

# What You Need to Know About...

## Common Forms, Class Rosters, Attendance Rosters, and Administrative Withdrawal

### Common Forms

Access tutorials and forms through [Faculty/Staff Resources](#) found on the TMCC Admissions and Records website. No need to sign into Canvas.

### Class Rosters

**While you may do much of your classwork in CANVAS, the class roster of record is in PEOPLESOFT. You should repeatedly check your class roster – not only the first week of class but throughout the term – in PEOPLESOFT to determine who is officially in your class.** Please see [Key Dates](#) for non-full term course drop deadlines.

**Students can drop themselves from full term classes until the [last date to withdraw and receive a “W.”](#)** Accounting Services sends students numerous notifications of upcoming payment deadlines. Students in this situation must resolve their financial issue first and then get added back to the class with an add/drop form. Please remember to check your class roster in PEOPLESOFT throughout the run of your class(es).

### Administrative Withdrawal

Administrative Withdrawal is a procedure completed during the 100% refund period by the instructor if an enrolled student does not attend class. The purpose is to give another student the chance to enroll. For full-term classes, you have until the first Sunday of the semester to drop a student.

- ADMINISTRATIVE WITHDRAWALS can be accomplished two ways:
  - From your Class Roster in PeopleSoft, click on the SNAC (Student Never Attended Class) icon next to the student. Click the appropriate box in the pop-up that appears. The student is dropped.
  - Accessing the [Administrative Withdrawal](#) form in the Admissions and Records Faculty/Staff Resources page on the TMCC website. The form will be electronically routed for appropriate approvals and processed in A & R.

For shorter-term classes, you have until noon of the day following the end of the 100% refund period.

While it is ultimately the student's responsibility to drop themselves from a class, the Administrative Withdrawal allows you to remove the student who has not attended nor has made any attempt through email or by phone to contact you with an explanation.

**It is extremely important that students not attending class are administratively withdrawn or drop themselves as quickly as possible.** An accurate accounting of student attendance has ramifications for student financial aid and TMCC.

Need more help? Call or stop by Admissions & Records, RDMT 319.

Contact: Jamie Rittenbach, [jrittenbach@tmcc.edu](mailto:jrittenbach@tmcc.edu), 775-673-7195 or Janet Bicker, [jbicker@tmcc.edu](mailto:jbicker@tmcc.edu), 775-857-4975



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# What You Need to Know About...

## Grade Rosters, Final Grades and Grade Changes

### Grade Rosters

Grade Rosters are generated about a week prior to the end of the class. For one or two-day classes the roster will not be generated until the registration period for the class has ended, usually the first morning of the class.

- Final grades are due by 11:59 p.m. on the Tuesday after the class has ended.
- For short term classes the due date is usually two business days after the class has ended. If you are teaching one of these classes you will be notified through your department's administrative assistant when your final grades will be due.

### FINAL GRADES MUST BE ENTERED IN PEOPLESOF.

- To get started, watch a seven minute [Final Grade Posting](#) tutorial on the Admissions and Records Faculty/Staff Resources page on the TMCC website.

During final grading periods grades post every two hours. If you need to make a correction and grades have not posted, you can go back into the roster, change the status to READY FOR REVIEW, make your correction, change the status to APPROVED and click the SAVE box to the right of the status box.

### Grade Change Form

If your grades have already posted and you need to make a correction, you will need to submit a **Grade Change Form**. You will be guided through a two-factor authentication process by clicking on the [Grade Change Form](#), located in the Admissions and Records section on the TMCC website. Click on the Grade Change Form to begin the two-factor authentication process. Once ID information has been entered, a link to the actual form is sent to your faculty TMCC email. After it is filled out, the form is submitted electronically to the department chair and/or dean.

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