12TH DAY CENSUS ROSTERS

A STEP BY STEP TUTORIAL TO RECORDING CENSUS DAY STATUS IN FACULTY SELF-SERVICE / BANNER

OFFICE OF THE UNIVERSITY REGISTRAR
12TH DAY CENSUS ROSTERS

- Census day rosters will no longer be printed and sent to the Colleges

- 12th Day Census Rosters will be available to Faculty through Banner Faculty Self-Service:  https://banner-ss.tamucc.edu/prod10g/twbkwbis.P_WWWLogin

- Through FSS you will report any students that have stopped attending your class as “SA”

- Mid-Term Grading cycle will open in FSS on January 30, 2012 for Census Day reporting
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✧ From the Banner Faculty Self-Service Login page enter your User Id and Pin. If you are having difficulties logging in please contact the Office of the University Registrar x7024.

From the Main Menu select Faculty and Advisors.
From the Faculty and Advisors Menu select **Summary Class List**.
12\textsuperscript{TH} DAY CENSUS ROSTERS

Spring 2012 will automatically default so click on \textbf{Submit}

From the drop down menu select the course which you would like to view your Roster then click on \textbf{Submit}
This will bring up your 12th Class Day Census Roster. You will notice a column titled Midterm. Click on Enter on the first student record. From the column titled Grade, you will select “SA” from the drop down menu and enter this for any students that have Stopped Attending your class. For 12th Census Day Roster reporting this is the ONLY value that you will select.
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When you have finished click on Submit at the bottom of the page. Then if needed continue to the next set of students on the next page and repeat the process.
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- **NOTE:** For any students that are attending your class but DO NOT appear on your census day roster: 1. Must be instructed to come by the Office of the Registrar to fix their schedule. 2. An e-mail must be sent notifying the Office of the University Registrar of these students. Send e-mail notification to [Nancy.Rowland@tamucc.edu](mailto:Nancy.Rowland@tamucc.edu).

- February 3, 2012: Close of Mid-Term Grading cycle for Census Day reporting in Banner Faculty Self-Service

- The Office of the Registrar will run diagnostics to identify all “SA” students and notify them of status