

Class Rosters

Class rosters are now available on the website under PAWS. Each instructor has access to a variety of information about the students in his/her class, including contact information. Instructions for accessing these pages are found by clicking on this link: <http://www.bartonccc.edu/learningandinstruction/documents/facultyinformationonlineinstructions.doc>

In addition to online rosters, instructors are required to complete Certification Rosters, which are used to claim state aid for our students. *It is extremely important that these rosters are handled in a timely manner.* Instructors are asked to indicate that the students listed on the roster have attended class at least once before the 20th day of class. Students who have **never** attended should be lined off the roster. Any other discrepancies should be reported to the registrar's office immediately. The instructor should then sign the form and return it to the registrar within the given deadline.