

Sandhills Community College Continuing Education & Workforce Development

Course Record Checklist for Compliance

- ✓ DO NOT USE WHITE-OUT ON ROSTERS. NO EXCEPTIONS. THE STATE PROHIBITS THE USE OF WHITE-OUT ON ROSTERS OR OTHER COURSE RECORDS.
- ✓ For each student, enter “E” on the *first date* of their class entry.
- ✓ If a student is absent on a specific day, enter “A.”
- ✓ No marks are needed for students who are present after the first day.
- ✓ If the student has three (3) consecutive absences, enter “D” for drop *on the day of the third absence*.
- ✓ If a student is registered for the class (as indicated on roster) and does not attend any day, enter “NA” = never attended.
- ✓ MAKING CORRECTIONS TO ERRORS: Strike-out error with one line and initial; write-in corrected information. Attach a note if necessary to explain.
- ✓ ADDING MAKE-UP DAYS: Simply write-in on the roster, in the next column after the last day printed, the make-up day and enter student attendance activity as required.
- ✓ Sign and date roster on THE LAST DAY OF CLASS; never before. *Your signature and date verifies the student attendance record upon completion of course.*
- ✓ Have your roster and course syllabus present at all class meetings. A college or state auditor may ask to see them if he/she visits your class.
- ✓ Please submit all course record paperwork to program staff at Sandhills Community College, Continuing Education Division, Van Dusen Hall.
- ✓ Program Staff: Please attach all supporting documentation including student eligibility attestations, forms for waivers and a completed *Alternative Learning Form (ALF)* when using online platforms in a class section.

Thank you!