

5.09 Class Records and Reports

A standard teacher's class book for recording the names of students in each class, attendance, and grades is available to instructors. A supply of class books is maintained in the deans' offices. Class lists should be checked thoroughly and discrepancies reported to the registrar as soon as possible by the instructor. Class lists are distributed two times each term as follows:

Preliminary lists are distributed on the day of classes, including the name of all students enrolled as of the close of registration day.

1. **Official class lists** are distributed at the end of the drop/add period. Students not appearing on the official class list are to be instructed to register for the class immediately. Students appearing on the roster but not attending are to be reported to the registrar so that these student(s) may be contacted. Due to UNC General Administration reporting guidelines, late registrations will only be permitted for a limited time following the start date of a course. The list includes all late registrants as well as students who added classes officially, and eliminates the names of students who dropped officially. Only students who are officially registered for a course, or who present a Listener's Permit from Distance and Continuing Education, should be allowed to attend a course.
2. **Web class lists** are available to instructors at their convenience so that late registrants, withdrawals, and late drops for administrative reasons may be monitored.
3. **Final Grade rosters** are generated and distributed approximately two weeks prior to the last day of classes. Any student listed is officially registered by the registrar's office, and a grade must be reported on the grade roster.