

Roster Reconciliation Step-by-Step

TO: ALL Academic Faculty
FROM: The Registrar's Office
SUBJECT: Reconciling Your Roster

Questions? Call or e-mail us at:

Gettysburg = 337-3855
 Harrisburg = 780-2378 registration@hacc.edu
 Midtown = 221-1300 ext.1422 srbaltim@hacc.edu
 Lancaster = 358-2966 lancwebreg@hacc.edu
 Lebanon = 270-6316 lebregistration@hacc.edu
 Virtual = 221-1300 ext. 1514 wjpage@hacc.edu
 York = 718-0328 yorkwebreg@hacc.edu

Below are the steps that you must follow to obtain and reconcile your Class Roster. Step 1 will guide you through the process of viewing your class list.

- ❑ **STEP 1: Print your HACCWeb class roster(s) to reconcile it frequently. Your campus will require proof of reconciliation by the deadline listed on page 3.**

(This memo is also available at: <http://www.hacc.edu/Portals/upload/StepbyStepRoster3.pdf>)

- a. Open your browser and type in <http://www.hacc.edu>.
- b. Access **HACCWeb** by clicking on the HACCWeb link located along the right of the screen.
- c. **Login** (If this is the first time that you are logging into HACCWeb, please refer to the Faculty Guide for HACCWeb document available from your Division/Campus Dean. It is also available at: <http://www.hacc.edu/Portals/upload/WebforFacultyGuideJanuary2009.pdf>.)
- d. Click on "**Faculty & Advisors**" or "**Faculty Services**" which is located on the navigation menu bar at the top of the page.
- e. Click on "**View Class List / Final Grades**".
 - i. Choose the appropriate Term and click "Submit."
 - ii. Choose the appropriate CRN and click "Submit."
 - iii. Class list is displayed. To download the roster in Excel format, click on the "DOWNLOAD this Page into Excel format" link.
- f. Alternatively, click on "Summary Class List".
 - i. Choose the appropriate Term and click "Submit."
 - ii. Choose the appropriate CRN and click "Submit."
 - iii. The class list can be printed in landscape or portrait format.

- ❑ **STEP 2: Take attendance to assure the accuracy of your class list.**



Virtual Class Instructors:

If you instruct an internet Class, you **MUST** confirm participation and notify Registration of any roster changes. Attendance is equivalent to participation in orientation or initial log-on. A student who never participated should be dropped for non-attendance by the end of the refund period (deadline on page 3). A student who did participate and later stopped, should be dropped with an appropriate grade in accordance with Administrative Procedures 661 and 667. Remember to indicate the last date of attendance (LDA) on the drop form.

❑ **STEP 3: Make corrections to your class roster.**

A) Confirm the registration of any student not on your class list.

Any participating student whose name is not on your roster either:

- 1) registered after you printed the roster (*students may add classes through the end of the full refund period without approval*) or
- 2) may have since been dropped by the college for administrative reasons, such as non-payment.

Confirm the participating student's registration by checking your real-time class list via HACC Web. If their name is on your real-time class list, do nothing. If their name is not on your real-time class list, make no change to the list, but send the student to the Welcome center Office immediately to register and pay for the Class. **Note: DO NOT allow non-registered students to remain in class.**

B) !!! IMPORTANT !!! Drop any student for lack of attendance by the deadline listed on page 3.



Please drop any student, who never attends (mandatory to drop by the deadline listed on page 3) or stops attending your class, as soon as you verify their intent. Students who never attend are liable for half the cost of tuition and do not receive a grade. Students who stop attending may be liable, depending upon their LDA. If you drop a student for either of these reasons, cross their name off your Interim Class Roster and complete a Drop (DAW) form found at: <http://www.hacc.edu/StudentServices/Registrar/upload/DAWForm.pdf>. Instructions are on the reverse of the form.

Keep in mind that you cannot assign a withdrawal grade on the DAW form if a student's LDA was during the refund period or rather, prior to the Interim Roster Due Date. Do indicate their last date of attendance. These students forfeit half the cost of tuition and fees because they stopped attending and failed to initiate the drop themselves.

Dropping students when the LDA is after the refund period but prior to the end of the term - You must provide the LDA and indicate the appropriate grade.



Virtual Class Instructors: LDA is equivalent to last date of participation or log in, if known (see step 2 for details).

❑ **STEP 4: Submit your reconciled class list by the 8 AM DEADLINE listed on pg. 3.**

Note: If there were no discrepancies on your roster, you must still submit a copy of the unchanged, signed roster by the deadline noted. This is necessary to ensure that verification of the roster's accuracy was not overlooked. If your class was cancelled, when you return the Interim Class List (Roster), write "Cancelled" across the top. There is no need to complete a DAW form for these students. Contacts:

- Gettysburg Classes: Wendy Kaehler, G140I (337-3855 x3006), wakaehle@hacc.edu.
- Harrisburg Classes: Faculty support staff in your office bay area.
Note: CHS rosters should be submitted via email to registration@hacc.edu.
- Midtown Classes: Faculty support staff in your office bay area, Room 301.
- Lancaster Classes: Faculty support staff in your office bay area.
Note: CHS rosters should be submitted to lancsecpart@hacc.edu or call 358-2991.
- Lebanon Classes: Angela Bentz, D316, ambentz@hacc.edu.
- Virtual Classes: Virtual Campus, Campus Square, Ste. 404, 3rd and Reily Streets, Hbg. PA 17102, 221-1300 ext. 1514, wipage@hacc.edu,
- York Classes: Faculty support staff, Y108.

Note: Faculty support will forward drop forms to the Welcome Center and follow up with faculty of delinquent rosters.

❑ STEP 5: If you are teaching in a selective admission program, verify that students on your roster are enrolled in the correct major.

Any changes of major within your program can be done by you. Any program changes must be made by completed by submitting a Change of Major/Advisor Form. All program changes must be received at the Welcome Center **before** February 19th, 2010. Changes of major received after this audit date will be effective in the next term.

Spring 2010	Part of Term (POT)		Print your Class Roster(s)	DEADLINE 8:00 am for faculty to turn in reconciled Class Roster & Drop (DAW) forms for non-attendance
	1	Full-Term	No specific date noted. Rather, allow enough time to print, correct, and forward your list to the appropriate office (noted in Step 4) by the 8:00AM deadline.	02-03-10
	2	1 st 8 Weeks		01-20-10
	3	2 nd 8 Weeks		03-19-10
	4	1 st 5 Weeks		01-19-10
	5	2 nd 5 Weeks		02-22-10
	6	3 rd 5 Weeks		04-09-10
	L	Late		03-01-10
	O	Alternative		02-09-10
	S	Skiing		02-03-10
	T	Study Tour		N/A
	Y	14 Wk Term		02-09-10
	CH S	College in HS		2nd Friday After Class Start

Class Roster Reconciliation ✓ Check List:

- Did you make sure that all students in your class are registered and if not did you send them to register and pay (step 2)?
- Did you drop students for never attending by 8:00 AM on the DEADLINE date (step 3)?
- Did you drop students ASAP when they stopped attending (step 3)?
- Did you turn in a copy of ALL of your rosters by the DEADLINE (step 4)?
- If teaching in a selective program, did you verify the major for each of your students and submit necessary changes by the DEADLINE (step 5)?

*** THANK YOU FOR YOUR TIMELY COOPERATION ***

Questions? Call or e-mail your Welcome Center or your contact noted at the bottom of page 2:

Gettysburg= 337-3855

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Lancaster = 358-2966, lancwebreq@hacc.edu

Lebanon = 270-6316, lebregistration@hacc.edu

Virtual = 780-1122, wjpage@hacc.edu

York = 718-0328, yorkwebreq@hacc.edu