Sandhills Community College Continuing Education & Workforce Development

Course Record Checklist for Compliance

✓ DO NOT USE WHITE-OUT ON ROSTERS. NO EXCEPTIONS. THE STATE PROHIBITS THE USE OF WHITE-OUT ON ROSTERS OR OTHER COURSE RECORDS.

✓ For each student, enter “E” on the first date of their class entry.

✓ If a student is absent on a specific day, enter “A.”

✓ No marks are needed for students who are present after the first day.

✓ If the student has three (3) consecutive absences, enter “D” for drop on the day of the third absence.

✓ If a student is registered for the class (as indicated on roster) and does not attend any day, enter “NA” = never attended.

✓ MAKING CORRECTIONS TO ERRORS: Strike-out error with one line and initial; write-in corrected information. Attach a note if necessary to explain.

✓ ADDING MAKE-UP DAYS: Simply write-in on the roster, in the next column after the last day printed, the make-up day and enter student attendance activity as required.

✓ Sign and date roster on THE LAST DAY OF CLASS; never before. Your signature and date verifies the student attendance record upon completion of course.

✓ Have your roster and course syllabus present at all class meetings. A college or state auditor may ask to see them if he/she visits your class.

✓ Please submit all course record paperwork to program staff at Sandhills Community College, Continuing Education Division, Van Dusen Hall.

✓ Program Staff: Please attach all supporting documentation including student eligibility attestations, forms for waivers and a completed Alternative Learning Form (ALF) when using online platforms in a class section.

Thank you!