

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: 05-31-2017
Last Revision: 05-31-2017

President

At the beginning of each term, faculty members should:

1. Obtain class roster from WaveNet.
2. If rosters are not available for assigned classes, contact the Department Chair.
3. Verify that each student attending classes is on the roster.
4. Enter proper designation into WaveNet for each student to reflect attendance during verification period.
5. If a student is not on the roster, refer the student to the Registrar's Office. The student should not be allowed to stay in class unless his/her computer 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.
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).