



Rosters & FERPA

Monitoring enrollment and
maintaining confidentiality!

Sheila Jarrell, M.Ed.
Registrar, Yavapai College

Accessing class rosters

- Login at www.yc.edu

My Services, Faculty, My Class Roster

- Please access your rosters regularly through the first week and AT LEAST once a week throughout the semester.
- Report no shows and withdraws!
- Monitor your roster to know who has dropped (removed from roster) or withdrawn (withdraw shows on roster) – students can withdraw through October 12.

- **Monitor Rosters for current enrollment-via www.yc.edu, not Blackboard!**

Add/Drop

- The deadline for students to add/drop full semester classes:
 - Sunday, **August 24**
- For short or late-start classes: the deadline to add/drop is the 6th day after the displayed start date.

No Shows

- If you have “no shows” in your class, email enrollmentservices@yc.edu
- Include: **CRN** of the class, student name and **Y-number**
 - Simply copy/paste from your roster into the email

Federal financial aid and Veteran's Administration regulations require this reporting.

Enrollment during first week

- Enrollment will shift through August 24 as students add and drop classes, and as faculty identify no shows.
- As the no shows are processed, those seats are made available for other students.
 - Submit no shows by **4pm Friday** for processing to open those seats.

Timeline

- August 18-24: Report no shows
 - Students disappear from the roster
 - All charges for the class are reversed

- Beginning August 25: Withdraw students who have quit participating!
 - Students remain on the roster as “Withdrawn”
 - There is no refund

Withdrawing students

- Withdraw students who have stopped participating: email enrollmentservices@yc.edu
- Include: **CRN** of the class, student name and **Ynumber**
AND the ***last date of participation***
 - Simply copy/paste CRN and Ynumber from your roster into the email
 - Determine last date of participation!

Federal financial aid and Veteran's Administration regulations require this reporting.

Roster view...

FERPA reminder! *All student information is to be kept confidential.* Email registrar@yc.edu for more information.

Course Information

[Fitness, Machine and Free Weight Training - PHE 130A 101](#)

CRN: [38371](#)

Duration: Aug 18, 2014 - Dec 06, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	20	0
Cross List:	0	0	0

Summary Class List


Student list

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	21	-1
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status
7	Jarrell, Sheila M. Confidential	Y00467311	


[Email class](#) 

[Return to Previous](#)

Student demographic data

- Click on any student name on your roster to access the student's demographic data

Additional options...

[Email class](#) 

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[Term Selection](#) ■ [CRN Selection](#) ■ [Faculty Detail Schedule](#)

Fitness, Machine and Free Weight Training - 38371 - PHE 130A - 101

Status:	Active
Available for Registration:	Apr 14, 2014 - Aug 24, 2014
College:	Yavapai
Department:	Physical Education
Part of Term:	1
Course Credits:	1.000
Course Levels:	Credit
Campus:	Prescott
Override:	No
Rosters:	Classlist
Office Hours:	Add

Parts of Term – Fall 2014

Part of Term	Description	Start Date	End Date
1	Full Term	18-AUG-2014	06-DEC-2014
2	Dual Enrollment Terr	04-AUG-2014	19-DEC-2014
3	Extended Semester	11-AUG-2014	06-DEC-2014
51	1st 5 Week	18-AUG-2014	20-SEP-2014
52	2nd 5 Week	22-SEP-2014	25-OCT-2014
53	3rd 5 Week	27-OCT-2014	06-DEC-2014
71	1st 7 Week	18-AUG-2014	06-OCT-2014
72	2nd 7 Week	13-OCT-2014	06-DEC-2014

Grading Dates & Deadlines

Fall 2014 Grading Dates

Part of Term	Faculty Withdraw Deadline	Grading Opens	Final Grades Due!
POT 51	Thursday September 11	Friday, September 12	Friday, September 19
POT 71	Thursday October 2	Friday, October 3	Friday, October 10
POT 52	Thursday, October 16	Friday, October 17	Friday, October 31
POT 1	Tuesday, November 25	Monday, December 1	Sunday, December 14 - Noon
POT 3	Tuesday, November 25	Monday, December 1	Sunday, December 14 - Noon
POT 53	Tuesday, November 25	Monday, December 1	Sunday, December 14 - Noon
POT 72	Tuesday, November 25	Monday, December 1	Sunday, December 14 - Noon
POT 2	Friday, December 12	Monday, December 15	Sunday, December 21 - Noon

FTSE: Full-time student enrollment

- FTSE calculations are completed every semester on the 45th day, and the state reimburses YC for the enrollment reported.
 - Even though we don't get a lot of money these days, it is still *required by the Auditor General*.
- FTSE for Fall: **October 1**
 - If you monitor your rosters weekly and report no shows and students who quit participating, completing your FTSE roster will be simple.
 - Mark your calendars and watch for reminders in late September

FERPA Reminder

❖ FERPA Reminder:

All student education information and records are confidential. (See handout...)

- Do not discuss student information with a third party without the students' signature allowing the release.
- Be mindful of your home computer!- Families should not view any rosters or any other educational data

Faculty Support Page!

- <http://www.yc.edu/v5content/registrar/faculty-support.htm>

Questions?

- **Questions regarding rosters, grades, FTSE or FERPA?**
- Contact registrar@yc.edu
- Call Sheila Jarrell, Registrar, at 928-776-2107
- Stop by my office: 1-129D, Prescott Campus!