

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: 04-01-2026
Last Revision: 04-01-2026

President

At the beginning of each term, faculty members are required:

1. Obtain/view their class roster from the College portal.
2. If rosters are not available for assigned classes, contact the Department Chair.
3. Verify each student on the roster for attendance per **HGTC Procedure [8.1.2.1](#) – Attendance and Identity Verification for Distance Education**.
4. 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.
5. 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 per **HGTC Procedure [8.1.2.1](#) – Attendance and Identity Verification for Distance Education**.
6. 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 for withdrawal or U for unsatisfactory Developmental Studies courses).
7. 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).