

Subject: Class Rolls
Policy Number: C30
Date: April 25, 2003
Revised: December 15, 2008

POLICY:

Class rolls for all courses offered are available to faculty on VIP (Visual Information Processing System) and it is the responsibility of individual faculty members to access class rolls as needed.

PROCEDURE:

Class rolls will be made available to the faculty via Visual Information Processing. Faculty will check the accuracy of the rolls for the following points:

- A. Every person present in the class must be listed on the official class roll. Anyone present but not listed should be advised to contact the undergraduate or graduate Student Services Office to resolve registration problems. The Registrar will provide the student with a written or computer-generated confirmation when registration for that course is corrected.
- B. Anyone listed on an official (not temporary) class roll who has not attended by the time the official class roll is received should be reported to the Student Services Office for review and correction of a possible registration error. The faculty will send a signed copy of the class roll with "never attended" noted by the name(s) of the appropriate student(s).