.

Please reach out to your [Dean or Division Office](#) if you have questions or suspect fraudulent enrollment in your courses.



Regular and Substantive Interaction (RSI): Update

The RSI Coordinators and RSI Mentors are hard at work this week assisting faculty participating in the RSI Peer Mentor Review process. Their dedication and RSI leadership ensures that our online, asynchronous courses continue to meet state and federal RSI standards and accreditation requirements.

If you have online, asynchronous assignments this Spring and are currently participating in the RSI Peer Mentor Review process, **but anticipate you may not meet the February 13 (Thursday) deadline** as outlined in the [Article 13 RSI Side Letter](#) (December 20, 2024), please contact your [Dean or Division Office](#) immediately to discuss your Spring 2025 assignment(s).

We sincerely appreciate the time and effort of the RSI team and faculty participating in this critical RSI Review process. Given the high volume of reviews being processed, we kindly ask faculty to limit non-urgent communications with the RSI team this week. Thank you for your collaboration and commitment to strengthening RSI compliance at Mt. SAC.



Spring 2025 Flex Day

[Spring 2025 Flex Day](#) is scheduled for Friday, February 21, 2025 (virtually). The keynote speaker is Dr. Cristóbal Rodríguez, Associate Provost for Equity-Centered Initiatives and Professor of Educational Leadership and Policy Studies. Dr. Rodríguez will present *Training Future Leaders: Healing-Centered Engagement for Student Success Through an Education of Love*. Find more information at the [Spring 2025 Flex Day](#) website.



Winter 2025 Final Grades

With the end of the Winter 2025 intercession rapidly approaching, all **Winter grades are due by 8 p.m. on Tuesday, February 18**. The Admissions and Records Office will initiate the "grade roll" or "batch" process of all Fall grades in **Banner immediately following the 8 p.m. deadline on Tuesday**.

We thank you for submitting your grades on or before Tuesday, February 18. Here are some reasons why students need their grades posted on time:

- Students need to know if they passed a pre-requisite course so they can register for the next course in a sequence.
- Students need to complete units aligned with the federal or state financial aid they have received.
- Our Veteran students may need proof of completion to receive veterans' benefits.
- Students send their transcripts to their transfer university, confirming they are ready to transfer in the upcoming semester.
- Students' wage increases, bonuses, or promotional opportunities depend on passing employer-approved courses or programs.
- Students must show satisfactory progress on their academic and/or progress probation status.

Below are some helpful resources for navigating the Grade Submission Process. Please contact your [Dean or Division Office](#) if you have any questions or concerns.

- Who Do I Contact in My Division: [Instruction](#), [School of Continuing Education](#), or [Student Services](#)?
- [Grade Submission Process \(prepared by the Business Division Office\)](#)
- [Grade Changes and Incompletes](#)

If, for any reason, you anticipate that your grade submission process may be delayed (after 8 p.m. on February 18, 2025), please immediately contact your [Dean or Division Office](#).

Please reach out to me directly if you have any questions or concerns.

Thank you,
Kelly Fowler



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(she/her/hers)

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