



Title: Class Rosters for Regular Sessions
Effective Date: May 15, 2007
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Review Date:
Cancellation:
Office: Student Affairs (SA 200)

Class Rosters for Regular Sessions

Louisiana Technical College (LTC) establishes policy and procedures for production and usage of class rosters. This policy applies college-wide.

Policy Reference: LTC Policy # IS1930.140 Drop/Add/Reinstatement
 LTC Form # IS100.24 Instructor's Drop Form for Student Absences

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President of CTE	06/01/07	06/01/07

Distribution: Distributed Electronically via College's Intranet
 Hard Copy Distribution to Regional Directors

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Class Rosters for Regular Sessions

Procedures & Specific Information

206.1 SCOPE AND APPLICABILITY

There are four (4) Class Rosters and two (2) Grade Rosters in use at Louisiana Technical College. The Class Rosters are: 1) the First Day, 2) Interim, 3) Pre-Official, and 4) Official Fourteenth Day (Seventh Day in summer). The Class Rosters are used to verify enrollment. The Midterm and Final Rosters are used to report grades. Specific dates on which rosters will be released are defined below. Upon receipt of any roster, instructors should verify for accuracy and report any errors to the campus Student Affairs Office.

206.2 PURPOSE

Class Rosters are the official records verifying accuracy of student enrollment data.

Advance Registered Students who are on financial aid are automatically paid and enrolled. These students sometimes make decisions **not** to return to begin a semester but fail to withdraw officially, assuming that the College will know that they have not returned. It is imperative that the College remove these students from the rosters. The faculty should notify the campus Student Affairs Office of all students who have never attended class. These students **must** be dropped from classes.

206.3 DEFINITIONS

206.3.1 *First Day Rosters* -The First Day Roster gives a preliminary indication of enrollment. It is about 80% accurate because it is printed before late registration and drop/add/reinstatement begins. Most students will be in the correct course and section, and their names will appear on the roster. A student who has not completed registration should be sent to the Student Affairs Office to schedule classes and to the appropriate Campus Office to pay his/her tuition. A student who scheduled classes and did not pay fees or report to the Office of Student Financial Assistance must not be allowed to attend classes.

206.3.2 *Interim Roster* - The Interim Roster is issued to instructors after late registration and drop/add/reinstatement has officially ended. It is about 95% accurate. If a student whose name is not on the roster is in class, he/she must present an official, paid class schedule. Students who are not on the roster must be sent to the Registrar's/Records Office to clear up any problems.

206.3.3 *Pre-Official Roster* - The Pre-Official Roster is issued to instructors one/two days prior to the official enrollment day. If faculty and students have taken the proper steps after the previous roster, this roster should be 100% accurate. If not, repeat the process for the previous roster.

206.3.4 *Fourteenth Day Roster (Seventh Day Roster in summer)* - The official enrollment count. The College's enrollment is based on these rosters. This roster must be accurate and reflect actual enrollment. Students who do not appear on this roster **must** be directed to the campus Student Affairs Office. **Do not allow any student to remain in class or to return to class without a dated schedule showing enrollment.**

206.4 PROCEDURES FOR VERIFYING CLASS ROSTERS

Faculty Responsibility: For each semester/class roster, faculty must:

206.4.1 Verify that each student whose name is on the roster is attending the class

206.4.2 Verify that each student attending the class is listed on the roster.

206.4.3 Send a copy of the roster to the Student Affairs Office, with circled names of all students who have never attended class.

206.4.4 Inform students whose names are not on the rosters that they may not return to class without a current schedule signed by the Student Affairs Office and proof of payment. Note: Do not accept any excuses from students unless you receive a confirming note from the Campus Administrator or Student Affairs Office.

206.4.5 Direct students whose names are missing from the roster to the Student Affairs Office to correct enrollment errors or discrepancies. Note: Do not accept any excuses from students unless you receive a confirming note from the Campus Administrator or Student Affairs Office.

206.4.6 Sign and return the verified roster to the Student Affairs Office the same day of issue.

The Campus Student Affairs Office Responsibility:

206.4.7 Investigate enrollment errors and discrepancies noted on rosters by faculty

206.4.8 Direct students to the appropriate campus personnel to resolve problems and/or

206.4.9 Direct and/or correct information and reprint rosters as appropriate and/or

206.4.10 Have instructors verify rosters that are updated due to corrections

206.4.11 Maintain copies of all verified rosters

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