

Submitting NP Rosters

NP Roster Memos are sent to Faculty via email from the Registrar at least one week before due dates each semester. **NOTE: There are two (2) NP Roster submissions with due dates each semester.** NP Roster due dates are available on the Academic Calendar (found on NECC's website under Faculty Resources).

Faculty should verify that they are able to log into Self-Service at least a few days BEFORE NP rosters are due. If faculty have any questions or problems with logging into Self Service, please contact the IT Services (well before the deadline) Helpdesk at 978-556-3111 or <https://helpdesk.necc.mass.edu/>. Also, If you have questions regarding NP Rosters, you may call Enrollment Services (again, well before the NP due date) at 978-556-3974 or email them at registrar@necc.mass.edu.

General Information and Instructions that is emailed to each faculty member's NECC email:

The Financial Aid office must receive a Non-Participation/No-Show Class Roster to confirm a student's participation up to **(NP Roster due date found on the Academic Calendar)**. NECC is required by federal and state regulations to adjust financial aid for students who are no longer attending (NP), and for those who have never attended a class (NS=No Show).

If you do not inform us when a student is no longer attending your course, or those who have never attended your course, it may result in an overpayment of federal and state funds to ineligible students. By not assigning a NP or a NS grade to a student on your roster, you are confirming that the student is still participating in the course.

Non-Participation/No-Show Rosters must be submitted electronically through Faculty Self Service for all courses, even if you are not assigning any NP or NS grades. Due to federal and state regulations Non-Participation/No-Show Class Rosters must be submitted no later than **(NP Roster due date found on the Academic Calendar)**.

To submit your NP/NS Roster through Faculty Self Service, perform the following steps:

Step 1: Open your web browser and go to www.necc.mass.edu

Step 2: Click on 'My NECC' button

Step 3: Click on the 'Self Service' link

Step 4: Enter your MyNec ID, your password, and click 'login.'

Step 5: Once you have logged in, click on the 'Faculty Services' tab, click on 'NP Class Roster' link, select the term, select the Course/CRN and click 'Submit'. Scroll down to view your NP Roster. On the right hand side under Select Option you may choose **'NP' for any student who attended your course at least once and who is no longer attending. You may choose 'NS' for any student who NEVER attended your course.** If the student is attending then exit without selecting either option.

If this is your first time using the system, your password is your date of birth (mmddyyyy format). You will be prompted to change your password after your first login. If you have done this before, your password will be whatever you set it to.

What Do I Do If:

A student's name does not appear on your NP/NS Roster but the student has been attending your class?

Send these students to the Welcome/Express desk in the Behrakis Building in Haverhill or to L-100 in Lawrence. If they are eligible to return to class, the student will be given a new class schedule with the date highlighted.

If the student has never registered for your course then they will be asked to obtain your signature as the instructor on a yellow "Late Registration Form." They will then need to register and make payment arrangements in order to be eligible to return to your class.

What if a student's name is highlighted in red on your online NP/NS Roster?

Send these students to the Welcome/Express desk in the Behrakis Building in Haverhill or to L-100 in Lawrence. If they are eligible to return to class, they will be given a student schedule with the date highlighted.

What if a student has been changed to an `NP' or Non-Participation status and you wish to reinstate the student into your course?

You may log back into Self Service, select NP Class Roster, under the Select Option, and click on 'Reinstate Student' and click 'submit'.

What if a student has been changed to an `NS' or No-Show status and you wish to reinstate the student into your course?

Anyone that was coded with an NS status will not appear on your NP/NS Roster after they have been dropped as a NS. These students were dropped as if they never attended. Please email our office at registrar@necc.mass.edu so that we may follow up you and the student.

If you are having trouble logging into Faculty Self Service?

Please contact Enrollment Services at registrar@necc.mass.edu.

What is the policy on assigning an NP grade to a student?

Go to <http://www.necc.mass.edu/student-services/current/policies-conduct/academic-policies-procedures/general-policies/> for a detailed policy on Attendance and Non-Participation (NP Policy). For assistance, please contact Enrollment Services at registrar@necc.mass.edu.