

Roll Verification

Purpose

Faculty are required to verify the accuracy of class rolls on a designated date generally one week after the drop/add period has concluded for each term. Class rolls are not official until drop/add is over. The roll verification periods will be listed on the Institutional Calendar for the term, and an email message will be sent to the faculty each term to notify faculty of the roll verification dates.

The purpose of the roll verification process is to prevent future problems associated with tuition refunds and federal financial aid relative to Title IV refunding rules. Financial aid refund checks are not released until after ALL rolls are verified. One outstanding roll slows down the entire process. Roll verification also prevents the issuance of grades of 'WF' or 'F' for student who never attended class.

Roll Verification Procedure

The Dean of Enrollment Services will send an email to faculty indicating the roll verification period for the term. Roll verification should be completed during the time frame announced.

Online instructors are required to post a roll verification assignment in D2L, NFCC's learning management system, for distance education students to prove active participation. This assignment must be available to students who add the course at the end of the drop/add period, giving these students the opportunity to illustrate active participation before course roll verifications are submitted to the Dean of Enrollment Services.

Each primary instructor or instructor of record will verify his/her roll in the manner described by the Registrar's office.

After the close of the roll verification period, Registrar's office staff will modify the rosters of the course section based on the changes submitted by the instructor.

Students who need to be reinstated to the course must seek approval from the instructor. Students will not be reinstated until the Registrar's office has received a written request for reinstatement from the instructor.