



Attendance Verification Rosters Information

1. When are the Attendance Verification rosters due for full-term classes?

The Attendance Verification Rosters due date is listed on the Class Schedule and the Peralta website. In addition, you will receive email reminders from the District Admissions and Records Office to your Peralta email account.

2. When can I start entering my drops on the Attendance Roster?

Instructors can submit the attendance verification rosters online using the **Faculty Center** upon notification that the rosters are available. You have access to the roster 7 days prior to the due date.

3. Why do I need to drop students during the Attendance Verification period?

Title 5 Section 55024 and Peralta Board Policy and Administrative Procedure 5075 states that any student who remains enrolled in a class beyond the Attendance due date must receive a *grade other than a W grade*. This is the last opportunity that instructors have to drop students from their classes.

4. What are the consequences if I submit my Attendance Verification roster late or do not submit my drops at all?

The college receives apportionment, based on the number of students report and may receive apportionment which it is not entitled to and it must be returned. Eligibility is seriously compromised for the following student groups:

- **Financial Aid Students:** Overpayments to students on financial aid may be created. If students are dropped after the period they can legally keep the funds, but the college is responsible for reimbursing these funds to the Federal government.
- **International students:** Any change in enrollment status must be reported to SEVIS (Student & Exchange Visitor Information System) and Citizen & Immigration Services which is under Homeland Security.
- **CalWORKs Students:** Students are under county contract to attend and complete specific classes and are tracked on a regular basis. If a student is not attending a class and is not dropped from the class during attendance verification period the instructor will need to enter a final grade at the end of the semester. The student faces a sanction from the county for not adhering to his/her education plan. If a student is dropped, the CalWORKs office can contact the student, notify the county and assign the student to another approved activity avoiding *sanction*.
- **Veteran Students:** If a Veteran is not dropped during the attendance verification period, an overpayment is automatically issued to the student. When it is determined that the student did not attend, the student must repay entitlement to



the Department of Veterans Affairs. If student refuses to pay, it goes to collection. In addition, receiving a failing grade as a result of not being dropped could affect a student's probation status. This could also result in denial of future benefits.

- **Athletic Eligibility:** Student athletes are required to be enrolled in a minimum of 12 semester units in order to maintain eligibility to participate in sanctioned contests. Late submission may: disqualify the student athlete from eligibility and risk forfeiture of any contests by the college;
- If you missed the deadline you will not be able to submit your roster using the online Faculty Center. A notification will be send to you and your dean/VPI by the District Admissions and Records Office and you will be required to submit the missing attendance verification roster.

5. Once I submit my Attendance Verification roster can I submit additional drops?

Once your Attendance Verification roster has been submitted you cannot make changes. However, you can go to the Admissions and Records Office at your college to request the changes in person.

6. How Do I know my rosters were successfully submitted?

Upon submitting and saving, you can confirm the submission was successful by checking the "To Do" box on the right hand side at the top of the page of the class roster and it will show the date and time that the roster was submitted.

7. I have never used the Faculty Center to drop students. Do you have instructions?

Yes. Instructions are provided with the notification notices and they are also available online at <http://web.peralta.edu/student-services/faculty-resources/>

8. Are there training workshops that I can attend to help me learn more about the system?

Yes. You can contact the Admissions and Records Office at your college for one-on-one training.

9. Who should I contact if don't have a roster?

If you do not see your Attendance Verification roster, contact Silvia Cortez at scortez@peralta.edu or (510) 466-7365. Be sure to include your name, class Title and class number.

10. Who should I contact if I experience technical issues with the system?

You may contact the IT staff at your college:

Berkeley City College – Vincent Koo vkoo@peralta.edu or 510 981-8245

College of Alameda – Balamurali Sampathraj bsampathraj@peralta.edu or 510 748-2112

Laney College – Antoine Mehoulley amehoulley@peralta.edu or 510 986-3233

Merritt College – Patricia Rom proom@peralta.edu or 510 436-2433



You may also contact the Information Technology Department via email at helpdesk@peralta.edu or by phone at 510 587-7800.

11. Am I required to submit Attendance Verification rosters online?

Yes, instructors are strongly encouraged to submit Attendance Verification online. If you are unable to do so, you will be required to submit signed hardcopies.

12. If I am not dropping any students to report, must I still submit Attendance Verification?

Yes, you are required to submit an Attendance Verification roster even if you are not dropping any students.

13. While processing my online, I accidentally dropped the wrong student. How can I add the student back into my class?

Submit an Add Card to the Admissions and Records Office for the student to be re-instated in your class.

14. Do I need to submit Attendance Verification Rosters for Dynamically Dated Classes and Short Term Classes? Yes. The deadline to submit these rosters vary from the regular semester classes. To find the due date look at the roster in the Faculty Center on the right hand side at the top of the page. If you missed the deadline print a copy of your roster, sign it, date it and submit to the Admissions and Records Office at the college.

15. Do I need to submit Attendance Verification Rosters for online classes?

Yes. For online classes you may use the *How to Access Your Class Student Participation Hours* document to help you submit your attendance verification for your online classes using Moodle.