

RICHLAND COLLEGE CHECKLIST FOR THE BLUE PERMANENT CLASS ROLLS

SUBMIT YOUR COMPLETED BLUE PERMANENT CLASS ROLLS WITH THIS CHECKLIST TO:

Adjunct Faculty: ACCESS (A110)

Full-time Faculty: Division Office

The Blue Permanent Class Rolls are **OFFICIAL DOCUMENTS** of the Student Records Office and are subject to audit by the DCCCD and the THECB. They are also used for research and verification if necessary. The accuracy and timeliness of this end-of-the-term process is important. Thank you for your cooperation.

Semester: Fall Winter Term Spring May Term
 Summer I Summer II Flex Term Fast Track

If you use the BLUE PERMANENT CLASS ROLL to record and finalize grades, complete the following for each roll:

- Indicate Grading Legend
- Indicate Method for Calculating Grades
- Record Test Grades or Other Graded Work **IN INK**
- Record Final Grades on Page 2 of Blue Permanent Class Roll **IN INK (both letter and numerical grade)**
- Sign and Date Page 2 of Blue Permanent Class Roll **IN INK**

If you use a SPREADSHEET FORMAT to record and finalize grades, complete the following for each roll:

- Indicate Grading Legend
- Indicate Method for Calculating Grades
- Match the Order on the Spreadsheet with Class Roll
- Record Final Letter Grades on Page 2 of Blue Permanent Roll **IN INK (both letter and numerical grade)**
- Sign and Date Page 2 of Blue Permanent Roll **In Ink**
- Sign and Date spreadsheet **IN INK** and include with the Blue Permanent Class Roll

The following items must be submitted for each CREDIT CLASS taught:

- Submit your final grades on eConnect (**please sign verification form on the back of this page**)
- Incomplete Contract(s) if an "T" grade was submitted – Attach **Incomplete Contract** to the blue permanent class roll

The following items must be turned in for each CONTINUING EDUCATION CLASS taught:

- Concurrent blue permanent class roll or Blue Enrollment Attendance Sheet
- Attendance/final grade recorded **IN INK**
- Sign and Date Roll **IN INK**

Printed Name of Instructor

Daytime Phone Number

Date

I HAVE TURNED IN ALL OFFICIAL DOCUMENTS FOR THE CLASSES LISTED BELOW:

EXAMPLE: GOVT 2301 8001

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Instructor's Signature

Division

For Office Use Only:

Received By _____

Date _____

**Richland College
End-of-Course
Verification of Submission of
Final Course Grades on eConnect**

My signature on this document verifies that I have electronically submitted my final course grades on eConnect, and that I have received an e-mail confirmation that my final grades have been submitted.

Signature of Instructor

Printed Name of Instructor

Date

Semester Term Date

To: Instructors

From: Audra Barrett, Dean of Distance Learning

Subject: Final Grade Rolls for Distance Learning Cross-listing 9000 Sections

For ALL Distance Learning Cross-linked sections (8000 sections linked with 9000 sections) please note the following procedure:

1. Faculty and Adjunct instructors will turn in ALL 9000 section blue permanent grade rolls at designated areas (academic division or ACCESS office).

DO NOT SEND YOUR PERMANENT BLUE GRADE ROLLS TO THE LECROY CENTER.

****Faculty turns in the blue permanent rolls to the correct Academic Division**

Adjunct turns in the blue permanent rolls to the ACCESS office.

2. The person responsible for taking grades will check rolls and separate the 8000 from the 9000 section grade rolls.

3. The Dean of Distance Learning will turn in 9000 blue rolls to the LeCroy Center. The Dean will have a check list of each name which corresponds with the 9000 blue grade roll.

****Note: 8000 grade rolls will be handled as normal.**