Fall 2015 Clean Roster Initiative – Information for Faculty

Students are dropped for non-payment before and after the start of the semester/term.

In an effort to promote the use of accurate, official class rosters, <mark>print an official MC class roster on each date listed below (suggested printing time is 8:00 a.m. the following morning).</mark>

Fall 2015 Drop for Non-Payment Dates (Drops occur between 11:30 p.m. and 6:00 a.m.)
August 12
August 19
August 26
September 2 *
September 9 *
September 16*

*denotes drop for non-payment after classes have met

Once a course begins, students should be advised to seek a late starting course.

<mark>If at any time, a student does not appear on the official MC class roster, he/she is not registered.</mark> For a student to remain in a course, ask to see his/ her printed class schedule. If the printout is from MyMC, it will be titled "Student Detail Schedule;" if it is from Admissions and Records, it will be titled "Student Schedule/Bill."   Either document should be dated on or after the date you printed the official MC class roster.

If a student does not have his/her printed class schedule, but claims to be registered:
- Ask the student to print his/her "Student Detail Schedule" from MyMC (if your classroom has a computer available for student use); or after class, send the student to Admissions and Records to print a "Student Detail Schedule" from MyMC on one of the registration lobby computers.

If students are on the official MC class roster, they are registered and should remain in your class. If a student is in your class, but NOT on the official MC class roster, he/ she is NOT registered. Direct him/her to the Office of Admissions and Records AFTER CLASS; do not permit this student to attend future classes without registration confirmation.

Conversations about payment arrangements should NEVER take place in class.

NOTE: Students who register for late starting classes may continue to register online until the day before the first class meeting. If a student registers for the course after the last delete for non-payment, his/her registration is binding.

ES 8.21.15