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:**

![Teaching and Course Management](image_url)
2. Please click on the Class Rosters link. You will be directed to the following website: [https://info.tamiu.edu/rosterscertification](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.

Please call at extension 2250 if you have any questions or need additional information. You may also email us at registrar@tamiu.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, 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.
7. If the student never attended that particular class, please select *Never Attended*.

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.

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

11. Certify the roster by checking the designated box

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.