


Summer Session 2018 class roster information

Summer Session 2018 class rosters are available to faculty on the Faculty Center page in My.IllinoisState.edu.

Final grade rosters for Summer Session will be made available to you at the same location during the final week of classes.

Accessing your class roster

1. Log into My.IllinoisState.edu
2. Under the *Academics Tab* in the *Teaching Section*, click on *Faculty Center*
3. Select the Grade Roster icon  next to the class you wish to view.

Class rosters in My.IllinoisState

Class rosters reflect the latest registration data available and match the functionality in the Campus Solutions Faculty Center. Faculty will find a link to their courses in ReggieNet, and rosters will list registered students with their photos, University ID numbers, University Login IDs, and email addresses. There are a variety of options for printing and downloading roster information. Roster data is updated twice a day. Data shown will only include enrolled and active students who have not dropped or withdrawn from a course.

Class roster information

The following information will help you understand the various statuses that will display on your class roster in the Faculty Center:

1. Students who drop a class on or before the sixth weekday of classes: in Faculty Center, will show as “dropped”; in ReggieNet, they will be removed twice a day as the data is refreshed.
2. Students who withdraw from a course after the sixth weekday of classes: in Faculty Center will still show as “enrolled” in the class roster because WX grade is assigned; in ReggieNet, they will be removed from the class list twice a day as the data is refreshed.
3. Students who withdraw from the university after the sixth weekday of classes: in Faculty Center will show as “withdrawn”; in ReggieNet, they will also be removed within 24 hours.
4. All students who have withdrawn after the sixth weekday of classes will receive a grade of WX, and this grade will be pre-populated on the grade rosters for your class.
5. The list of students within ReggieNet is the most accurate representation of enrolled students in a class.

Note: The above information pertains to Summer Session classes that are at least four weeks long; for classes of a shorter duration, refer to the chart at Registrar.illinoisstate.edu/registration/withdrawal/summer.shtml

Per University policy, a student may not attend a class 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, yet attends classes, may present a liability risk to the University. Please refer students not properly registered for your course(s) to the Office of the University Registrar Service Center for assistance.

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 sixth weekday of the term, please contact the Office of the University Registrar at Registrar@IllinoisState.edu or (309) 438-2188. Failure to comply with this federal regulation could result in fines being assessed to the University as well as removal of federal funding.

Further information regarding summer class rosters can be found on the Office of the University Registrar's website at: Registrar.IllinoisState.edu/faculty_staff.

For assistance and resources on using the Faculty Center, please visit: at.illinoisstate.edu/training.

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.