



Frequently Asked Questions-Roster Verification

- 1. What is the Official Grade and Attendance Roster?** The Official Grade and Attendance Roster is the permanent record of attendance for all students registered in classes at Clafin University. The roster lists the names and identification numbers of students who have officially registered, paid their fees, and met the prerequisites for the class. Faculty access the appropriate class roster from within the Attendance Tracker in *My Clafin*.
- 2. Why do I need to verify my class rosters?** The verification of class rosters is directly related to requirements regarding the return of funds when students do not attend class. As such, faculty must confirm to appropriate university officials (Financial Aid, Fiscal Affairs and Enrollment Management) that each student on each official attendance roster has attended class.
- 3. When do I need to verify my rosters?** The Official Grade and Attendance Roster (opening day roster) is available online the first day of the semester. Each course roster needs to be verified after the first class meeting; as such, attendance must be taken during the first class meeting. Continue to verify the course roster and take attendance after each class meeting through the second week of class, August 29, 2014.
- 4. What should I do if students are listed on the Official Grade and Attendance Roster as "Pre-Reg"?** A student designated as "Pre-Reg" on the roster has been approved by their advisor to register for the course. However, the student may not have cleared the registration process. You should immediately refer the student to the Vice President of Student Development and Services and/or the Enrollment Management Office.
- 5. What should I do if students are sitting in my class but their name is not on the Official Grade and Attendance Roster?** You should immediately refer the student to the Vice President of Student Development and Services and/or the Enrollment Management Office.
- 6. What should I do if students are listed on the Official Grade and Attendance Roster but they have never attended class?** Follow the *Course Attendance Verification Policy*. Take attendance from the first day of class (in Academic Year 2014-2015, August 18, 2014) through the second week of class. On August 29, 2014 a "NA" box will be available in the Attendance Tracker in *My Clafin* for 72 hours. You will be able to mark the student as "NA" indicating they never attended your class.

Note: The Official Grade and Attendance Roster will be cleared of inactive students on Monday, August 25, 2014. This is the last day to register and/or add classes. Classes will be purged for students not cleared.

7. **How can I tell whether an online student has “attended” class?** There are several options which will allow you to confirm a student’s attendance online. For example, allowing sufficient time to complete the assignment, you may require students to post an introduction in a discussion. **Please see specific FAQs for Online Courses below.**
8. **What policies/guidelines govern roster verification?** Guidelines for all courses, onground and online, have been developed and are available at www.claflin.edu.

Additional FAQs for Online Courses

- **Attendance** in an online course is defined as participation in a discussion board thread, submission of an assignment, quiz, or other activity, and contact with the professor.
- **Students** are expected to complete at least four meaningful activities per week to demonstrate attendance and participation in the course. This can include a discussion board post, and replies to other student posts in the discussion board.
- **The My Claflin** Attendance tracking system will therefore have a seven day a week schedule, Monday through Sunday. Faculty will then be able to go in and mark the days of the week when a student completed a quiz, posted in a discussion board, and turned in an assignment.
- **All** faculty should have an introduction discussion board for the first day of class so they can accurately gauge student attendance/participation.

Course Attendance Verification Policy

It is the intent of the University to comply with all federal and state laws and regulations. In its attempt to comply with federal regulations which relate to class attendance, University instructors are required to use the attendance tracker database in *My Claflin* at a minimum of the first two weeks of class for students during the regular terms of an academic year. During a summer term, an instructor should use the attendance tracker for a minimum of the first week of class for traditional students and two weeks for Professional and Continuing Studies students. When a student does not attend a class within the specified period by term, an instructor should indicate a status of “NA” (Never Attended) for the student in *My Claflin* within 72 hours of the class which ends the minimum period.