

PROCEDURE

Number: 41-15
Title: Class Rolls
Responsibility: Academic Affairs
Original Approval Date: 2/3/2004
Last Cabinet Review: 4/1/25
Last Revision: 4/1/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

To provide a uniform record-keeping method for keeping records of class rolls.

PROCEDURE

Class rolls are available through myFDTC Self-Service. After the tenth instructional day of the term, an up-to-date class roll is available. This roll will reflect all drops/adds processed through the end of the first five instructional days of the term. Adds can be processed only during the first three instructional days of the term. Drops can be processed only during the first five instructional days of the term.