

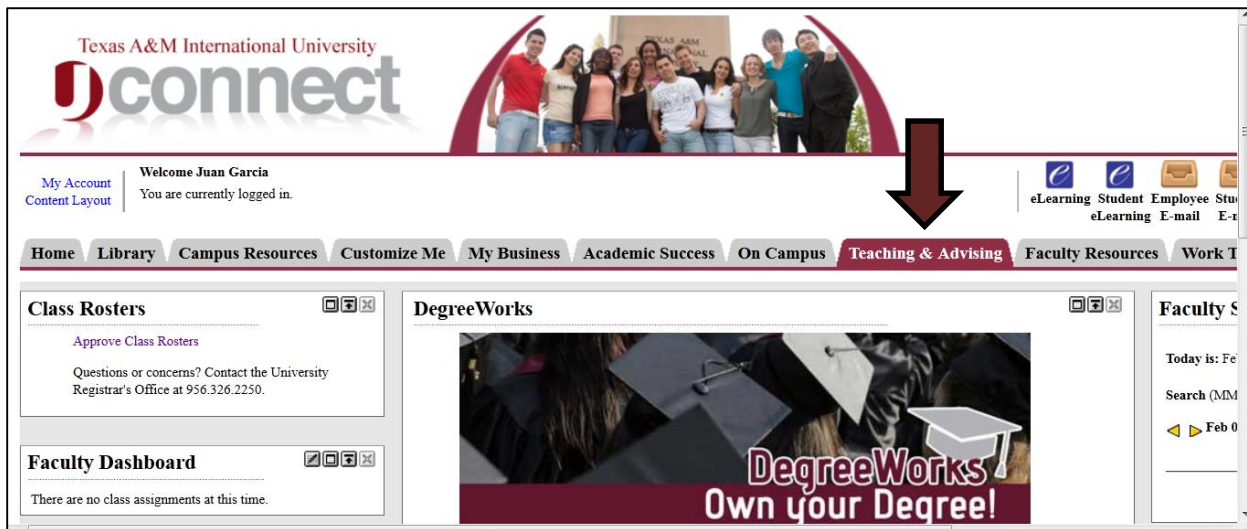
# Online Class Roster Certification

*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.

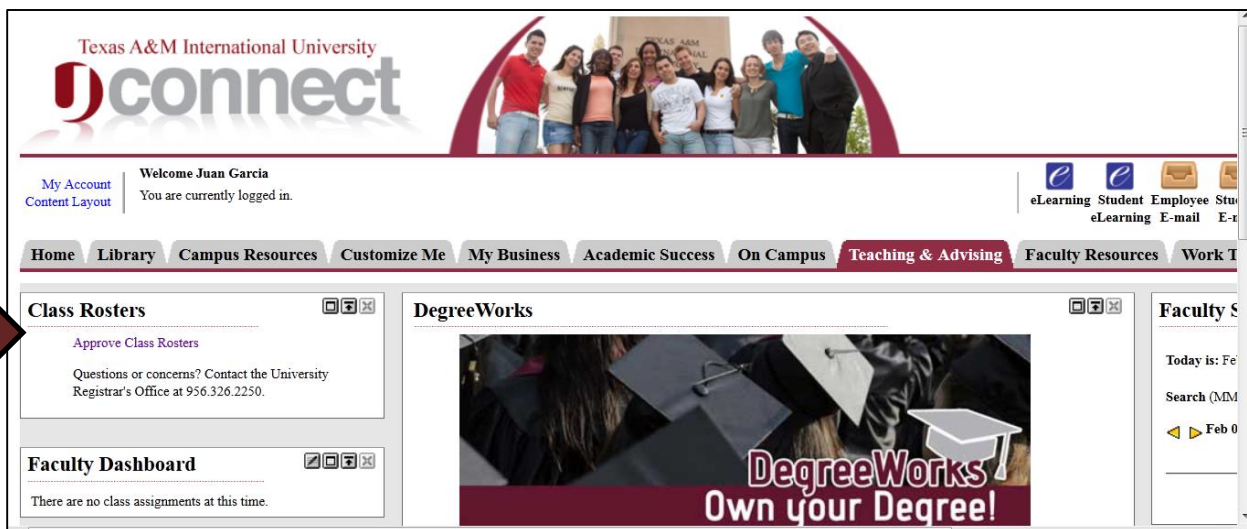
Official census dates varies by session. The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census 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.tamtu.edu/rosterscertification>



3. Log-in using your NetID credentials (Uconnect, computer login, etc)

The screenshot shows a web browser window with the URL <https://info.tamui.edu/rosterscertificatio>. The page header is maroon with the text "TEXAS A&M INTERNATIONAL UNIVERSITY" and "ROSTERS CERTIFICATION" below it. The main content area is white and contains a "Login Page" section with two input fields: "NetID:" and "Password:". Below the fields is a "Log in" button. At the bottom of the page, there is a maroon footer with the text "Copyright 2014 Texas A&M International University."

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.

The screenshot shows the same web browser window as the previous one, but now displaying the "Assigned Courses" page. The header is the same. Below the header is a dark navigation bar with "ASSIGNED COURSES" and "LOG OFF" buttons. The main content area is white and contains a "Faculty Classes" section with a sub-section for "Spring 2014". Under "Spring 2014", there is a single class listed: "20902 HIST 2322.202 Western Civilization (PENDING)". At the bottom of the page, there is a maroon footer with the text "Copyright 2014 Texas A&M International University."

Please call Ms. Karla Gutierrez at extension 2247 if you have any questions or need additional information. You may also email us at [registrar@tamui.edu](mailto:registrar@tamui.edu) or [karlaj.gutierrez@tamui.edu](mailto:karlaj.gutierrez@tamui.edu)

**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.

- 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.

**TEXAS A&M INTERNATIONAL UNIVERSITY**  
CLASS ROSTERS CERTIFICATION

TERMS COURSES REPORT USERS LOG OFF

Term: Spring 2014      Instructor: Duffy, Stephen      Title: Western Civilization  
 Location: BLK 207      Subject: HIST      Course: 2322      Section: 202      CRN: 20902  
 Certification Status: CERTIFIED      Certification Date: 02/13/2014  
 Colleges

#	Student Name	ID	Level	Major	Classification	Attending Status	Last Attendance Date
1			UG	HSTS	SO	ATTENDING	
2			UG	HSTS	FR	NOT ATTENDING	
3			UG	PSCI	SR	ATTENDING	
4			UG	HIST	SR	ATTENDING	
5			UG	HIST	SO	ATTENDING	
6			UG	HSTS	SO	ATTENDING	
7			UG	HIST	JR	ATTENDING	
8			UG	HSTS	SO	ATTENDING	
9			UG	ENSS	SR	ATTENDING	

- 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, is extremely recommended to complete the calendar field. **If the student never attended class, please leave this field blank.**

**TEXAS A&M INTERNATIONAL UNIVERSITY**  
ROSTERS CERTIFICATION

ASSIGNED COURSES LOG OFF

Faculty Name: Duffy, Stephen      Term: Spring 2014      Course Title: Western Civilization  
 Subject: HIST      Course: 2322      Section: 202      CRN: 20902      Location: BLK 207

#	Name	Student ID	Level	Major	Classification	Attending	Not Attending	Last Attend (Optional)
1			UG	HSTS	SO	<input checked="" type="radio"/>	<input type="radio"/>	
2			UG	HSTS	FR	<input type="radio"/>	<input checked="" type="radio"/>	
3			UG	PSCI	SR	<input checked="" type="radio"/>	<input type="radio"/>	

Calendar for January 2014:  
 Su Mo Tu We Th Fr Sa  
 29 30 31 1 2 3 4  
 5 6 7 8 9 10 11  
 12 13 14 15 16 17 18  
 19 20 21 22 23 24 25  
 26 27 28 29 30 31 1  
 2 3 4 5 6 7 8

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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

26			UG	HIST	SR	<input type="radio"/>	<input type="radio"/>	
27			UG	HSTS	SO	<input type="radio"/>	<input checked="" type="radio"/>	1/29/2014
28			UG	BIL	SR	<input checked="" type="radio"/>	<input type="radio"/>	
29			UG	HSTS	SO	<input checked="" type="radio"/>	<input type="radio"/>	

Comments (Please specify student name, student ID and problem.):

I certify that the above information is true to the best of my knowledge.

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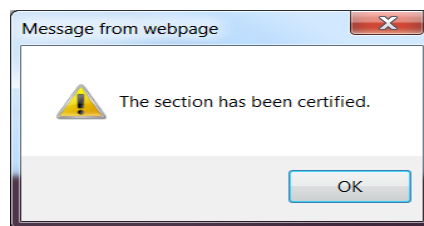
10. Certify the roster by checking the designated box

Comments (Please specify student name, student ID and problem.):

I certify that the above information is true to the best of my knowledge.

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11. Click *Submit*. If the class was successfully certified, the following message will prompt.



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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.