A. Purpose

To define process by which class rosters are run.

B. Responsibility

1. The Office of Student Registration and Records is responsible for running accurate and timely class rosters.

2. The instructor is responsible for bringing inaccuracies to the attention of the Office of Student Registration and Records.

C. Procedure

1. Unofficial rosters are distributed to instructors the first day of class. These are unofficial because (1) students who have not paid are on these rosters and (2) registrations and drop/adds will be taken during the first five days of class.

2. Two copies of the official roster/attendance sheet are run the seventh day of the term. All students have been registered, dropped, and added by this day. All students who have not paid have been purged from the registration files.

3. Ten percent attendance sheets are run approximately the third week of the term. The attendance sheets are used to verify FTEs on the institution’s class report.

4. Grades are entered by full-time instructors into the College’s administrative system. The Office of Student Registration and Records ensures that the grades for part-time instructors are entered into the administrative system.

5. Note: If a class begins during the term after official rosters are run, the Office of Student Registration and Records staff will run and distribute these rosters individually. Two copies are run, one for 10 percent reporting and one for final grade reporting.