# Course Rosters Instructions

Taken the **Week after Add/Drop**

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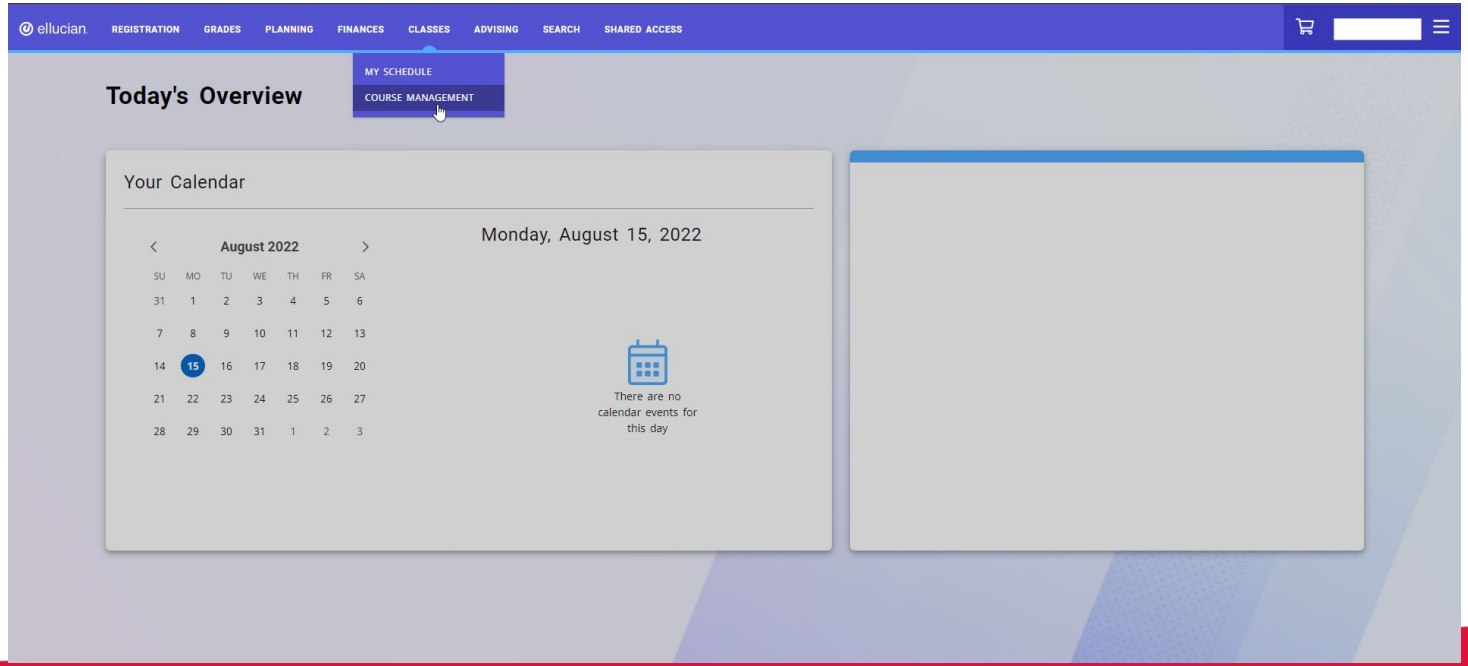
# Choose “Classes” then “Course Management”

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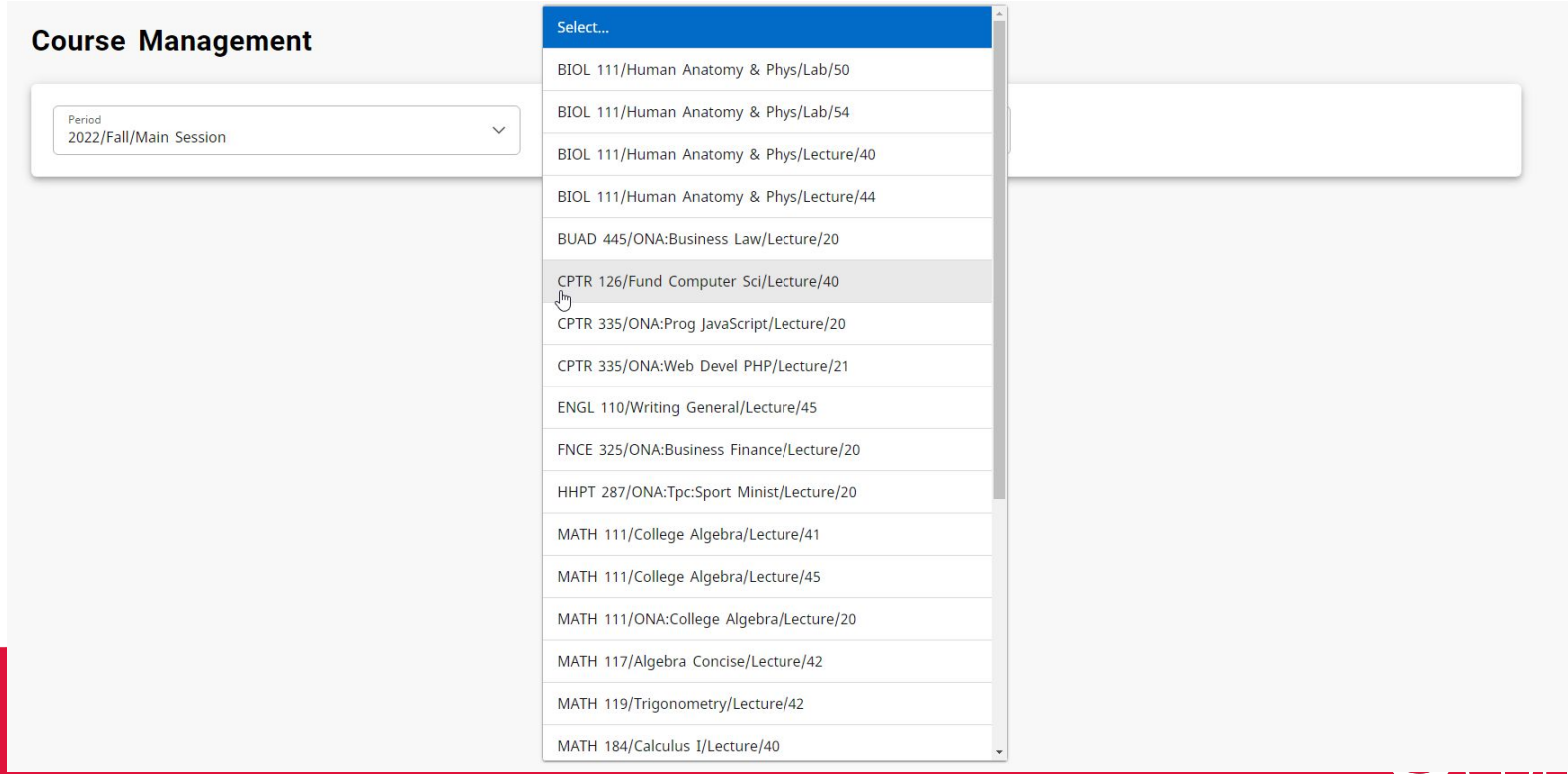
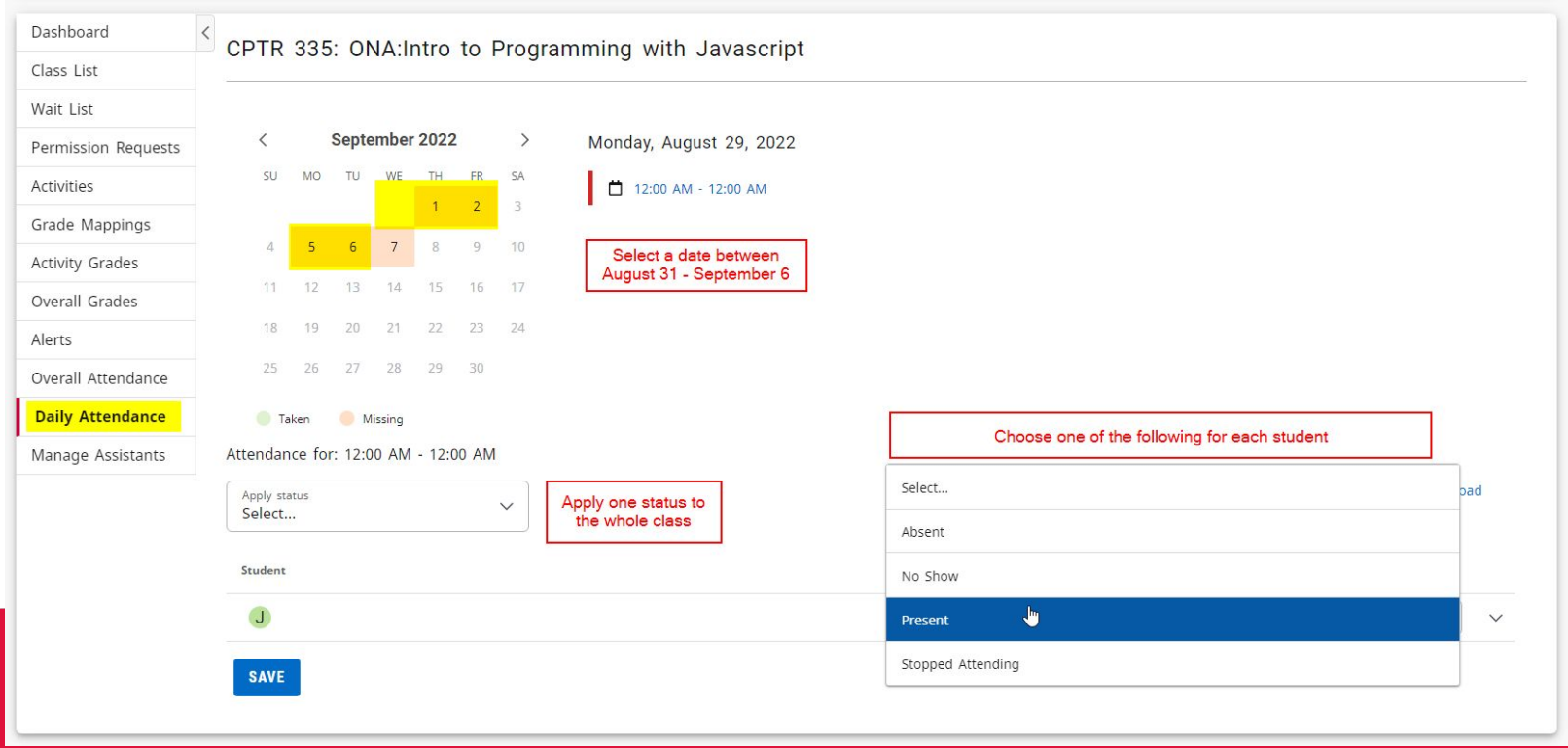
# Under “Period”, select the correct Term
# Under “Courses”, select the Course



# Select “Daily Attendance” and complete attendance.
# Make sure to SAVE!!!



***If a student is attending but NOT listed, please email registrar@ucollege.edu ASAP***

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