12ᵀᴴ CLASS DAY CENSUS ROSTERS

A STEP BY STEP TUTORIAL TO
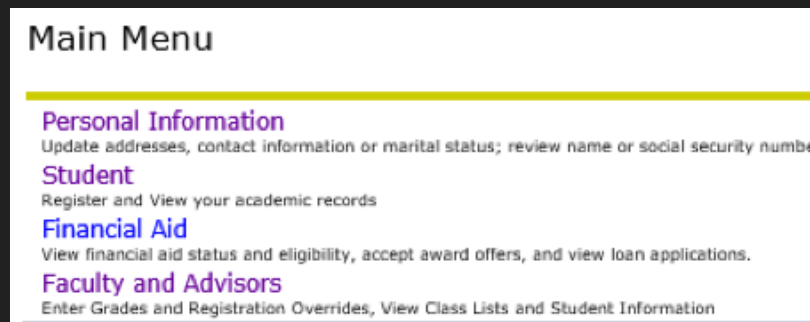RECORDING CENSUS DAY STATUS IN FACULTY SELF-SERVICE / BANNER

OFFICE OF THE UNIVERSITY REGISTRAR

12TH CLASS DAY CENSUS ROSTERS

○ The Midterm Grading cycle will always open on the census date/12th class day for a long term. This date will be given on the Important Dates Memo sent by our office at the beginning of each term.

○ 12th Day Census Rosters will be available to Faculty through Banner Faculty Self-Service: http://sail.tamucc.edu/portal.html

○ You will report any students that have stopped attending your class as **"SA"** or never attended as **"NA"**.

12TH CLASS DAY CENSUS ROSTERS

○ From the Banner Faculty Self-Service Login page click on Current Islander and enter your CAS login information(Island ID and password). If you are having trouble logging in please contact the Computer Help Desk at x2692.

○ From the Main Menu, select Faculty and Advisors

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security numbe

Student
Register and View your academic records

Financial Aid
View financial aid status and eligibility, accept award offers, and view loan applications.

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

12ᵀᴴ CLASS DAY CENSUS ROSTERS

- You will select the link for Midterm Grades

Faculty and Advisors

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Midterm Grades

- Next select the term from the drop down menu and click Submit

Select Term

Select a Term: Spring 2 2018 Online Mini-Term

Submit
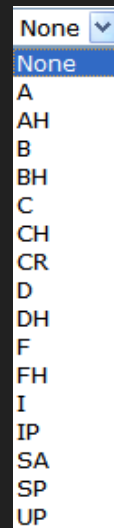
12TH CLASS DAY CENSUS ROSTERS

On your grade roster, you will notice a column titled **Midterm**. Click on **Enter** on the first student record.

From the column titled **Grade**, you will select "**SA**" or "**NA**" from the drop down menu and enter this for any students that have Stopped Attending or Never Attended your class. For 12th Census Day Roster reporting these are the **ONLY** values that you will select.

None ▼
None
A
AH
B
BH
C
CH
CR
D
DH
F
FH
I
IP
SA
SP
UP

12ᵀᴴ CLASS DAY CENSUS ROSTERS

When you have finished click on **Submit** at the bottom of the page. Then if needed continue to the next set of students on the next page and repeat the process.

12TH CLASS DAY CENSUS ROSTERS

- NOTE: For any students that are attending your class but **DO NOT** appear on your official census day roster: 1. Must be instructed to come by the Office of the University Registrar to check on their registration. 2. An e-mail must be sent notifying the Office of the University Registrar of these students. Send e-mail notification to registrar@tamucc.edu.

- Census Day reporting in Banner Faculty Self-Service is available for one week after the census date. The opening and closing dates will be available in the Important Dates Memo sent by our office at the beginning of each term.