



Step-by-Step Roster Process

TO: Academic Faculty (*varies depending upon campus*)

FROM: Registration Office
(*varies depending upon campus*)

SUBJECT: Interim Class List/Roster Process

Questions? Call or e-mail us at:

Harrisburg	= 780-2378, registration@hacc.edu
Lancaster	= 358-2966, lancwebreg@hacc.edu
Gettysburg	= 337-3855
Lebanon	= 270-6316 leregistration@hacc.edu
Virtual	= 780-1122 wjpage@hacc.edu
York	= 718-0328 yorkwebreg@hacc.edu

Below are the steps you must follow to obtain and make corrections to your Class List (Roster). We will make every effort to remind you to print your roster(s).

STEP 1: Print your own class list/roster(s).

Print your roster, on the dates indicated in the table below, via HACC Web for Faculty. The steps are summarized here and also can be found at: <http://www.hacc.edu/Portals/upload/StepbyStepRoster3.pdf>.

- a. Open your browser.
- b. Type in <http://www.hacc.edu>.
- c. Access **HACCWeb** by clicking on the HACCWeb link located along the right of the screen.
- d. **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>.)
- e. Click on "**Faculty & Advisors**" or "**Faculty Services**" which is located on the navigation menu bar at the top of the page.
- f. 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.
- g. 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.



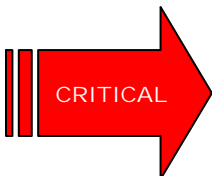
Virtual Course Instructors: If you instruct an internet course, you **MUST** confirm participation and notify Registration of any roster changes. Attendance is equivalent to participation in orientation or initial log-on. A student, who did participate and later stopped, should be withdrawn with an appropriate grade in accordance with Administrative Procedures 661 and 667.

STEP 3: Make corrections to your class list/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 10% of class time or through the 100% refund deadline without approval*) or
 - 2) may have since been dropped by the college for 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 Registration Office immediately to register and pay for the course. **Note: DO NOT allow non-registered students to remain in class.**

- B) **!!! IMPORTANT !!! Drop any student for lack of attendance.** Please drop any student, who never attends 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 last date of attendance. If you drop a student for either of these reasons, cross their name off your Interim Class List (Roster) and complete a Drop (DAW) form found at: <http://www.hacc.edu/StudentServices/Registrar/upload/DAWForm.pdf> and submit with the corrected list. Instructions are on the reverse of the form. **Remember:** You do not need to assign a withdrawal grade nor indicate a last date of attendance on the DAW form prior to the Interim Roster Due Date. Grades and last dates of attendance must be assigned **after** the Interim Roster Due Date. **Note:** Obtaining the Dean's signature is highly encouraged, but not required as per AP 632.



Virtual Course Instructors: Last date of attendance is equivalent to last date of participation, if known (see step 2 for details).

STEP 4: Submit your INTERIM class list (roster) by the DEADLINE.

Submit your interim class list (roster) at the campus where the course is designated, at the office shown below, by 8:00 AM on the DEADLINE date noted at the end of this document. **Note: If you find that 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.

Harrisburg courses:	Faculty Support person in your office bay area. If you have questions, please call Registration at 780-2378. Note: CHS rosters/class lists should be submitted via email to registration@hacc.edu.
Lancaster courses:	Faculty Support person in your office bay area. If you have questions, please call Registration at 358-2966. Note: CHS rosters/class lists should be submitted to: lancsecpart@hacc.edu or call, 358-2991.
Gettysburg courses:	Wendy Kaehler, G140I (337-3855 x3006)
Lebanon courses:	Angela Bentz, D316
Virtual courses:	Virtual Campus, S107
York courses:	Faculty Secretary, Y108

Note: Your faculty support will forward drop forms immediately to the Registration Office and follow up with faculty of delinquent rosters.



Virtual Course Instructors: Remember to submit your rosters for virtual courses to the Virtual Campus in Stabler 107.

Summer I 2009	Part of Term (PoT)		Print your Interim Class Lists	DEADLINE 8:00am for faculty to turn in corrected Interim Class Roster/List & Drop 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.	06-09-09
	7	6 Weeks		06-01-09
	8	8 Weeks		07-01-09
T	Study Tour		N/A	
Summer II 2009	Part of Term (PoT)		Print your Interim Class Lists	DEADLINE 8:00am for faculty to turn in corrected Interim Class Roster/List & Drop 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.	07-13-09
Fall 2009	Part of Term (PoT)		Print your Interim Class Lists	DEADLINE 8:00am for faculty to turn in corrected Interim Class Roster/List & Drop 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.	09-14-09
	2	1 st 8 Weeks		09-01-09
	3	2 nd 8 Weeks		10-27-09
	4	1 st 5 Weeks		08-28-09
	5	2 nd 5 Weeks		10-05-09
	6	3 rd 5 Weeks		11-11-09
	L	Late Fall		10-06-09
	O	Alternative		09-24-09
	T	Study Tour		N/A
	Y	14 Wk Term		09-21-09
CHS	College in HS	2nd Friday After Class Start		

- STEP 5:** If you are teaching in a selective admission program, verify that students on your roster have the correct major listed. 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 in the Registration or Records Offices **before** June 19th for Summer I, July 17th for Summer II and September 25th for Fall. No change of majors for the semester will be processed after that date.

Class List/Roster To Do ✓ List:

- Did you make sure 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 interim 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!