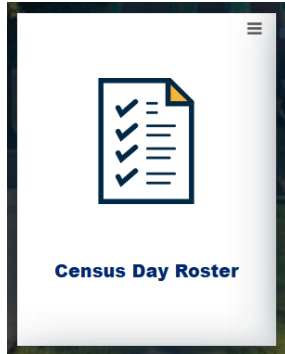


Instructions for submitting Census Day Rosters are as follows:

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



Choose the correct course by clicking on "Select"



Faculty Class Roster

Term 202620-Spring 2026 -- Baur, Molly H., DB Instance=prod

Select another term: 202650 ▼

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.

Section ID	CRN	Class Title	Stat	Time & Location	Enr	Max	Roster Completed	
CBE 201 0CW	20659	Supervision	Open Web Based Class		35	35		Select
CBE 201 4CW	22751	Supervision	Open Web Based Class		0	35		Select

Follow Instructions as follows:



Faculty Class Roster

Term 202620-Spring 2026 -- Baur, Molly H., DB Instance=prod

Select another term: 202650 ▼

Please select Never Attended if the student has NEVER attended your class.

Please enter Yes and a Date Last Attended ONLY if the student has attended but is no longer attending your class.

Otherwise indicate Yes for students who are attending regularly.

CWID	Student Name	Preferred Name	Enroll Status	Class	Has Attended	Date Last Attended
[REDACTED]	[REDACTED]		Enrolled	SR	<input type="radio"/> Never <input type="radio"/> Yes	<input type="text"/>



Make sure and check the box at the bottom of the page, then click 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.

Once completed you should get the following message:



Changes posted.

Term 202620-Spring 2026 -- Baur, Molly H., DB Instance=prod