

Class Rosters

For the Spring 2012 semester the deadlines for updating/confirming class rosters are Monday, February 13 and Monday, April 9.

Because of federal regulations governing financial aid, it is extremely important that the Registrar's Office is notified of students who have never attended but whose names still appear on the class roster. The university must inform the Department of Education, in a timely fashion of the enrollment status of students receiving federal financial aid funds. **Failure to do so may jeopardize our compliance status.**

To access the Class Roster Update feature on the Self Service Center please use the following instructions.

- Select "Class Roster" on Faculty & Advisor Menu.
- Select a term (e.g., 201210).
- Select CRN for the section you are updating.
- On Class Roster form:
 - If a student has never attended, select "Never Attended" in the attendance drop-down list.
 - For students who stopped attending on a specific date, select "Stopped Attending" in the attendance drop-down list, and then indicate the date of last attendance in the "Last Attend Date" field. Use mm/dd/yyyy format. **(If you select this option for a student, we will administratively withdraw that student from your class.)**
 - If there are no changes to make, go to the next step.
- Select submit button to update/confirm the class roster.

If you have questions or want to reinstate a student who was removed from the class roster, please contact Ellen Kicinski at kicinski@hartford.edu or x4460.