

OCEAN COUNTY COLLEGE
MEMORANDUM

TO: ALL FACULTY

DATE: Jan. 28, 2022

FROM: Janine Emma –Registrar

SUBJECT: **ELECTRONIC FINAL CLASS ROSTER – 2022L1**

Final Class Lists for your courses based on the official registration of each student through the end of the registration period will be available to you online through Ocean Connect Self Service beginning **Jan. 29, 2022 for 2022L1**

There is a new Procedure [starting with the Fall 2020 semester]

Please certify your class list(s) and submit it online through Self Service no later than **Feb. 2, 2022**

If a student has not attended, they will no longer be withdrawn for having “never attended.”

You will however, acknowledge their “never attended,” through Self Service. Please see the screen shots below for directions on verifying your roster and where to mark “never attended.”

Remember, this does not withdraw a student. Do not enter a “W” as a grade. They are still registered for your course and should be given a final grade, according to your syllabus.

Students who wish to withdraw themselves will need to follow the procedure found on the Course Withdrawals webpage.

This roster is your confirmation of attendance and must be submitted for every course you are teaching.

1. Any student not on the class roster at this point has neither registered nor paid for the class. **IT IS TOO LATE TO ADD STUDENTS TO COURSES.** Any exception will require the permission, in writing, of the instructor, the Dean, and the VICE PRESIDENT OF ACADEMIC AFFAIRS. Only after all three approvals would admission into the course be accepted and processed in the Registration and Records Office. Do not admit students to your class unless the student presents an email from the Registrar’s Office, which is proof the student has obtained all three approvals, and has been registered in the course through the Registration and Records Office.
2. You may only submit this roster once. Once it is submitted, you cannot make any adjustments. If you realize that you made an error, (such as marking a student as never attended) you need to contact the Registration & Records office to make any corrections. Students who choose to withdraw after this point must withdraw on line.
3. You will no longer receive a confirmation email when your roster has been submitted. Please see screen shot #7 to view what you will see as confirmation.

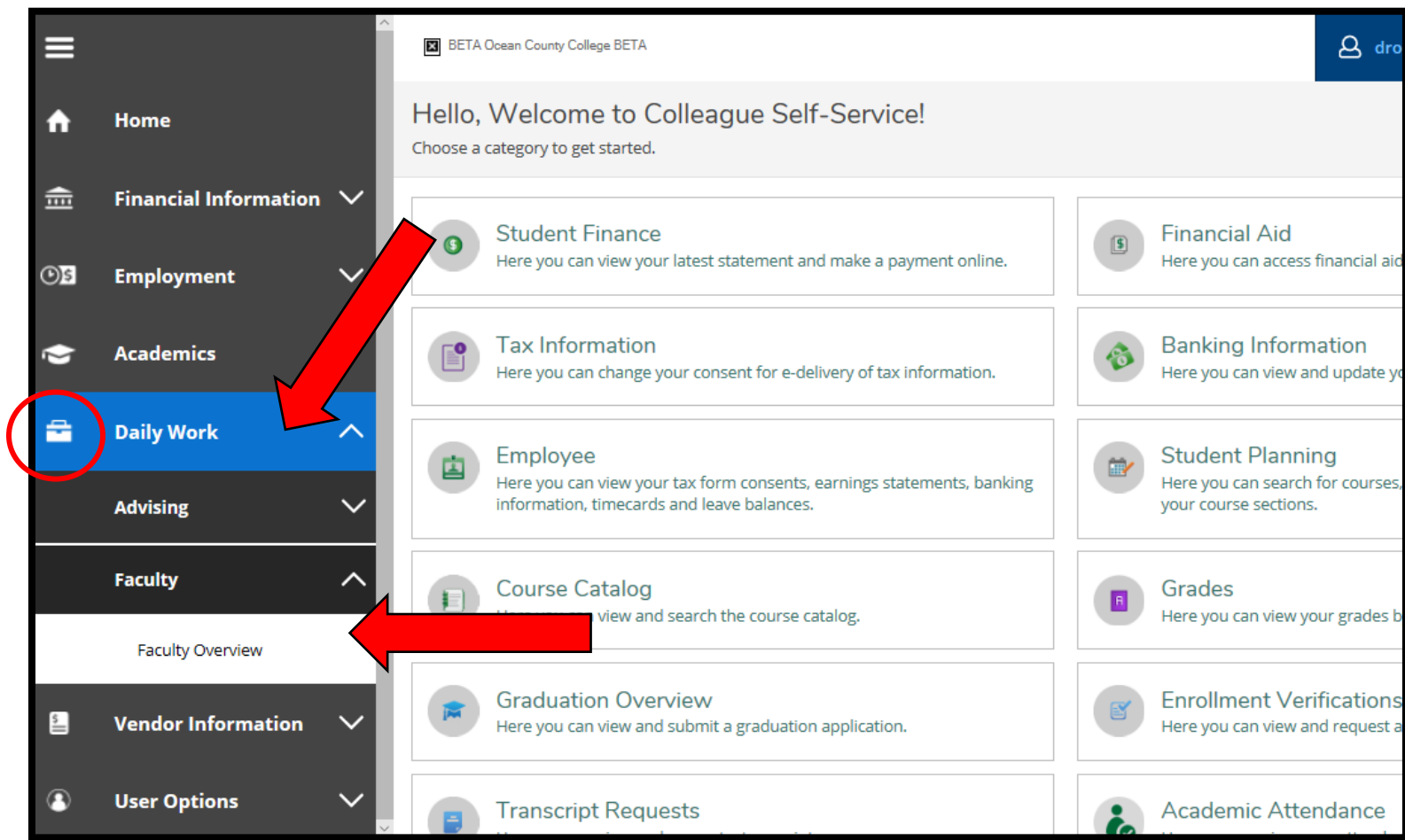
* Submission of final class list rosters is required by the college's auditors in order to verify attendance and payment from the State of New Jersey based on enrollment.

Furthermore, disregard of this deadline could cause a student's financial aid to be withheld because attendance is not verified. In addition, insurance companies and the IRS conduct spot checks to certify student attendance when parents claim them as dependents.

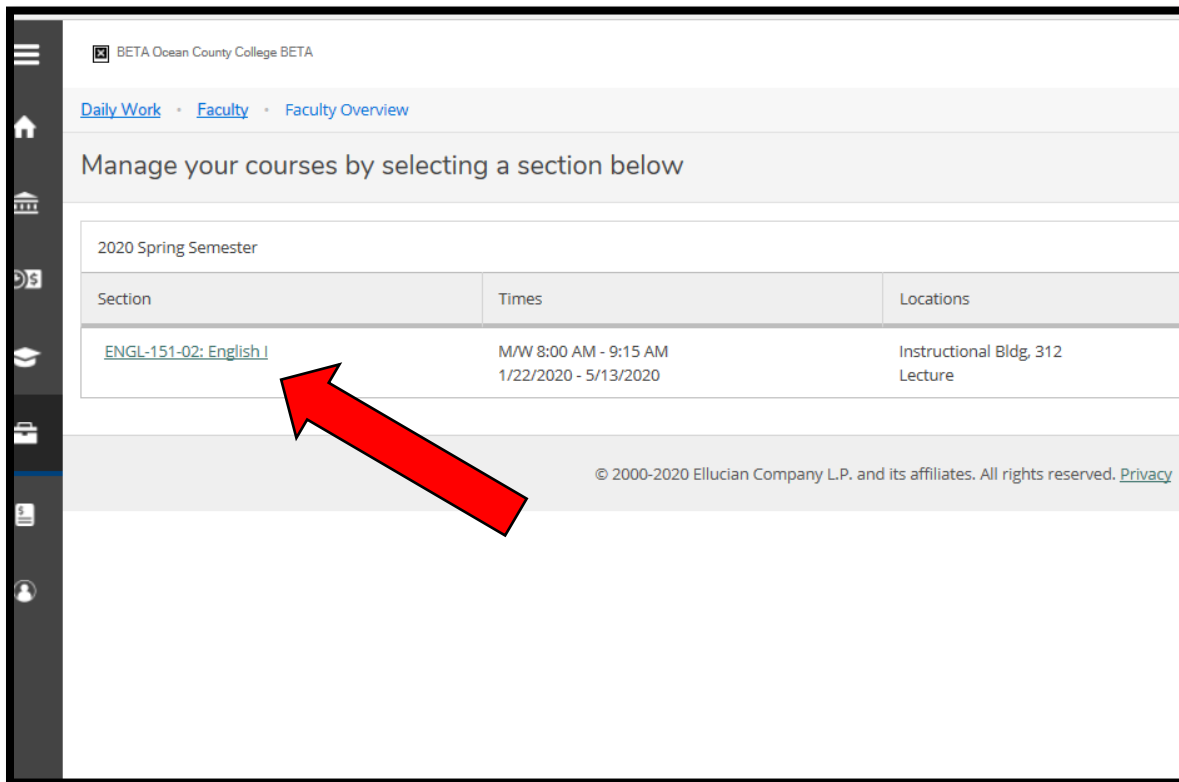
Screen shots are shown below to help you navigate the website. Thank you for your timely cooperation.

DO NOT REPLY TO THIS EMAIL ADDRESS. E-Mail box is not monitored.

1. Log onto Ocean Connect. Click on “Self-Service for Faculty and Staff”. Select the Briefcase icon on the left navigation bar titled “Daily Work.” Click “Faculty” and then “Faculty Overview”



2. Select the course section from the list



BETA Ocean County College BETA

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

2020 Spring Semester

Section	Times	Locations
ENGL-151-02: English I	M/W 8:00 AM - 9:15 AM 1/22/2020 - 5/13/2020	Instructional Bldg, 312 Lecture

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3. Select "GRADING/FCL" and then click "FINAL CLASS ROSTER"

Section Details

[Back to Courses](#)

ENGL-151-02: English I

2020 Spring Semester
Ocean County College Campus

M/W 8:00 AM - 9:15 AM
1/22/2020 - 5/13/2020
Instructional Bldg, 312 Lecture


Seats Available 1 of 22

[Deadline Dates](#)

Roster Attendance **Grading / FCL** Books Permissions

Overview Final Grade **Final Class Roster (Midterm 1)**

Final Class Roster completed on 9/8/2020

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade (Do Not Use)	Class Level
	0476335	<input type="checkbox"/>	<input type="text" value="Midterm"/>		Freshman

4. Select which students “NEVER ATTENDED” *Note: Do not enter Last Date of Attendance or Midterm Grade*

The screenshot shows a web application interface with a sidebar on the left and a main content area. The main content area has a top navigation bar with tabs: Roster, Attendance, Grading (selected), Books, and Permissions. Below this is a sub-navigation bar with tabs: Overview, Final Grade, and Final Class Roster (Midterm 1) (selected). A blue button labeled 'Midterm Grad' is in the top right. The main table has columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Midterm Grade, Class Level, and Credits. The 'Never Attended' column has a red circle around it. The 'Last Date of Attendance' column has a date input field with a placeholder 'M/d/yyyy'. The 'Midterm Grade' column has a dropdown menu with 'Select Grade' and a downward arrow. The 'Class Level' column has a dropdown menu with 'Freshman' and a downward arrow. The 'Credits' column has the value '3'. The table contains five rows of student data. The third row, for Joseph M. Burrows, has a checked checkbox in the 'Never Attended' column, with a red arrow pointing to it.

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
Blake W. Birdsong	0476335	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	Freshman	3
Robert J. Bransky	0503013	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	Freshman	3
Joseph M. Burrows	0494756	<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	Freshman	3
Iain Gabriel E. Bustamante	0498095	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	Freshman	3
Thuong T. Chu	0478956	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	Freshman	3






5. Once you have selected every student who Never Attended, click “Final Class Roster Complete”

Deadline Dates

Roster Attendance **Grading** Books Permissions

Overview Final Grade **Final Class Roster (Midterm 1)**

Final Class Roster Complete

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
 Blake W. Birdsong	0476335	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Freshman	3
 Robert J. Bransky	0503013	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Freshman	3
 Joseph M. Burrows	0494756	<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Freshman	3
 Iain Gabriel E. Bustamante	0498095	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Freshman	3
 Thuong T. Chu	0478956	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Freshman	3

6. If you are ready to submit, select "Continue." This will submit your final class list.

Instructional Bldg, 312 Lecture

Seats Available 1 of 22

[Deadline Dates](#)

Roster Attendance **Grading** Books Permissions

Overview Final Grade **Final Class Roster (Midterm 1)**

Midterm Gra

Student Name Credits

Blake W. Birdsong 3

Robert J. Bransky 0503013 M/d/yyyy Select Grade Freshman 3

Joseph M. Burrows 0494756 M/d/yyyy Select Grade Freshman 3


Iain Gabriel E. 0498095 M/d/yyyy Select Grade Freshman 3

Complete Final Class Roster X

Are you sure you want to mark complete?

Cancel Continue

7. To verify that your roster was submitted, look for the “Final Class Roster completed” message and the button will turn gray.

The screenshot shows a confirmation message in a gray rounded rectangle:  Final Class Roster Complete. Below this, a red-bordered box highlights the text: Final Class Roster completed on 9/8/2020 1:18:44 PM by Cameron-Robleski, Danielle M. Below the message is a table with the following structure:

Midterm Grade (Do Not Use)	Class Level	Credits		
	Freshman	3		