

Date: August 2021

To: All Faculty

From: Tracy L. Seffers, Registrar

Subj: Fall Semester 2021 - Preliminary Class Rosters



1. An electronic version of your preliminary rosters (.pdf format) will be sent through your Shepherd.edu email account. Please use the roster to check attendance at your first class session. PLEASE NOTE: these rosters contain sensitive student data, and will require your RAIL login PIN in order to access them.
2. If students are attending your class and their names are not on the roster, please have them contact the Office of the Registrar immediately after class: [register@shepherd.edu](mailto:register@shepherd.edu)
3. Only students who have officially registered for your class(es) will receive credit or a grade for your class(es).
4. Official class rosters can be printed from **RAIL**. Any subsequent registration changes (withdrawals, adds by petition) will always be reflected immediately on **RAIL**.
5. RAIL/Banner is the official system of record. Note that Brightspace is updated hourly and Sakai nightly.