COLLEGE CONNECTIONS
DIRECTIONS FOR VERIFYING CLASS ROSTERS

Jamestown Community College complies with the federal student aid regulation to confirm student participation in their registered coursework with census rosters submitted by the assigned faculty member.

Each submitted course roster reflects the instructor's record of a registered student's participation as of the class census date. For census purposes, participation means attendance in class *or* engagement in online courses.

1. Sign into Banner Self Service.

    - Click on Banner SSO/MFA Login - Students and Employees

    - Log in using your JCC email and password.

    - If this is your first time logging into Banner, your password will default to your six-digit birthdate in MMDDYY format. After logging in, please follow the prompts to set up Multi-factor Authentication.

    - If you have logged in before but can't remember your password, click the *Forgot my password* and follow the instructions. If you need further assistance with your account, please contact the JCC Help Desk at 716.338.1122.

2. Click on the *Faculty Services* tab.

3. Click on *Census Rosters*.

4. Select the *Current Term* (i.e. Fall 2025), then click *Submit*.

5. A list of your courses will appear. Click on the link *No* under the "*Completed?*" box to gain access to your roster.

6. Click *Save Changes* when all student attendance has been entered. If any information is missing (i.e. last date of attendance) you will be prompted to correct it before continuing.

7. Check your roster for accuracy. Make sure all the names listed are students in the class and that there is no one missing from your roster.

    IMPORTANT: if a student is missing from the roster or if a student appears on your roster who should not be, contact Christina Bair at ChristinaBair@sunyjcc.edu. Marking the student as not attending does not remove them from the roster! DO NOT VERIFY your roster after this until Christina confirms that the necessary adjustments have been made.

    Please be thorough in your review, as once you verify your roster, it is finalized and any adjustments after this point will require approvals from JCC administrators.

8. When your roster is correct, click the *Sign Roster* button to submit.

9. After the roster has been signed you will be returned to your Census Roster course listing. If the link **Yes** appears under *Completed?* your roster has been successfully submitted.

Please retain your course records in the event a student questions his or her registration status and attendance information.

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