



Submitting Arranged Hours Rosters

Steps to Submit Arranged Hours Roster

1. Login to [mProfessor](https://smc.edu/mp) (smc.edu/mp).
2. Select the correct term from the dropdown menu (e.g., Winter 2022).
3. Select the correct class roster by clicking on the “ROSTER” button—under your “Teaching Assignments.”
4. Click on “**View / Edit / Submit Arranged Hours Roster**” under the “**Faculty Tasks**” menu. See sample screenshots on back.
5. Submit the roster no later than the **Due Date** noted—in red text.
6. If all students will complete the Arranged Hours on the same date and time, input the dates and times in the “**Arranged Hours**” box (e.g., Mon & Tue 9:30-12:30). Ensure that the number of hours meets the “**Weekly Arranged Hours Required**” for the class (in red text).
7. Click on the “Apply Hours” button to auto-populate the above information to all students’ entries. If you need to make individual edits, just replace the content for the student.
8. Scroll to the bottom of the page, read the certification statement, and click the “**Submit Roster**” button.
9. A submission confirmation message will be shown (e.g., “This Arranged Hours Roster was submitted on 29-NOV-21”).

Arranged Hours Policy

- As an instructor teaching a Weekly Census class with arranged hours, you are required to report when each officially enrolled student in the class will complete these arranged hours during the week. Arranged hours require strict adherence to Title 5 regulations which are enforced through our annual state audit. Auditors will verify you are meeting all these requirements:
- Your section-specific Syllabus must show that Arranged Hours are required for the class and how students will meet these arranged hours and for how many hours per week. Describe the specific instructional activities and expectations of all students enrolled in the course. If your syllabus does not currently include this information, please amend it and provide it to students and then upload the update syllabus on mProfessor.
- All arranged hours must be supervised by someone possessing the minimum qualifications in the discipline of the course—namely, the instructor of the class—not a lab technician or another employee.
- The number of weekly arranged hours required of each student is specified in the Schedule of Classes. These hours must be reflected for each student in your class. For example, if your class requires 6 weekly arranged hours, the roster should reflect that the student will complete 6 arranged hours per week. Students cannot complete arranged hours in lump or during alternating weeks.
- Track student completion of the arranged hours. Keep a log and be prepared to provide to Admissions and Records in the event the state auditor requests proof of completion (and they do request it every year) for a sampling of classes.

Faculty Tasks

- Go to Teaching Assignments / Home
- View Class Active Students Photos
- View / Edit / Submit Arranged Hours Roster**
- View Class Waiting Lists

Enter / Update / Submit Student Arranged Hours Roster

School Semester FALL 2021 Class Roster 4303 - VAR PE 21V

Semester Information Faculty Tasks

Arranged Hours Roster

Class: VAR PE 21V Section: 4303 Semester: Fall 2021

Weekly Arranged Hours Required: **ARRANGE-04HRS**

Submit this Roster by: **02-NOV-21**

[Arranged Hours Policy](#)
[Instructions](#)

Total Arranged Hours required per week

Enter the arranged hours here. Ensure the total matches required hours

Click "Apply Hours" to fill the box for each student on the

Enter these arranged hours each officially enrolled student below. Then, click on "Apply Hours". If you need to edit a student's entry, do that on the input box corresponding to the student. Once the days/hours are finalized, click the "Submit Roster" button.

Arranged Hours

Apply Hours

Student ID ↑	Student Name	Add Date	Drop Date	Reinstate Date	Official	Grade	Arranged Hours
		31-AUG			X	-	<input type="text"/>
		24-MAY			X	-	<input type="text"/>
		02-SEP			X	-	<input type="text"/>
		20-MAY-21	-	-	X	-	<input type="text"/>
		25-AUG-21	-	-	X	-	Tue & Th 2-4 pm
		24-AUG-21	-	-	X	-	Tue & Th 2-4 pm
		07-SEP-21	-	-	X	-	Tue & Th 2-4 pm

If you need to edit an individual student's entry,

Tue & Th 2-4 pm
Tue & Th 2-4 pm
Tue & Th 2-4 pm

Click "Submit Roster" to finish

I, the instructor of record, as duly charged by Santa Monica College, certify that the arranged hours submitted here are true and accurate. Arranged hours will be supervised by me. Clicking "Submit Roster" serves as my signature.