12th Class Day Faculty Rosters
Online reporting

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The Faculty’s Role

From the main screen of MyLeo, click on 12th Day Roster – Current Term
The Faculty Roster

All courses that you are currently teaching will be listed.

Click on the course for which you want to enter Roster information.

Be sure to do your flex entry courses as well.

The Faculty Class Roster

Term 20080, Faculty Name

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998), substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. Final regulations published November 1, 1998, implemented these statutory requirements. All schools, including foreign schools, were required to implement these provisions by October 7, 2000.

Based on this law, it is critical that you report students for non-attendance or indicate their date of last attendance.

The class attendance procedure is available at: Class Attendance

<table>
<thead>
<tr>
<th>Section ID</th>
<th>Class Title</th>
<th>Stat</th>
<th>Time &amp; Location</th>
<th>Enr</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 305 05W</td>
<td>Mgmt &amp; Organizational Behavior</td>
<td>Open</td>
<td>Web Based Class</td>
<td>33</td>
<td>35</td>
</tr>
</tbody>
</table>
The Faculty Roster

A detailed course roster will appear.

Under “Has Attended” select either Never or Yes for each student.

<table>
<thead>
<tr>
<th>CWID</th>
<th>Student Name</th>
<th>Enroll Status</th>
<th>Class</th>
<th>Has Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
<td>Student Name 1</td>
<td>Enrolled</td>
<td>SR</td>
<td>Never ○ Yes</td>
</tr>
<tr>
<td>000000000</td>
<td>Student Name 2</td>
<td>Enrolled</td>
<td>JR</td>
<td>Never ○ Yes</td>
</tr>
</tbody>
</table>
## The Faculty Roster

### Faculty Class Roster

<table>
<thead>
<tr>
<th>CWID</th>
<th>Student Name</th>
<th>Enroll Status</th>
<th>Class</th>
<th>Has Attended</th>
<th>Date Last Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
<td>Student name</td>
<td>Enrolled</td>
<td>JR</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>999999999</td>
<td>Student name</td>
<td>Enrolled</td>
<td>SR</td>
<td>Never</td>
<td></td>
</tr>
</tbody>
</table>

This table is used to track student attendance and status. Please select Never Attended if the student has NEVER attended your class. Please enter Yes and a Date Last Attended ONLY if the student has attended but is no longer attending your class. Otherwise, indicate Yes for students who are attending regularly.

By checking the box to the left and pressing 'Acknowledge' button below, I am certifying that the above information is complete, true and correct.

[Click to Acknowledge]

[Return to class listing without posting any changes.]
The Faculty Roster

➢ After updating the roster, scroll down to the bottom of the roster, read the validation statement, check the box and then click on the “Acknowledge” button.

☐ By checking the box to the left and pressing 'Acknowledge' button below, I am certifying that the above information is complete, true and correct.
[ Acknowledge ]