

## TO: YC Spring 2022 Faculty ...from Office of the Registrar

### Accessing Rosters

Access your rosters **daily** during the first two weeks of the semester -- and then on a weekly basis to know who is -- or is not - attending/participating in your class. *It is your responsibility to monitor enrollment and attendance.* **My Class Roster** in your portal shows current enrollment. Update your roster regularly by dropping no-shows and by withdrawing students who are not participating.

Note: Recording no-shows is required by Federal financial aid and Veteran's Administration regulations

**Faculty MUST drop all no-shows by Wednesday, January 26.**

**Monitor rosters for current enrollment**-via [www.yc.edu](http://www.yc.edu) (not Canvas)

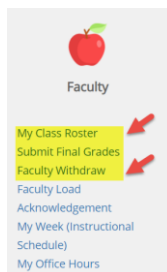
**Log into [www.yc.edu](http://www.yc.edu)** with username/password; **click on Faculty; choose a link:**

- **My Class Roster** - use this link to verify current enrollment and to contact students
- **Faculty Withdraw** - use this link to drop students as "no shows" or to withdraw as they quit attending
- **Submit Final Grades** - use this link to submit final grades

**Registration** is an online process for students. Your roster will change through Sunday, January 23, as students add classes - and through Wednesday, January 26, as students drop classes and as faculty drop "no shows".

**My Class Roster** is current to the moment.

Use the **Faculty Withdraw** link to drop "no shows".



POT 1 (Full-length semester classes) Student registration deadlines:

Last day to add: Sunday, January 23

Last day to drop: Wednesday, January 26

Last day for refund: Wednesday, January 26

- A similar timeline will apply to **classes of 8 weeks** –the seventh day of the part of term is the deadline to add, and midnight of the tenth day is the deadline to drop and be refunded
- For classes **less than 8 weeks**: students must add/drop prior to the day of the first class meeting

Deadline for *student-initiated withdraws* for full semester classes: March 11

**Mark your calendars:** **March 3 is FTSE!** Watch for future communications from the Registrar.

**FERPA Reminder:** All student information contained in Yavapai College education records is confidential.

FERPA reminders for Faculty and Instructional Staff

*“If in doubt, don’t give it out.”*

*Sharing student information with anyone other than the student is not appropriate in most situations!*

ALWAYS use the scholar email in communication with students - never the student’s home email.

**POSTING GRADES:** It is inappropriate to post grades in a public setting or to share grades with anyone other than the student. Students have access to their grades in Canvas and via their portal unofficial transcript. Please refer them to these online sources.

**WEB-BASED TOOLS TO SUPPORT CLASSES:** Instructors with courses supported by class websites and/or discussion groups must take extra precautions to not inadvertently release non-directory student information. It is recommended that such Web-based tools employ a security layer so that only class members and instructors can access appropriate information.

**STUDENTS OPTING FOR “Confidential” IN THE CLASSROOM SETTING:** Students *cannot* choose to be anonymous in the classroom setting. If a student has chosen “confidential” for his or her directory information, that does not mean that an instructor cannot call on him or her by name in class or that the student’s email address cannot be displayed on an electronic classroom support tool such as a discussion board, blog, or chat feature. **“Confidential” means that the instructor cannot refer to that person as a student to anyone outside of the classroom.** It is best to assume that all students have that flag, since a student can request that it be added to his/her record at any time.

**Questions** regarding rosters, grades, FTSE or FERPA?

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