

Class Roster Certification

Beginning in the spring 2023 semester, certification of non-attendees on class rosters is required. The certification deadline will be communicated to instructors by the Registrar's Office and is also noted on the "No-Show" roster page in SAGE.

To certify your roster(s):

1. Log into [SAGE for Faculty](#).
2. Click on your first course section to open it.
3. Choose the "No-Show" Tab.



4. Click the box in the "Never Attended" column for each student who has never attended the course section.
5. Click the blue "Certify" button to confirm the non-attendees on your roster.
6. Repeat steps 2-5 for each additional course section.

Note that this process will not drop students from your classes. Students remain responsible for managing their own registrations according to the deadline dates published in the [Academic Calendar](#).