Dear Faculty Member,

This upcoming spring semester instructors need to update their class rosters by Monday, February 13 and Monday, April 10. Instructors are able to adjust their class rosters online multiple times on or before each of these two dates. An email reminder will be sent prior to both dates to facilitate the process.

To access the Class Roster Update feature on the Self Service Center please use the following instructions.

- Select “Class Roster” on Faculty & Advisor Menu.
- Select a term (e.g., Spring Term 2017).
- Select CRN for the section you are updating.
- On Class Roster form:
  - If a student has never attended, select “Never Attended” in the attendance drop-down list.
  - For students who stopped attending on a specific date, select “Stopped Attending” in the attendance drop-down list, and then indicate the date of last attendance in the “Last Attend Date” field. Use mm/dd/yyyy format. (If you select this option for a student, we will administratively withdraw that student from your class.)
  - If there are no changes to make, go to the next step.
- Select submit button to update/confirm the class roster.

If you want to reinstate a student who was removed from the class roster, please email Ellen Kicinski at kicinski@hartford.edu.

It is important to keep in mind that instructors are not permitted to withdraw a student from a course during the spring semester after April 10. Thereafter, a letter grade of A thru F or Incomplete must be issued by the instructor.

In addition, because of federal regulations governing financial aid, it is extremely important that the Registrar’s Office is notified of students who have never attended but whose names still appear on the class roster. The university must inform the Department of Education, in a timely fashion of the enrollment status of students receiving federal financial aid funds. **Failure to do so may jeopardize our compliance status.**

If you have questions or need help with the online process, please call Ellen Kicinski at x4460.

Thank you for your cooperation,

Registrar’s Office