

# Class Roster Instructions Summer 2020

**“NO SHOW” CLASS ROSTERS** - Print “no show” rosters the first day of each session - no earlier as registration continues through 11 pm the night before each session begins.

- On Banner WEB after login, choose Faculty and Advisors, COS Class Roster, Select Summer Term, HIGHLIGHT CRN, select the middle option - **“PRINT BASIC ROSTER”** for a roster with add codes and wait listed students.

**FOR SUMMER, ADD CODES ARE REQUIRED ONCE EACH SESSION OR SHORT-TERM CLASS BEGINS -- FOR ALL CLASSES, FULL OR OPEN.**

## WAIT LISTS

- **Wait Lists** – If a wait list was generated for your class(es) it will print as part of your roster. Add codes for available seats in your class should be assigned to students in the order they appear on the wait list. **Remember, wait lists are no longer available once the session or class begins.**
- Need more add codes? Contact Regina at reginat@cos.edu or 730-3762; please provide CRN.
- Students add classes on the WEB at [www.cos.edu](http://www.cos.edu).
- **Summer Add codes are valid the first 2 days of each session only.**  
See Late Add Policy below for what to do after the 2<sup>nd</sup> day of each session.


## **TWO WAYS TO PURGE NO SHOW STUDENTS**

- **Electronically Purged Rosters:** Please mark No Shows with a checkmark to the LEFT of their name on the printed First Day roster. Log in to banner web and follow the attached instructions. Once all drops are made, please submit the processed First Day roster to admissions with the words “Electronically dropped” on the top right of the roster. These drops will be checked to make sure they were processed and that the system is working correctly. Please note: this option is only available the first **TWO DAYS** of class. After this time frame, roster will have to be purged by registration staff.
- **Turn in First Day Roster to be Purged:** Mark No Shows with a checkmark to the LEFT of their name; these students will be dropped. Submit rosters as soon as possible.
- If you need to reinstate a student you marked as a no show, please send an email to Regina at [reginat@cos.edu](mailto:reginat@cos.edu) or call (559) 730-3762. Please use only this process for reinstates.

## **DUE DATE**

- **No Show Class Rosters are due immediately following the first class meeting.**

## **HOW TO SUBMIT CLASS ROSTERS**

- Submit a printed copy to Sequoia room 107, OR Registration mailbox, OR drop box outside Room 107, OR submit to Hanford Center office staff, OR submit to Tulare Center office staff, OR
- **FAX IT!**  FAX your class roster to Registration: (559) 737-4883, OR
- **EMAIL ATTACHMENT** – Scan and send by email to [reginat@cos.edu](mailto:reginat@cos.edu).
- Please do not include pages with add codes, and please do not mail rosters.

**Email  
class  
rosters**

## **LATE ADDS**

**Please  
continue  
to verify  
enrollment**

Please continue to check your Banner class roster(s) to verify that all students attending are officially registered. Review the Late Add Policy below.

## **LATE ADD POLICY**

STUDENTS MUST ADD CLASSES BY THE DEADLINE. FOR EACH SUMMER SESSION, THE DEADLINE FOR ADD CODES IS THE 2<sup>ND</sup> DAY OF EACH SESSION. AFTER THE ADD CODE DEADLINE AND THROUGH FRIDAY OF THE 1<sup>ST</sup> WEEK OF EACH SESSION, INSTRUCTORS MAY FORWARD ADDS TO REGINAT@COS.EDU TO BE MANUALLY ADDED. STUDENTS MAY REQUEST A LATE ADD PETITION AFTER THE 1<sup>ST</sup> WEEK. LATE ADD PETITIONS ARE AVAILABLE FOR STUDENTS WHO HAVE BEEN ATTENDING CLASS BUT ENCOUNTERED A VERIFIABLE PROBLEM WITH REGISTRATION. **PLEASE REMIND STUDENTS TO ADD CLASSES BY THE DEADLINE**