

**Category:** Instruction

**Policy Title:** Class Rosters

**Policy Number:**

**Policy Statement:** Grade checks and attendance checks will be conducted periodically to identify those students not attending and to record their last date of attendance. These reports must be completed by the required deadline to assist with advising and to meet federal reporting requirements for financial aid.

**Procedures:** Official class rosters are available in Colleague/Self-Service for instructors to verify students enrolled in courses. Follow-up rosters (such as clean-up and certification rosters) are provided periodically during the semester. Student telephone numbers and email addresses are also available in Self-Service as a support service to the instructor. These telephone numbers should not be provided to others or used for business purposes. Faculty will report discrepancies between student attendance lists and class roster names to the Registrar's Office before the issuance of the certification roster. Instructors are strongly encouraged to personally contact students who miss class, as contact from instructors increases student retention in college.

Reviewed  
7/31/13

Reviewed  
7/1/16

Revised  
7/12/2023