

To: Instructors  
From: Jess Ray, University Registrar  
Re: Spring 2017 Class Rosters (2175)

Spring class rosters are available to faculty in two different ways on the Courses I Teach page in My.IllinoisState.edu – displaying directly in the My Portal, and also by following the link to the Faculty Center. Both of these locations contain similar information.

Per University policy, a student may not attend a course for which he or she is not properly registered. Students who do not appear on your class roster are not considered to be registered. There are a variety of reasons why a student may not be allowed to register for a course which range from administrative to financial. Under some circumstances, a student who is not properly registered may present a liability risk to the institution. Final grade rosters for spring will be made available to you through the Faculty Center on My.IllinoisState.edu during the final week of classes.

To access your class roster using one of the two options, please follow the respective steps:

**Using My.IllinoisState Portal (new functionality)**

1. Go to <https://my.illinoisstate.edu>
2. Verify your identity with CentralLogin by entering in your ULID and password (This is the same password you use for your ISU email account)
3. Click on the *Academics* tab
4. Click on the *Courses I Teach – Faculty Center* link
5. On the Courses I Teach page, click on the Roster button on the right side of the course listing you wish to view

**Using Campus Solutions Faculty Center**

1. Go to <https://my.illinoisstate.edu>
2. Verify your identity with CentralLogin by entering in your ULID and password (This is the same password you use for your ISU email account)
3. Click on the *Academics* tab
4. Click on the *Courses I Teach – Faculty Center* link
5. Click the Faculty Center button
6. Sign into Faculty Center by typing your ULID and password again, then click *Sign In*
7. Under *Quick Links*, click the *Faculty Resources* tab
8. Click the *Faculty Center* link
9. Click on the class roster icon to the left of the course you wish to view

Please be aware of the following:

1. Beginning January 24th, students will need to obtain a closed class override to add a course even if seats are available. Information regarding registration and course withdrawal deadlines can be found on the Office of the University Registrar's website at: <http://registrar.illinoisstate.edu/registration/withdrawal/fall.shtml>.
2. If there are discrepancies on your class roster, please contact the Office of the University Registrar at registrar@ilstu.edu or (309) 438-2188 for assistance.

**Reporting of Non-Attending Students:**

In order to be compliant with federal financial aid regulations, the University must report all students who receive failing grades because they never attended class. If you have any students that appear on your Faculty Center class roster but have not attended by the tenth day of each term, please contact the Office of the University Registrar at registrar@ilstu.edu or (309) 438-2188. Failure to comply with this federal regulation could result in fines being assessed to the University as well as the removal of federal funding.

**Student Absences-Extended or Unexplained:**

In order to provide some guidance in the case of an extended or unexplained student absence, the Dean of Students office suggests the following actions:

1. Attempt to contact the student via email using their ilstu account.
2. If the student is a major within your discipline, consult colleagues in your department to determine if the student has been absent from other classes or advising sessions in addition to your class.
3. If the student has not replied to your attempts to reach them within several days, consult the Dean of Students office (309) 438-2008 for assistance in attempting to determine the well-being of the student.

If you have reason to believe that the reason for the absence is the result of a health or safety concern, you can immediately contact the Dean of Students office to discuss the situation.

**FERPA Information:**

As a University employee, you are required to abide by the federal law known as the Family Educational Rights and Privacy Act (FERPA) and the Illinois State University policy regarding the posting of students' grades. For information on the law and policy, please go to the Office of the University Registrar's website at:

<http://registrar.illinoisstate.edu/ferpa> and

<http://registrar.illinoisstate.edu/downloads/StudentPrivacyandPostingGrades.pdf> respectively.

Training on FERPA is available by completing the FERPA tutorial and taking the accompanying quiz located at <http://registrar.illinoisstate.edu/FERPATutorial/Default.aspx>.

Non-compliance with FERPA regulations can result in the withdrawal of U.S. Department of Education funding from the University.

If you need assistance, please feel free to contact the Office of the University Registrar Service Center at registrar@ilstu.edu or (309) 438-2188. Office hours are 8:00 a.m. -4:30 p.m., Monday-Friday.

**Technology Issues:**

If you experience technical difficulties or problems with your ULID/Password, please contact the Technology Support Center at supportcenter@ilstu.edu or (309) 438-4357.

If you have questions or an issue with ReggieNet, please contact CTLT at (309) 438-2542.