

Spring 2011

To ensure that all students are properly enrolled in your class please check your Class Roster periodically during the term. If you have a student ~~what on~~ the roster, please have the student see his/her advisor immediately!

Checking your Class Roster daily during the first week of classes is an excellent tool to confirm class enrollment.

A student who drops prior to the 5th class day will be deleted from the roster. A student who drops after the 5th class day will show an Admin Grd Grading Basis and automatically will be assigned a W on the end of term grade roster.

The following feature buttons are located at the bottom of the Class Roster:

- ³,PSRUW & ODW sends a comma delimited file of your roster which can be imported into an Excel spreadsheet to your SMU e-mail address.
- ³,PSRUW 3KRWS sends a PDF format Photo Class Roster to your SMU e-mail address. The SMU logo will print when a photo is not on file.
- ³1RWLI\ /LVWHG use this to send an e-mail to all students on the roster. If more than 120TJ ET se 20TJ ET se-mail to6(e)-18.55 (to7-97(to6(e)-

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)DLG1R & UHGLW Students should indicate in writing no later than the 12th class day that they wish to do so. Permission of the instructor or department is required.TJ ET BT 1 0 0 1 241.37 256.13 Tm [(th)7(e)-100(O)-12(f)-3(f)8(ice)-1

March 2 - Mid-Term Limited Grade Rosters generated

March 23 - Mid-Term grades due at 11:59 p.m.

March 24 - Mid-Term Deficiency letters sent to students

April 6 - Last day to drop

Instructions for completing Early and Mid Term Grade Rosters will be sent to you after the rosters are generated.

Contact Sylvia Wiseman at swiseman@smu.edu
#8-3516 with any questions.