



Final Class Roster Procedure

OCC engages in the Final Class Roster procedure prior to the Census date. This procedure requires you to submit your Final Class Roster for your online course(s). The e-Learning Department will notify you of this requirement each semester, via email, and containing specific instructions. Here is an overview of the procedure.

FCL Procedure

Prior to the Census Date, e-Learning will forward the Final Class Roster Memo, a document containing procedures and a timeline, to you via your Portal (Cruiser) Email address.

Shortly following this Memo email, you will receive an automated email from FCLAlerts@ocean.edu. This email will contain the names of students you should withdraw, via the Final Class Roster Procedure, the Last Dates of Attendance for those students, and the W or W2 code (explained in Memo) for each. Student names contained on this email appear because they failed to complete one of the following Federal Financial Aid Attendance requirements:

1. Submitting an academic assignment OR
2. Taking an exam OR
3. Participating in an online class discussion

Once you receive these emails, you will follow the instructions in the Memo to complete and submit your Final Class Rosters. This action will be done electronically, through the Ocean Cruiser Portal.

