

How will employees know when the student has been “Approved to be In Person?”

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Students are “Approved to be In Person” through the following means:

- a) **COVID-19 Vaccination Attestation upload in WebSMART:** Reviewed by COVID-19 Program Specialist for accuracy and completion; Approved through Banner Workflow process.

- b) **Medical Exemption upload in WebSMART:** Reviewed by the COVID-19 Health Officer; Approved through the Banner Workflow process; Compliance with weekly COVID-19 testing requirements starting in Spring 2022; Negative COVID-19 testing results.

- c) **Religious Exemption upload in WebSMART:** Reviewed by the Vice President of Student Services; Approved through the Banner Workflow process; Compliance with weekly COVID-19 testing requirements starting in Spring 2022; Negative COVID-19 testing results.

- d) **Absence of a “Vice President of Student Services issued COVID Code of Conduct” hold:**
 - i. Issued when students with Medical and Religious Exemptions are not in compliance with the weekly testing requirements.
 - ii. Issued when students with Medical and Religious Exemptions are not in compliance with masking requirements.
 - iii. Issued when students, regardless of vaccination status, are not in compliance with masking requirements.

WAYS TO VIEW WHEN A STUDENT IS “APPROVED FOR IN PERSON”:

- 1) Student Success Link (SSL) users can navigate to the Case Record for the student, and see the check box for “Approved for In Person”.

The screenshot shows the Banner Adviser Link interface for student La Pulga Messi. The profile card displays 1 task, 2 alerts, and 0 appointments. The 'Advisee Details' section includes contact information and a red box highlighting the 'Approved for In Person' checkbox.

2) Programs utilizing the SSL can request a new report or a modification to a current report of their cohorted students to indicate who “Is Approved to be In-Person vs. Not Approved” by submitting a request through the SSL Request Form at:

<https://app.smartsheet.com/b/form/8ca4a9a7dfa94e1bad17c7c862c218b9>

3) Banner Users can navigate to SWASSUM for the student and see the “Approved for in-person” indicator.

The screenshot shows the SWASSUM Personal Information page for student G01098483. The 'GENERAL INFORMATION' section includes a red box highlighting the 'Approved for in-person' checkbox.

4) Individuals not currently using Banner, can request access to SWASSUM through an ITS Support Ticket at: <https://helpcenter.smccd.edu/requestform/>. *Note: Student employees should not be looking up the status of students for in-person services and instruction.*

5) If/when a mask mandate for all is lifted, faculty members teaching in-person courses in Spring 2022 will be emailed on a weekly basis with a list of the students who are required to wear



masks due to Medical or Religious Exemptions. All students in an in-person course have been approved to be in-person.

- 6) Disability Resource Centers (DRC)/Educational Access Center (EAC) employees have transitioned over to utilizing the Student Success Link (SSL) at the end of December. Counseling Faculty can access Banner or SSL for student approval status during this transition period.
- 7) The “Approved to be In Person” status is now portrayed in PyraMED for Health Center Employees.