

# Financial Aid (Attendance) & Midterm Roster Verification Procedures

All Financial Aid (Attendance) and Midterm rosters will be completed online through My SRC. **Deadlines** are as follows:

**Financial Aid (Attendance):** The faculty will receive one email notification on the start date of the session. The email will include the date range of when submissions must occur.

**Midterm Rosters:** The midterm date will vary for each course. The dates are automatically calculated based on the course start date, end date and actual number of class days of the session. The faculty will receive one email notification on the midterm date for the course. The email will include the date range of when submissions must occur.

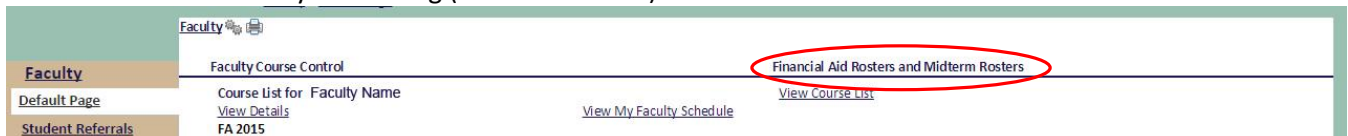
Below is the process to submit the rosters:

1. Access the college website at <http://www.src.edu> and click on the “My SRC” link at the top right of the page or go directly to <https://portal.src.edu/ics>
2. After login to “My SRC”; [login instructions](#) are located on the Help tab.
3. Once logged in; click on the **Faculty** tab (as shown below).

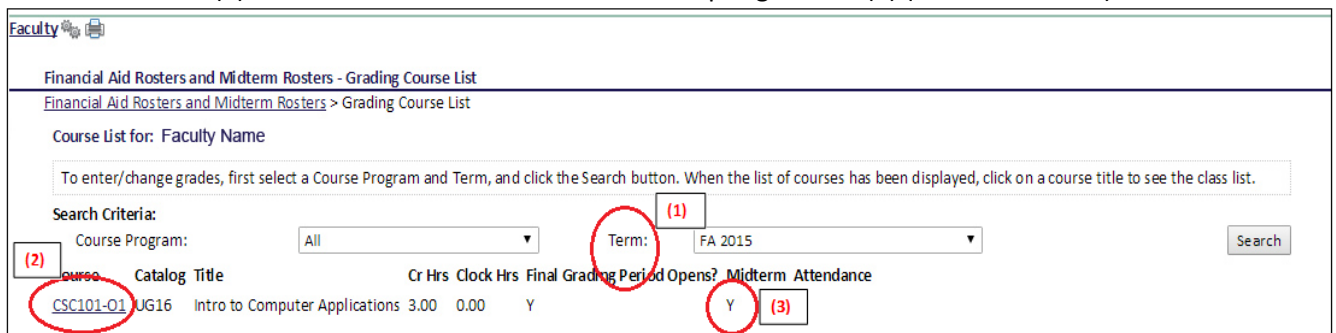


**NOTE:** Information collected at midterm is for the sole purpose of determining whether or not a student is *attempting* to complete the coursework as of the midterm date. These values must be submitted via the appropriate area (which is identified in #6). This is referred as to the student’s “status” at midterm and is not the same as giving them a grade.

4. Click on **View Course List** under the heading of **Financial Aid Rosters and Midterm Rosters**; this will display all of the courses the faculty is teaching (as shown below).



5. Be sure that you are looking for your courses in the appropriate **Term** (1). Click on the course which you would like to enter data (2). The column will have a “Y” if it is accepting entries (3) (as shown below).



- When the submission window is open for either the Financial Aid (Attendance) or Midterm rosters the assigned faculty will be presented with a drop down box (as shown below).

**Financial Aid (Attendance):** There are two options: “P” for present and “N” for not present.

Present or Not Present— In your opinion, if a student has attended class, mark them as present. If they have never attended class, mark them as not present. If you are teaching an on-line course, students who have logged in and contributed to at least one discussion or submitted work would be considered present.

**Midterm Rosters:** There are two options: “A” for attempting and “N” for not attempting.

Attempting or Not Attempting— The definition for whether or not a student is attempting or not attempting to complete the coursework is set by the individual faculty. Many times this determination is subject to the student’s attendance, submission of homework, as well as other factors.

Financial Aid Rosters and Midterm Rosters - Update Student Grades

Financial Aid Rosters and Midterm Rosters > Grading Course List > Update Student Grades

CSC101-01 Intro to Computer Applications - Update Student Grades

Student List for: Undergraduate Program Fall Term - 2015

CSC101-01 Intro to Computer Applications

Catalog: UG16

Instructors: Faculty Name

Cross-listed Courses:

Course Grading Type: Letter Grade Default Grade: Select...

Midterm Date: 10/19/2015

Default Midterm Grade: Select...

Set Default Grade: Not-Attempting, Attempting

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Cr Hrs	Clock Hrs	Absences	Cross-listed Course	Class	Program	Midterm	Attendance
		000000		Select...		3	0	0		FR	UNDG	Select...	P
		000000		Select...		3	0	0		FF	UNDG	Select...	P
		000000		Select...		3	0	0		FR	UNDG	Select...	P

- Select the appropriate letter for each student (shown above). **Review your work before submitting!** Once you hit the SAVE button; located near the bottom of the screen; submissions are final. If there is a need for a correction contact the supervising Dean or Registrar’s office for further instruction. A list of all rosters submitted after the deadline will be sent to the appropriate supervising Dean for review.

**Hint - For Default Grade:** There is an option to use the Default Grade for either the Financial Aid (Attendance) & Midterm Rosters. If all students in your opinion are “P” for present and “N” for not present or “A” for attempting and “N” for not attempting you can use the drop down shown above to set all values at the same time. If you have issues refer to Step #7.