Greetings Instructors,

I hope the new semester is going well for you and for your students! This message serves as a "heads up" that the Final Class Roster process is almost upon us. Attached you will see the Memo from Administration with instructions on how to submit your Final Class Roster. However, please wait until you receive the automated emails (explained below) tomorrow (Thursday) Morning.

The Final Class Roster process requires you to go into WebAdvisor through Campus Cruiser and drop any student who has not logged in or who has not met the participation guidelines set forth by Federal Financial Aid regulations.

DL courses have a different deadline for this process, however, than onsite courses. Your deadline for completing your final class roster for all of your DL courses is SATURDAY JUNE 2 5PM EST. It is crucial that you complete this process by then. Failure to do so will adversely impact the financial situation of the College.

To streamline this process, tomorrow (Thursday) morning, you will receive an automated email from [FCLAlert@ocean.edu](mailto:FCLAlert@ocean.edu) which will contain the specific students you should drop and their applicable "W" or "W2" codes along with the dates you need to complete the process. Again, all this will be spelled out in the Memo.

Thanks for your time and attention on this matter and please do not hesitate to contact me if you have questions or concerns. Next Steps: Read the attached memo and wait for the Automated Email and then proceed to complete your Final Class Roster.

Best,

Jeff Harmon

Associate Director of Elearning

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