Online Class Roster Certification

Census Date for Texas A&M International University is the date in which faculty certifies class roster and student enrollment for financial aid recipients as well as to the state for formal funding. The Texas Higher Education Coordinating Board defines Census Date as the official day of record that public higher education institutions must determine the enrollments that qualify to be reported to the Coordinating Board for state reimbursement.

Official census dates varies by session. The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day is also the last day students will be able to drop or withdraw from class without a record.

It is imperative to exercise extreme caution in the certification of the rosters as they will become the basis for future appropriations by the State Legislature.

1. Log in to Uconnect and click on the Teaching & Advising tab.

2. Please click on the Approve Class Rosters link. You will be directed to the following website: https://info.tamiu.edu/rosterscertification
3. Log-in using your NetID credentials (Uconnect, computer login, etc)

4. The list of classes you are currently teaching for each specific term or sub-term will appear on the following screen. Please note that only the classes for the terms that need to be certified will be available.

5. Click on the class you are ready to certify.
NOTE: the roster as of the Official Census Day of the class you selected will appear. The header of the roster includes the Faculty Name, Term, Course Title, Subject, Course, Section, CRN, and Location. The body of the roster will include the Name, ID, Level, Major, and the Classification of each student enrolled in that particular class. For security purposes, only the last four digits of students’ ID number will display on the roster.

6. By default, all students will have Attending pre-selected. If you wish to see the profile picture of a particular student, just click on the student’s name link. If available, student’s picture will open in a new browser tab.

7. If the student is not attending that particular class, please select Non-Attending and, when possible, select the date the student last attended class. For your convenience, a calendar will appear and will facilitate this step or you can type the date by using the MM/DD/YYYY format. In order to comply with federal regulations, it is extremely recommended to complete the calendar field. If the student never attended class, please leave this field blank.
8. Extreme care should be exercised in the certification of the rosters as they will become the basis of future appropriations by the State Legislature. Please check the rosters carefully against actual class attendance.

9. At the end of the roster, you will have space designated as Comments. Please be specific and report any problems/issues such as:

- Students who are attending class but whose names do not appear on the official roster
- Errors in spelling or listing of names
- Any other discrepancies noted between class rosters and actual attendance

10. Certify the roster by checking the designated box

11. Click Submit. If the class was successfully certified, the following message will prompt.
12. Click OK to continue with the certification process of another class or select Log-Off if done. You will receive a confirmation email for your records. Congratulations!!! You have completed the class roster certification process.