



Instructions for submitting Census Day Rosters are as follows:

- Login to your myLEO
- Select the 'Apps' tab
- Select Census Day Roster



- Choose your course by clicking 'Select.'

TEXAS A&M UNIVERSITY COMMERCE

Faculty Class Roster

Select another term:

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998), substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. Final regulations published November 1, 1999, implemented these statutory requirements. All schools, including foreign schools, were required to implement these provisions by October 7, 2000.

Based on this law, it is critical that you report students for non attendance or indicate their date of last attendance.

The class attendance procedure is available at: [Class Attendance](#).

Section ID	CRN	Class Title	Stat	Time & Location	Enr	Max	Roster Completed	
BGS 405 01W	22243	Sustainability in Cont. Ent	Open	Web Based Class	38	35		Select
ORGL 130 1CW	20987	Intro to Organizations	Open	Web Based Class	0	35		Select

- Select 'Never' **OR** 'Yes' for each student on the Class Roster
 - *NOTE: D2L's 'Class Progress' option will indicate attendance/participation.*
- Click the check box above the 'Acknowledge' button at the bottom of the Class Roster and select 'Acknowledge.'

By checking the box to the left and pressing 'Acknowledge' button below, I am certifying that the above information is complete, true and correct.

Acknowledge

Return to class listing without posting any changes.

- If the Census Day Roster saved correctly, your screen will look like this:

Changes posted.

Term 202040-Summer I 2020 -- | , DB Instance=prod Select another term: 202040 ▾

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Section ID	CRN	Class Title	Stat	Time & Location	Enr	Max	Roster Completed	
BGS 404 01W	40066	Organizational Dynamics and Dv	Open	Web Based Class	37	35	6/4/2020 12:10:33 PM	Select

We appreciate your willingness and assistance in completing the Census Day Rosters, indicating whether students have attended your course. This information is important for reporting, financial aid, and student enrollment appeals.