

Online Class Roster Certification

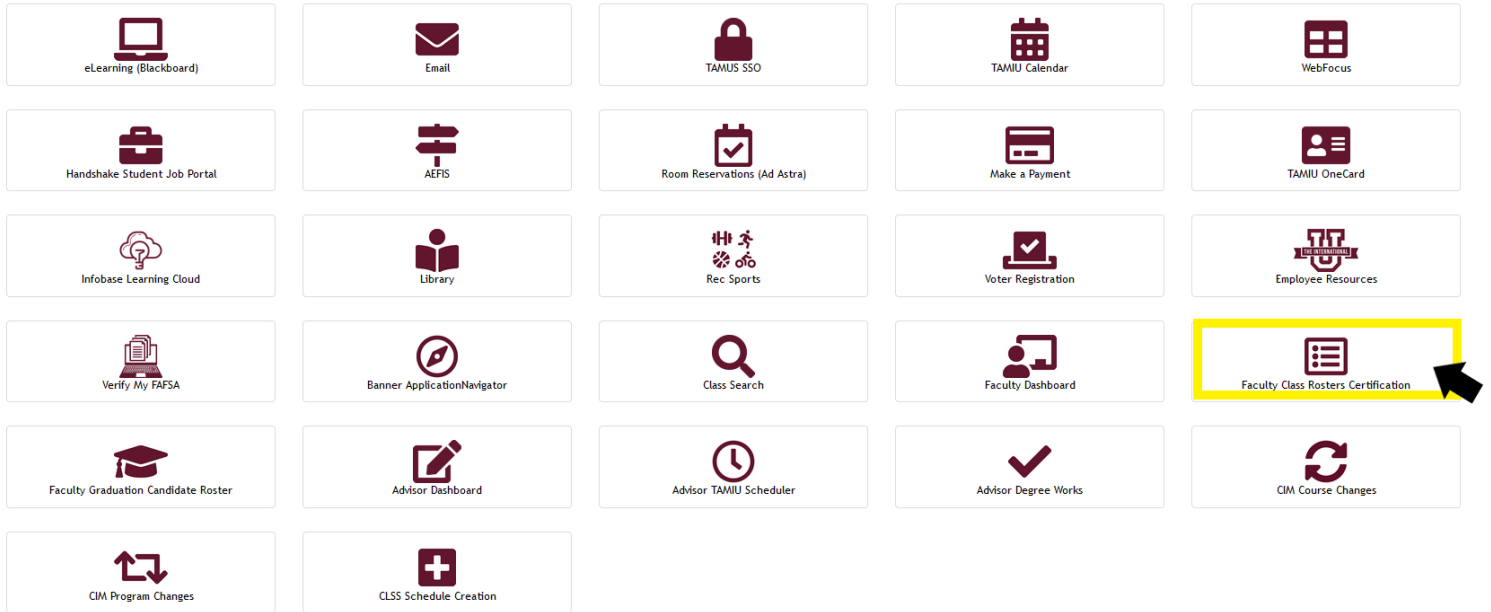
Census Date for Texas A&M International University, is the date in which faculty certifies class roster and student enrollment for financial aid recipients as well as to the state for funding purposes. The Texas Higher Education Coordinating Board defines *Census Date* as the official day of record that 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 Faculty Class Rosters Certification icon:



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

TEXAS A&M INTERNATIONAL UNIVERSITY
CLASS ROSTERS CERTIFICATION

Login Page

NetID:

Password:

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3. 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.
4. Click on the class you are ready to certify.

ASSIGNED COURSES	LOG OFF
<p>Faculty Classes</p> <p>Sub-Term I F2016</p> <p style="color: #00aaff; text-decoration: underline;">10700 PADM 5344.180 Communication for Public Adm (PENDING)</p>	

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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.

- 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"/>

- 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	[REDACTED]	GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

- 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
CLASS ROSTERS CERTIFICATION

TERMS	COURSES	REPORT	USERS	ASSIGNED COURSES	LOG OFF
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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 type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" 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"/>
6	Jaime, Ricardo	[REDACTED]	GR	PADM	GR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

September, 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	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	1
2	3	4	5	6	7	8

Today: September 8, 2016

- 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.
- 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.

Submit

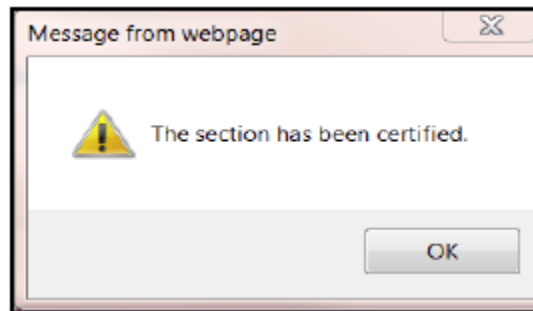
10. Certify the roster by checking the designated box.

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

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

Submit

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. You have completed the class roster certification process.