BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION

5.0026R Roster Distribution

I. Title of Regulation

Roster Distribution

II. Objective of Regulation

To assure the timely distribution of class rosters.

III. Authority

Board of Trustees Policy No. 5.0007

IV. Regulation Statement

Administrative Computing will provide the Registrar with a complete set of rosters, by section and by course, and by Division and Extension Division. First Day rosters will include all registration through the end of the regular registration period. Rosters are to be delivered to the Registrar on the first day of the semester and distributed through the Division Offices to the academic departments. The academic departments are responsible for distributing the rosters to the faculty.

Students improperly registered are identified by the faculty and directed to the Office of Registration and Records to correct their registration. Students are advised that grades are recorded on the basis of correct registration.

On the first day of the second week of the term, revised rosters will be distributed to the Division Offices through the Registrar. These rosters will show all registration activity through the end of the late registration period.

On the first day of the third week of the term, official opening rosters will be distributed to the Division Offices through the Registrar. These rosters will show all registration activity through the end of the add/drop period.

No other comprehensive rosters are distributed until the end of the semester when final rosters and grade report scan sheets are distributed.

V. Responsibility for Implementation

Executive Vice President for Educational Services

Approved: President 11/26/74
Effective: 11/26/74
Revised: 9/1/75
Revised: 4/94
Effective: 4/94
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