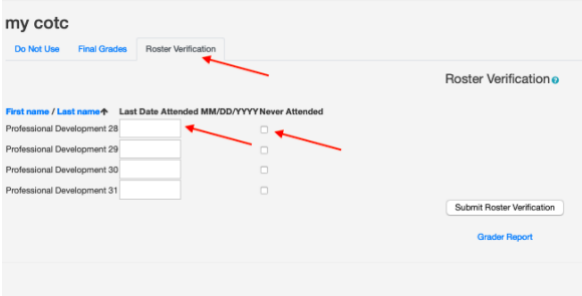


Roster Verification

During the first weeks of the term you will be asked to complete Roster Verification. Roster verification is a process of reporting each student’s last date of attendance, or if they’re attending at all. Keep in mind that roster verification is very important as a feature of each student’s federal financial aid.

In the right-hand column of your course you will see the “myCOTC” box. In that box are links to two important functions for you (and the forbidden fruit that is “Do Not Use” – not sure what that’s about).

- my cotc
- [Back to myCOTC](#)
- [Do Not Use](#)
- [Final Grades](#)
- [Roster Verification](#)



You’ll want to select the link for “Roster Verification”. Once you do you will be directed to this page. Make sure that you’re in the “Roster Verification” tab at the top. To confirm a student’s last date of attendance, fill in the “Last Date of Attendance” box. Use the “01/01/2020” format. If the student has never attended class, leave the “Last Date of Attendance” box empty and check the “Never Attended” box.