We noticed a few problems as we began processing the census rosters and wanted to share those with you so you can instruct your faculty.

1. Faculty who drop students as no shows online do not need to enter a date in the last day attended field. That is calculated automatically.
2. Faculty who drop students on the drop tab of the multipurpose roster do not need to also enter grades. I understand it's a little bit confusing since those functions are on the same page, but that causes MIS errors that we will need to correct. Grades are only entered after the course is over. **I do appreciate the faculty being so thorough!**
3. Students are being dropped on the census roster and online. Students only need to be dropped on the census roster or online, not both. The drop function on the multi-purpose roster is only intended for processing no shows (at the beginning of the term) and drops after census (once the problem gets corrected). The census roster is an official attendance document that should show the active enrollment at the time of census. Students who are no longer attending the class on the census date need to be dropped on the census roster.

I understand this is a new process and there will be some confusion, which is why I am sharing these examples. I will work on a roster FAQ for faculty to provide more information about how to use the new multi-purpose roster.

Thank you!

Catherine Frost

Director of Admissions and Records