

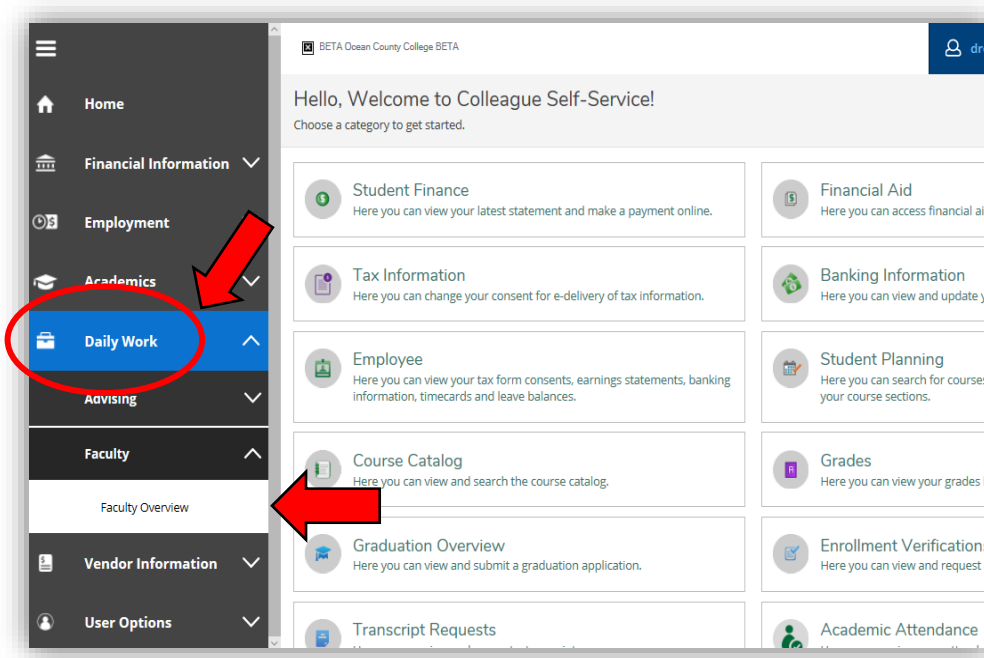
Final Class Rosters

Final Class Rosters 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](#). The census date can be found on the [Academic and Registration Calendar](#).

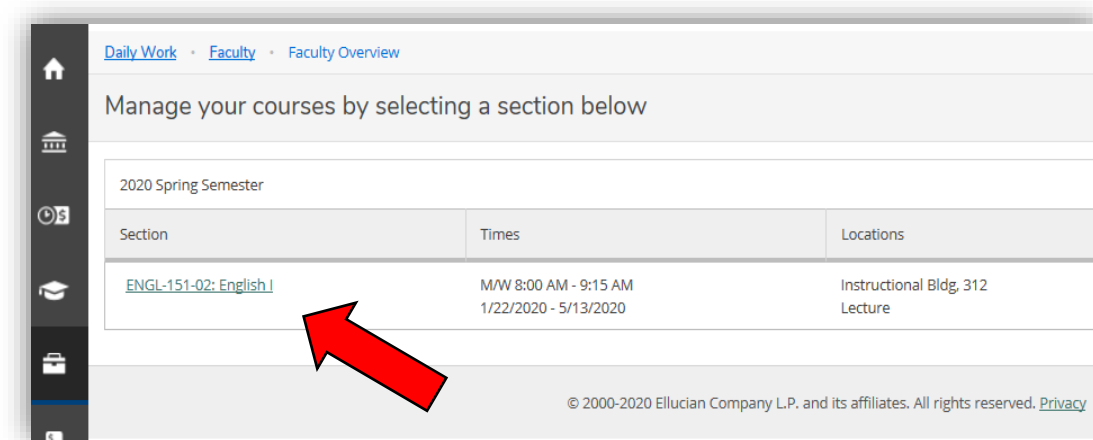
Please certify your class rosters(s) and submit them through [Self Service](#) no later than the **3rd day after the semester census**.

Step by Step Instructions

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.



3. Select **"FCL/GRADING"** and then select **"Final Class Roster"**
 - a. Select which students **"NEVER ATTENDED"** by checking the box under **"Never Attended"**

Note: Do not enter Last Date of Attendance or Midterm Grade

Roster Attendance Census **FCL / Grading** Books Permissions

Overview **Final Class Roster**

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level
		<input type="checkbox"/>	M/d/yyyy	Select Grade	Sophomore
		<input checked="" type="checkbox"/>	M/d/yyyy	Select Grade	Freshman
		<input type="checkbox"/>	M/d/yyyy	Select Grade	Freshman

4. Once you have selected every student who Never Attended, click **"Final Class Roster Complete"**

Roster Attendance Census **Grading** Books Permissions

Overview **Final Class Roster**

Select "Final Class Roster Complete" once you have checked the box for all students considered "Not Attending" in the course.

Final Class Roster Complete

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class Level	Credits
		<input type="checkbox"/>	M/d/yyyy	Select Grade	Freshman	2
		<input type="checkbox"/>	M/d/yyyy	Select Grade	Freshman	2
		<input type="checkbox"/>	M/d/yyyy	Select Grade	Freshman	2

5. If you are ready to submit, select **"Continue."** This will submit your final class roster. ***Reminder, you will no longer receive an email confirmation.**

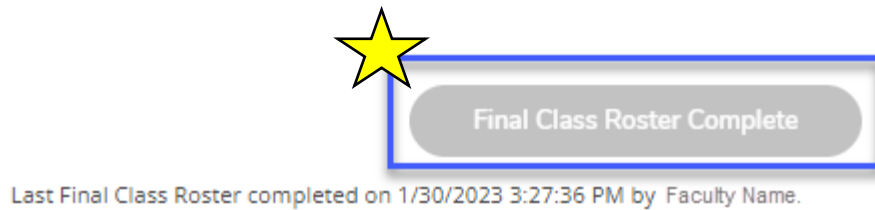
Complete Final Class Roster [X]

Are you sure you want to complete the Final Class Roster?

Cancel **Continue**

Click continue when complete.

6. To verify that your roster was submitted, look for the “Final Class Roster Complete” button and notice that the button will turn gray and show the date and time of completion.



Additional Information

- If a student has not attended, they will not be withdrawn for having “never attended.”
- You will however, acknowledge their “never attended,” through [Self Service](#).
- 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.
- Any student not on the class roster at this point has neither registered nor paid for the class.
- ***It is too late to add new students to courses.***
- 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 (registrar@ocean.edu). Students who choose to withdraw after this point must withdraw online via Ocean Connect.
- 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.
- 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.

If you have any questions/concerns regarding your class rosters, please contact the Office of Registration & Records at registrar@ocean.edu.