

# Class Roster Information

## Please read carefully before your first class.

Class rosters may change greatly from one class meeting to the next during the first few days of the semester! Your understanding of and adherence to the following information is invaluable during the beginning of the semester!

- Print a NEW class roster each day class meets during the first week of the semester. Do this just prior to the class meeting, or as close to the class meeting as possible. Since students are dropping and adding classes during the drop/add period, it is vital that you have the very latest roster when you check attendance each day! Instructions to print your roster are at the bottom of this page.
- You will need each day's roster with attendance marked to correctly complete the roster verification process later in the semester. This ensures students that never attended are removed from the roster and that no financial aid funds are disbursed incorrectly to students that are not attending class.
- If you see the words "Needs to see Stallion status" on your roster, it indicates the student's fees are not paid in full. These students need to be told that your roster indicates there is a problem with fees and he/she needs to visit the Student Financial Services Office as soon as class ends. Student Accounts is located on the 2<sup>nd</sup> floor of Branch Student Center.
- If a student is in your class but NOT on your roster, he/she was not registered for your class when you printed the roster.
  - Tell the student he/she must register online. If your class is full and an override is needed, give the student an add slip and send them to the school office for approval of the override. Once approved, the student must submit the form to the Academic Support Center to be added to the class.
  - If the student did register and thinks there is a mistake, send the student to the Academic Support Center in the Carlton Center after class. For evening classes, student with questions may visit the Academic Support Center the next morning or call 229-391-4995.
- Do NOT allow a student to stay in your class a 2<sup>nd</sup> time unless his/her name is on your most current web roster.

### How to print a class roster:

- Visit <http://www.abac.edu/myabac>
- Click the "Banner" link/icon
- Login by providing credentials
- Click on Banner
- Faculty Services
- Instruction Menu
- Select the term and CRN
- Official Class Roster