

COLLEGE CONNECTIONS

DIRECTIONS FOR SUBMITTING CLASS ROSTERS

Jamestown Community College complies with the federal student aid regulation to confirm student participation in their registered coursework with census rosters submitted by the assigned faculty member.

Each submitted course roster reflects the instructor's record of a registered student's participation as of the class census date. For census purposes, participation means attendance in class **or** engagement in online courses.

1. Sign into [Banner Self Service](#) using your User ID and your PIN. User ID is your SSN or your J-Number.
2. Click on the **Faculty Services** tab.
3. Click on **Census Rosters**.
4. Select the **Current Term** (i.e. Fall 2017), then click **Submit**.
5. A list of your courses will appear. Click on the link **No** under the "Completed?" box to gain access to your roster.
6. Click **Save Changes** when all student attendance has been entered. If any information is missing (i.e. last date of attendance) you will be prompted to correct before continuing.
7. Check your roster for accuracy. **If a student is missing from the roster or if you believe a student should not be on the roster, please contact Lynn Klingensmith at LynnKlingensmith@mail.sunycc.edu.**
8. When your roster is correct, click the **Sign Roster** button to submit.
9. After the roster has been signed you will be returned to your Census Roster course listing. If the link **Yes** appears under *Completed?* your roster has been successfully submitted.

Please retain your course records in the event a student questions his or her registration status and attendance information.