

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.6.11.1  
Related Policy: 8.6.11  
Title: Official Class Roster  
Responsibility: Registrar

Original Approval Date: 02-26-1997  
Last Cabinet Review: 11-9-2021  
Last Revision: 11-9-2021

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President

At the beginning of each term, faculty members should:

1. Obtain/view their class roster from in the College portal.
2. If rosters are not available for assigned classes, contact the Department Chair.
3. Verify that each student on the roster is or is not attending class.
4. Enter proper designation into in the College portal for each student to reflect attendance during verification period. ("1" if attending and a "0" if not attending.)
5. If a student is not on the roster, refer the student to the Registrar's Office. The student should not be permitted to stay in class unless their schedule shows registration for correct course and section.
6. At the end of the add/drop period, faculty should review the class roster again for accuracy and assign attendance to students who have been re-instated.
7. Students who withdraw during the term after the add/drop period will appear on the class roster with a grade of W or WF (W or U for Developmental Studies courses).
8. Faculty must assign a last date of attendance for each student who has been assigned a W, WF, or F.

Note: Students who are verified as attending during add/drop, but who drop during add/drop are assigned a DC (Drop Course) for the course. Faculty must enter a last date of attendance for students who were verified as attending, but who have been assigned a DC (Drop Course).