Below are the types of emails we receive each semester from the Registrar regarding the reporting of students who have never attended class for the first three weeks (the 20% period) for traditional 15-week classes and for students who have not attended class for the first week for the accelerated 8-week session. If a student has attended just one time but has not come to class after that one time, we cannot report him or her.

**Good afternoon Colleagues,**

        This is a friendly reminder that the Grade Posting Portal opened today, **Friday, January 27,** for reporting Accelerated I 2012 Session enrollment for students who appear on your roster but have not reported for class during the period of **Tuesday, January 24 through Wednesday, February 1**,and to report students who may be experiencing challenges that may be affecting their academic success.

**OFFICIAL/NEVER ATTENDED/PERFORMANCE ALERT ROSTER**

**\* The Official/Never** **Attended/Performance Alert Roster** is extremely important because it requires accurate reporting of students who have never reported to your class through the 20% period of the **Accelerated I Session** classes which is **Wednesday, February 1,**  and it facilitates immediate intervention for students in need of academic support through the Student Success Center.

       The **PERFORMANCE ALERT** feature of the roster has a column that permits reporting of a **NA** or **Early Alert Code** for students**.**  The Alert Codes and descriptions are located at the bottom of the roster for your convenience.  Kindly select the **one two digit code that best describes** challenges a student may be experiencing and **place in the correct column**.  This information is **very** important because it will serve as a mechanism to employ interventions for the retention of our valued students.

       Please remember, no student should be allowed to attend your class whose name does not appear on your roster!!!!  The College is required by Federal Regulations to monitor the attendance of students receiving Federal Financial Aid and **your review** of the Official/NA/Performance Alert Roster is an important first step in this process.  In order to comply with Federal Regulations, we must adhere to the roster submission deadline of **Wednesday, February 1, 10:00 p.m.**

**The federal regulations that govern the Title IV Financial Aid programs require that institutions participating in these programs develop and implement procedures to verify that students are attending classes throughout the semester.  Failure to do so violates the terms of the College’s Program Participation Agreement with the U.S. Department of Education.  The accurate and timely reporting of attendance is crucial to the College maintaining its eligibility to participate in the Title IV financial aid programs.**

**Please note:**   **Please be sure to check your roster(s) weekly.  No student should be allowed to attend class whose name does not appear on your roster(s)**.   Students sitting in your class, whose names do not appear on your class roster, should be directed to report to the Records and Registration Office at Liberty Campus, MNB 008, from 8:00 a.m. to 7:00 p.m., Monday through Thursday, Friday, 8:00 a.m. to 5:00 p.m. and Saturday, 9:00 a.m. to 1:00 p.m.

      If you encounter difficulty accessing your class roster, please take the time to check and **make sure your name and class assignment are correct in the system.**  If you are not able to access your roster, please contact your Department Chair for assistance.  If you have never accessed the faculty portal and need assistance or need refresher training, please contact Stephanie D. Quick, [sdquick@bccc.edu](https://mail.bccc.edu/owa/redir.aspx?C=f9b041437612446594f348118595ea2a&URL=mailto%3asdquick%40bccc.edu) or Donna Dyer Thomas at [ddyer@bccc.edu](https://mail.bccc.edu/owa/redir.aspx?C=f9b041437612446594f348118595ea2a&URL=mailto%3addyer%40bccc.edu).   For additional assistance, kindlyrefer to the Faculty Portal **at:**  [www.bccc.edu](https://mail.bccc.edu/owa/redir.aspx?C=f9b041437612446594f348118595ea2a&URL=http%3a%2f%2fwww.bccc.edu), under Faculty and Staff, then Faculty Web manual.  A direct link is:  [https://portal.bccc.edu/public/FacultyManual.pdf](https://mail.bccc.edu/owa/redir.aspx?C=f9b041437612446594f348118595ea2a&URL=https%3a%2f%2fportal.bccc.edu%2fpublic%2fFacultyManual.pdf)

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**Good afternoon Colleagues,**

(1)     This is a friendly reminder that the Grade Posting Portal opens tomorrow, **Tuesday, February 7,** for reporting Traditional Semester (15 Week Classes) enrollment for students who appear on your roster but have not reported for class during the period of **Tuesday, January 24 through Monday, February 13.**

(2)    Be sure to submit an alert code for students experiencing academic difficulty.   Select the **one two digit code that best describes** challenges a student may be experiencing and **place in the correct column**.  This information is **very** important because it will serve as a mechanism to employ interventions for the retention of our valued students.

**Please be sure to check your roster(s) weekly.  No student should be allowed to attend class whose name does not appear on your roster(s)**!!!!  The College is required by Federal Regulations to monitor the attendance of students receiving Federal Financial Aid and **your review** of the Official/NA/Performance Alert Roster is an important first step in this process.  In order to comply with Federal Regulations, we must adhere to the roster submission deadline of **Monday, February 13, 10:00 p.m.**

**NOTE:   If you missed reporting Accelerated I Session students who have not attended classes, the Portal will be able accommodate reporting them for this time only.**