

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 funding purposes. 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 appropriations.

The certification of rosters is extremely important for compliance with Federal Title IV Funds regulations. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. Texas A&M International University is required to determine the earned and unearned portions of Title IV aid as the date the student ceased attendance based on the amount of time the student spent in attendance.

Official census dates vary 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 and Course Management* tab:

The screenshot displays the 'Teaching and Course Management' interface. On the left is a dark red sidebar with the Texas A&M International University logo and navigation links: Home, Records & Registration, Financial Aid, Pay My Bill, Life at TAMIU, Academic Success, Employee Resources, Professional Development, and Teaching and Course Management (highlighted with a red arrow). The main content area is titled 'Teaching and Course Management' and includes a breadcrumb 'Home Community / Teaching and Course Management'. It features three main sections: 'Faculty Dashboard' (with a 'Preferences' link and a message: 'There are no class assignments at this time.'), 'Faculty Schedule' (with a 'Weekly View' button, a date selector for 'Oct 24, 2017', and a message: 'There are no scheduled meeting times.'), and 'Faculty Grade Assignment' (with a 'Preferences' link, a 'Grade Status' dropdown set to 'Midterm Grades', and a table with columns: Status, Course Title, Dept, CSN, Term, CRN, Session, and Enrolled. Below the table is the message: 'No Midterm Grades are required at this time.'). At the bottom right is a 'Rosters' section with links for 'Class Rosters' and 'Graduation Candidate Rosters'.

2. Please click on the *Class Rosters* link. You will be directed to the following website:
<https://info.tamui.edu/rosterscertification>

The screenshot shows the 'Teaching and Course Management' dashboard for Texas A&M International University. The left sidebar contains navigation links: Home, Records & Registration, Financial Aid, Pay My Bill, Life at TAMIU, Academic Success, Employee Resources, Professional Development, and Teaching and Course Management. The main content area is divided into four sections: 'Faculty Dashboard' (with a 'Preferences' link and a message 'There are no class assignments at this time.'), 'Faculty Schedule' (with a 'Weekly View' button, a date selector for 'Oct 24, 2017', and a table header for 'Class Time' and 'Course Title' with a message 'There are no scheduled meeting times.'), 'Faculty Grade Assignment' (with a 'Preferences' link, a 'Grade Status' dropdown set to 'Midterm Grades', and a table header for 'Status', 'Course Title', 'Dept', 'CSN', 'Term', 'CRN', 'Session', and 'Enrolled' with a message 'No Midterm Grades are required at this time.'), and 'Rosters' (with links for 'Class Rosters' and 'Graduation Candidate Rosters'). A red arrow points to the 'Class Rosters' link.

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

The screenshot shows a web browser window displaying the 'Rosters Certification' page for Texas A&M International University. The page has a dark red header with the university's name and 'ROSTERS CERTIFICATION'. Below the header is a 'Login Page' section containing two input fields: 'NetID:' and 'Password:'. A 'Log in' button is positioned below the password field. The footer of the page reads '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.

ASSIGNED COURSES **LOG OFF**

Faculty Classes

Sub-Term I F2016

[10700 PADM 5344.180 Communication for Public Adm \(PENDING\)](#)

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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, Location, Subject, Course, Section, and CRN. 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.

TEXAS A&M INTERNATIONAL UNIVERSITY
CLASS ROSTERS CERTIFICATION

TERMS **COURSES** **REPORT** **USERS** **ASSIGNED COURSES** **LOG OFF**

Faculty Name: Garcia Jr., Juan **Term:** Sub-Term I F2016 **Course Title:** Communication for Public Adm
Subject: PADM **Course:** 5344 **Section:** 180 **CRN:** 10700 **Location:**

#	Name	Student ID	Level	Major	Classification	Attending	Never Attended	Stopped Attending	If student stopped attending, please provide date of last day attended (mm/dd/yyyy)
1	Armstrong, Brianne	[REDACTED]	GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Buentello, Sara	[REDACTED]	GR	SOCI	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	Buitron, Joanna	[REDACTED]	GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	Diaz De Leon, Thomas	[REDACTED]	GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
5	Douglas, Maria	[REDACTED]	GR	EDAM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

7. If the student never attended that particular class, please select *Never Attended*.

TERMS	COURSES	REPORT	USERS	ASSIGNED COURSES	LOG OFF				
Faculty Name: Garcia Jr., Juan		Term: Sub-Term I F2016		Course Title: Communication for Public Adm					
Subject: PADM		Course: 5344		Section: 180					
		CRN: 10700		Location:					
#	Name	Student ID	Level	Major	Classification	Attending	Never Attended	Stopped Attending	If student stopped attending, please provide date of last day attended (mm/dd/yyyy)
1	Armstrong, Brianne		GR	PADM	GR	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

8. If the student stopped attending, please select *Stopped Attending*. 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, last day of attendance will be required

TEXAS A&M INTERNATIONAL UNIVERSITY									
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TERMS	COURSES	REPORT	USERS	ASSIGNED COURSES	LOG OFF				
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Subject: PADM		Course: 5344		Section: 180					
		CRN: 10700		Location:					
#	Name	Student ID	Level	Major	Classification	Attending	Never Attended	Stopped Attending	If student stopped attending, please provide date of last day attended (mm/dd/yyyy)
1	Armstrong, Brianne		GR	PADM	GR	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2	Buentello, Sara		GR	SOCI	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Buitron, Joanna		GR	PADM	GR	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
4	Diaz De Leon, Thomas		GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Douglas, Maria		GR	EDAM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	Jaime, Ricardo		GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

9. 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.

10. 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

13	Sosa, Francisco	[REDACTED]	GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
14	Torres, Abdiel	[REDACTED]	GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
15	Trevino, Maria	[REDACTED]	GR	PADM	GR	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	9/7/2016
16	Villarreal, Javier	[REDACTED]	GR	CRIJ	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

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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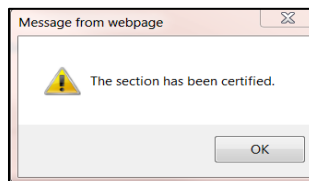
11. Certify the roster by checking the designated box

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



13. 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.