### **Rosters & FERPA**

Monitoring enrollment and maintaining confidentiality!

Sheila Jarrell, M.Ed. Registrar, Yavapai College

# Accessing class rosters

- Login at <u>www.yc.edu</u>
  - My Services, Faculty, My Class Roster
- Please access your rosters regularly through the first week and AT LEAST once a week throughout the semester.
- Report no shows and withdraws!
- Monitor your roster to know who has dropped (removed from roster) or withdrawn (withdraw shows on roster) students can withdraw through October 12.

• Monitor Rosters for current enrollment-via www.yc.edu, not Blackboard!

## Add/Drop

- The deadline for students to add/drop full semester classes:
  - Sunday, August 24
- For short or late-start classes: the deadline to add/drop is the 6<sup>th</sup> day after the displayed start date.

### No Shows

- o If you have "no shows" in your class, email enrollmentservices@yc.edu
- > Include: CRN of the class, student name and Y-number
  - Simply copy/paste from your roster into the email

Federal financial aid and Veteran's Administration regulations require this reporting.

# Enrollment during first week

- Enrollment will shift through August 24 as students add and drop classes, and as faculty identify no shows.
- As the no shows are processed, those seats are made available for other students.
  - Submit no shows by 4pm Friday for processing to open those seats.

### Timeline

- August 18-24: Report no shows
  - Students disappear from the roster
  - All charges for the class are reversed
- Beginning August 25: Withdraw students who have quit participating!
  - Students remain on the roster as "Withdrawn"
  - There is no refund

# Withdrawing students

- Withdraw students who have stopped participating: email <u>enrollmentservices@yc.edu</u>
- Include: CRN of the class, student name and Ynumber AND the last date of participation
  - Simply copy/paste CRN and Ynumber from your roster into the email
    - Determine last date of participation!

Federal financial aid and Veteran's Administration regulations require this reporting.

## Roster view...

FERPA reminder! All student information is to be kept confidential. Email registrar@yc.edu for more information.

#### Course Information

Fitness, Machine and Free Weight Training - PHE 130A 101

CRN: 38371 4

Duration: Aug 18, 2014 - Dec 06, 2014

Status: Active

#### **Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	20	20	0
Cross List:	0	0	0

**Summary Class List** 

### Student list

#### **Enrollment Counts**

Actual	Remaining
	Actual

Enrollment: 20 21 -1 Cross List: 0 0 0

#### **Summary Class List**

Record	Student Name	ID	Reg Status
Number			

7

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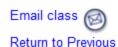
Email class

Return to Previous

# Student demographic data

 Click on any student name on your roster to access the student's demographic data

# Additional options...



Term Selection ■ CRN Selection ■ Faculty Detail Schedule

Fitness, Machine and Free Weight Training - 38371 - PHE 130A - 101

Status:

**Available for Registration:** 

College:

Department:

Part of Term:

Course Credits:

Course Levels:

Campus:

Override:

Rosters:

Office Hours:

Active

Apr 14, 2014 - Aug 24, 2014

Yavapai

Physical Education

1.000

Credit

Prescott

No

Classlist

Add

## Parts of Term – Fall 2014

Part of Term	Description	Start Date	End Date
1	Full Term	18-AUG-2014	06-DEC-2014
2	Dual Enrollment Terr	04-AUG-2014	19-DEC-2014
3	Extended Semester	11-AUG-2014	06-DEC-2014
51	1st 5 Week	18-AUG-2014	20-SEP-2014
52	2nd 5 Week	22-SEP-2014	25-OCT-2014
53	3rd 5 Week	27-OCT-2014	06-DEC-2014
71	1st 7 Week	18-AUG-2014	06-OCT-2014
72	2nd 7 Week	13-OCT-2014	06-DEC-2014

# Grading Dates & Deadlines

#### Fall 2014 Grading Dates

Part of Term	Faculty Withdraw Deadline	Grading Opens	Final Grades Due!
POT 51	Thursday September 11	Friday, September 12	Friday, September 19
POT 71	Thursday October 2	Friday, October 3	Friday, October 10
POT 52	Thursday, October 16	Friday, October 17	Friday, October 31
POT 1	Tuesday, November 25	Monday, December 1	Sunday, December 14 - Noon
POT 3	Tuesday, November 25	Monday, December 1	Sunday, December 14 - Noon
POT 53	Tuesday, November 25	Monday, December 1	Sunday, December 14 - Noon
POT 72	Tuesday, November 25	Monday, December 1	Sunday, December 14 - Noon
POT 2	Friday, December 12	Monday, December 15	Sunday, December 21 - Noon

### FTSE: Full-time student enrollment

- FTSE calculations are completed every semester on the 45<sup>th</sup> day, and the state reimburses YC for the enrollment reported.
  - Even though we don't get a lot of money these days, it is still required by the Auditor General.
- FTSE for Fall: October 1
  - If you monitor your rosters weekly and report no shows and students who quit participating, completing your FTSE roster will be simple.
  - Mark your calendars and watch for reminders in late September

### FERPA Reminder

#### FERPA Reminder:

All student education information and records are confidential. (See handout...)

- Do not discuss student information with a third party without the students' signature allowing the release.
- Be mindful of your home computer!- Families should not view any rosters or any other educational data

# Faculty Support Page!

 http://www.yc.edu/v5content/registrar/fa culty-support.htm

### Questions?

- Questions regarding rosters, grades, FTSE or FERPA?
- Contact <u>registrar@yc.edu</u>
- o Call Sheila Jarrell, Registrar, at 928-776-2107
- Stop by my office: 1-129D, Prescott Campus!