



Important Enrollment Information from All Faculty

This is an important reminder that the class enrollment census reporting period is starting soon. All faculty confirm the status of student enrollment in their classes.

Faculty enrollment reporting

Reporting accurate enrollment is a regulatory requirement of all campuses. All faculty participate in reporting accurate information by confirming that a student **listed on the course roster** is **academically engaged** in the course. All faculty report this information which is collected during Enrollment Census reporting period and during final grade submission, at the end of the semester.

Enrollment Census (February 20-24)

The Enrollment Census Survey will be deployed on February 20. Faculty will report "never attended" undergraduate students in [Starfish](#). Graduate faculty will receive a separate Qualtrics survey to report "never attended" graduate students. The reporting deadline is **February 24**. Students who are confirmed as "never attended" will be withdrawn from the class. [Need more information?](#)

Unofficial withdrawal (Final grade submission)

Students who stop attending/participating in class and do not [officially withdraw](#) from the class, are considered unofficially withdrawn. These students are reported during the final grade submission period. Faculty will enter F* and the date of last attendance/ participation. [Need more information?](#)

Thank you in advance for your attention to this important matter.

Yours truly,

Stella Turk
Executive Director of Student Services