

Yavapai College Faculty Fall 2019 from Office of the Registrar

Accessing Rosters

Access your rosters **daily** during the first two weeks of the semester -- and then on a weekly basis to know who is -- or is not attending/participating in your class. It is your responsibility to monitor enrollment and attendance. **My Class Roster** shows current enrollment. Update your roster regularly by dropping no-shows and by withdrawing students who are not participating.

Required by Federal financial aid and Veteran's Administration regulations

Monitor rosters for current enrollment-via www.yc.edu (not Canvas)

Log into www.yc.edu with username/password; **click on Faculty**; **choose a link**:

- **My Class Roster** - use this link to verify current enrollment and to contact students
- **Faculty Withdraw** - use this link to drop students as "no shows" or as they quit attending
- **Submit Final Grades** - use this link to submit final grades

Registration is an online process for students, so your roster will show changes through Thursday as students add classes - and through Sunday as students drop classes and as faculty drop "no shows".

My Class Roster is current to the moment. Use the **Faculty Withdraw** link to drop them as "no shows".

POT 1 (Full-length semester classes)

Last day to add: Thursday, August 22

Last day to drop: Sunday, August 25

Last day for refund: Sunday, August 25

- Eight-week Classes (8 weeks)
 - 3rd day after displayed start date - Last day to add
 - 6th day after displayed start date - Last day to drop, receive refund
- Classes less than 8 weeks
 - Day before 1st class meeting - Last day to add or drop with refund

Deadline for *student-initiated withdraws* for full semester classes: Monday, October 14

College Catalog Check the [college catalog](#) for academic and student information!

FERPA Reminder

All student information contained in Yavapai College education records is confidential.

See flip side...and second handout!

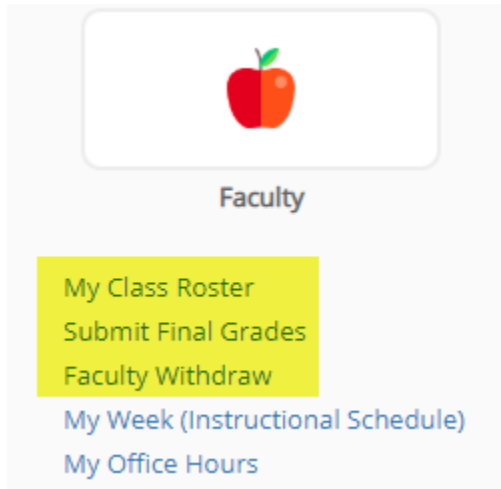
Mark your calendars: October 2 is FTSE! Watch for future communications from the Registrar.

Questions regarding rosters, grades, FTSE or FERPA?

sheila.jarrell@yc.edu or call Sheila Jarrell, Registrar, 928.776.2107 or stop by my office: Bldg 1-111, Prescott Campus!

Log into www.yc.edu and go to:

Faculty/My Class Roster or Faculty Withdraw or Submit Final Grades



- **My Class Roster** - use this link to verify current enrollment and to contact students
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A few specific FERPA issues for Faculty and Instructional Staff:

POSTING GRADES: Since grades can never be directory information, it is inappropriate to post grades in a public setting.

WEB-BASED TOOLS TO SUPPORT CLASSES: Instructors with courses supported by class websites and/or discussion groups must take extra precautions to not inadvertently release non-directory student information. It is recommended that such Web-based tools employ a security layer so that only class members and instructors can access appropriate information.

STUDENTS OPTING FOR "Confidential" IN THE CLASSROOM SETTING: Students **cannot** choose to be anonymous in the classroom setting. If a student has chosen "confidential" for his or her directory information, that does not mean that an instructor cannot call on him or her by name in class or that the student's email address cannot be displayed on an electronic classroom support tool such as a discussion board, blog, or chat feature.