Financial Aid (Attendance) and Midterm Roster Verification Procedures

All Financial Aid (Attendance) and Midterm rosters will be completed online through MySRC. **Deadlines** are as follows:

Financial Aid (Attendance): The faculty will receive one email notification on the start date of the session. The email will include the date range of when submissions must occur.

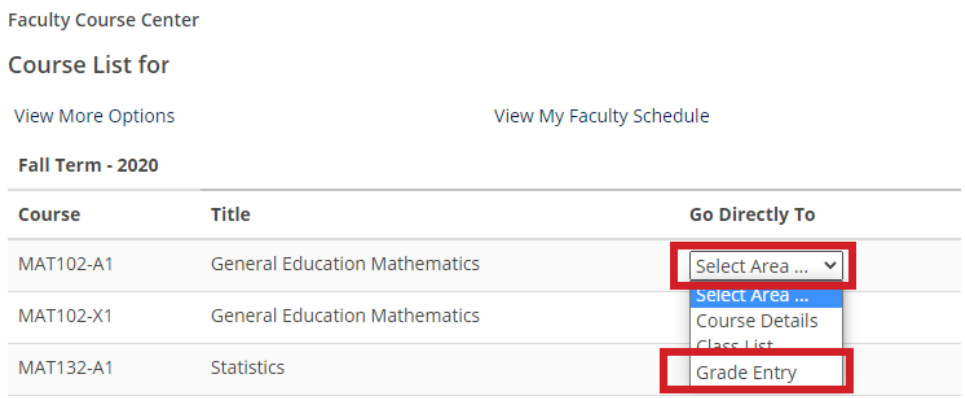
Midterm Rosters: The midterm date will vary for each course. The dates are automatically calculated based on the course start date, end date and actual number of class days of the session. The faculty will receive one email notification on the midterm date for the course. The email will include the date range of when submissions must occur.

Below is the process to submit the rosters:

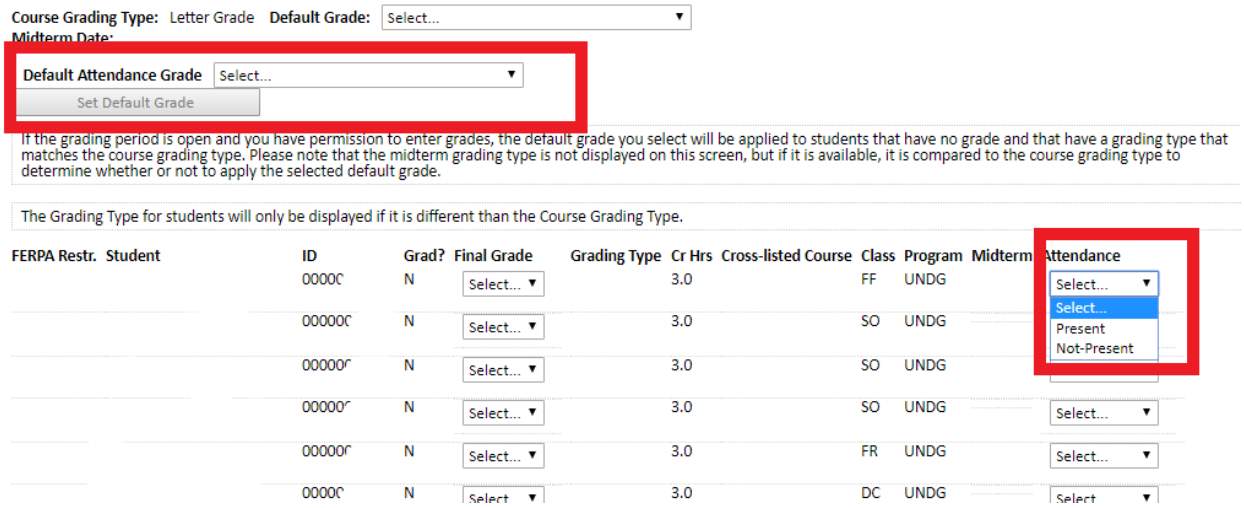
1. Access the college website at http://www.src.edu and click on the **MySRC** link at the top right of the page or go directly to https://portal.src.edu/ics
2. After login to **MySRC**; login instructions are located on the Help tab.
3. Once logged in; click on the **Faculty** tab (as shown below).

Note: Information collected at midterm is for the sole purpose of determining whether or not a student is attempting to complete the coursework as of the midterm date. These values must be submitted via the appropriate area (which is identified in #6). This is referred as to the student's "status" at midterm and is not the same as giving them a grade.

4. Under the **Faculty Course Center** you will see your course(s) listed**.** Using the drop down underneath **Select Area** select **Grade Entry.**



5. When the submission window is open for either the Financial Aid (Attendance) or Midterm rosters the assigned faculty will be presented with a drop down (as shown below). The **Default Attendance Grade** will mark the entire class with the same value.
   - Financial Aid (Attendance): there are two options: "**P**" for present and "**N**" for not present. Note: Present or Not Present - In your opinion, if a student has attended class, mark them as present. If they have never attended class, mark them as not present. If you are teaching an on-line course, students who have logged in and contributed to at least one discussion or submitted work would be considered present.
   - Midterm Rosters: There are two options: "**A**" for attempting and "**N**" for not attempting. Note: Attempting or Not Attempting - The definition for whether or not a student is attempting or not attempting to complete the coursework is set by the individual faculty. Many times this determination is subject to the student's attendance, submission of homework, as well as other factors.



6. Select the appropriate letter for each student (shown above). **Review your work before submitting!** Once you hit the **SAVE** button; located near the bottom of the screen; submissions are final. If there is a need for a correction you will need to contact the supervising Dean or Registrar's office for further instruction. A list of all rosters submitted after the deadline will be sent to the appropriate supervising Dean for review.