



OFFICIAL CENSUS DAY CLASS ROSTERS

A Step BY Step Faculty User Guide to
Recording Census Date Status in Blue &
Gold Connection

Office of the Registrar

Census Date

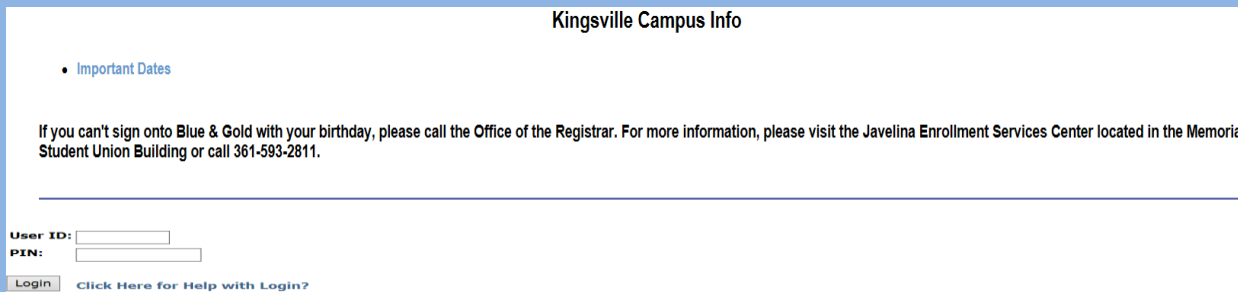
- **What is Census Date?** The Census Date is the date defined by The Texas Higher Education Coordinating Board (THECB) on which an official and final enrollment count is recorded for submission to THECB. The actual day on which the Census Date falls is contingent on the length of the semester.
- **Why is it important?** Due to the reporting that must commence for submission to THECB, it is the last date to register for or drop any classes, and it is the last day to be reclassified as a Texas resident for tuition purposes. To be counted for state aid, students must be registered on or by the Census Date, and the institution must collect tuition and fees from each student in full, or have formal, documented payment arrangements on record with the Business Office.
- A reminder that the U.S. Department of Education requires us to identify students who have never attended class before census date.
- The Census Date for TAMUK is published on the University Academic Calendar.

Official Census Day Class Rosters

- Official Census Day Rosters will be available to Faculty through Blue and Gold Connection: <http://www.tamuk.edu/bluegold/> (direct access) or JNet (Faculty tab)
- Through Blue and Gold Connection grade rosters you will report any students that have stopped attending your class as “**SA**” or never attended as “**NA**”.
- Entries will be made via the Mid-Semester Grading and will open the day after census date for the appropriate semester or part of term and remain open for 5 class days. (NOTE: The Mid-Semester Grade field will be used for both the Official Census Day Roster and submission of Mid-Semester Grades.)
- The Census Date can be found on the University Academic Calendar and the Important Dates Memo sent by our office prior to the Census Date.

Official Census Day Class Rosters

- **STEP 1:** Log into Blue and Gold Connection (enter TAMUK K ID# and password). If you are having trouble logging in, please contact the Office of the Registrar at 361-593-2811.



Kingsville Campus Info

- [Important Dates](#)

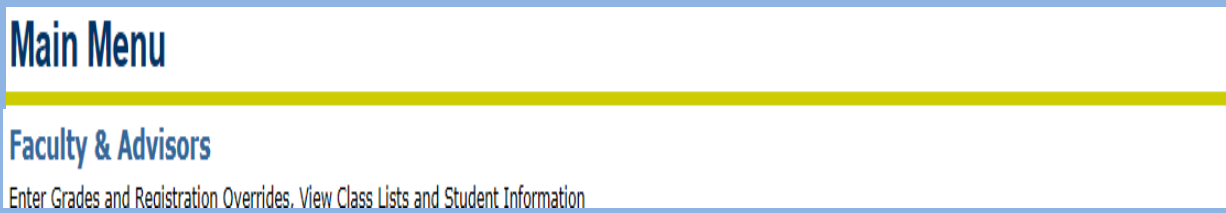
If you can't sign onto Blue & Gold with your birthday, please call the Office of the Registrar. For more information, please visit the Javelina Enrollment Services Center located in the Memorial Student Union Building or call 361-593-2811.

User ID:

PIN:

[Click Here for Help with Login?](#)

- **STEP 2:** From the Main Menu select Faculty and Advisors.



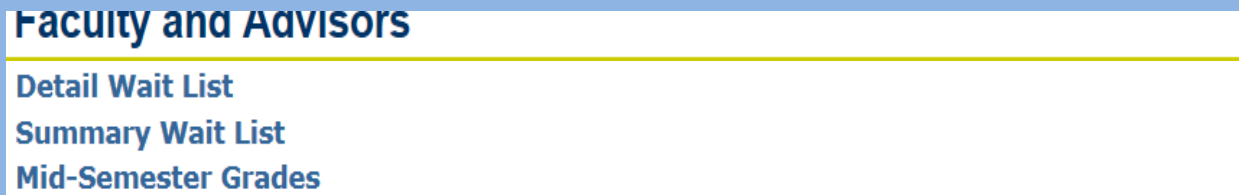
Main Menu

Faculty & Advisors

Enter Grades and Registration Overrides. View Class Lists and Student Information

Official Census Day Class Rosters

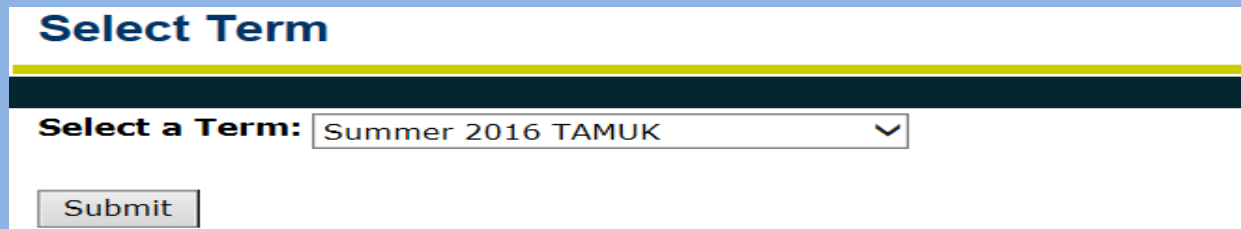
- **STEP 3:** On the next Menu select Mid-Semester Grades



Faculty and Advisors

Detail Wait List
Summary Wait List
Mid-Semester Grades

- **STEP 4:** The latest term will default on this drop down, please select the current term.



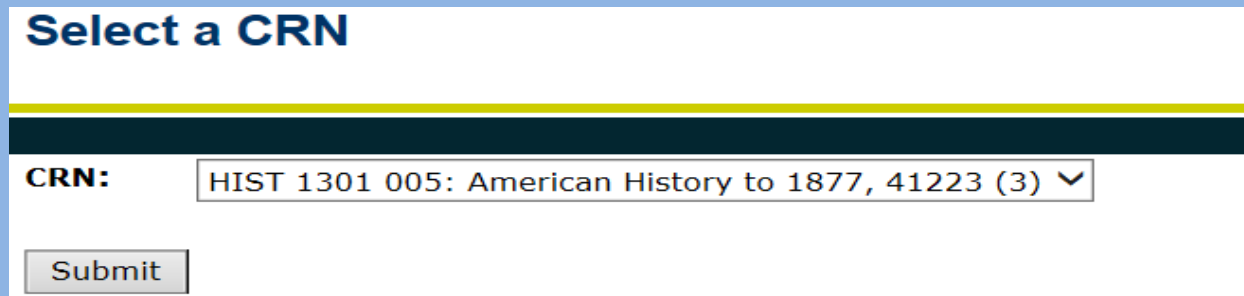
Select Term

Select a Term: Summer 2016 TAMUK ▼

Submit

Official Census Day Class Rosters

- **STEP 5:** From the drop down menu select the course which you would like to view and click **Submit**.



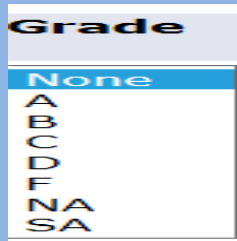
The screenshot shows a web form with the following elements:

- Select a CRN**: A title in blue text at the top of the form.
- CRN:**: A label in bold black text to the left of a dropdown menu.
- HIST 1301 005: American History to 1877, 41223 (3) ▼**: The text displayed in the dropdown menu, indicating the selected course and its CRN.
- Submit**: A button with a grey background and black text, located below the dropdown menu.

- This will bring up your Official Census Day Class Roster.

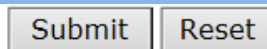
Official Census Day Class Rosters

- **STEP 6:** From the column titled **Grade**, you will ONLY select “SA” or “NA” from the drop down menu and enter this for any students that have Stopped Attending or Never Attended your class.




A screenshot of a dropdown menu titled "Grade". The menu is open, showing a list of options: "None", "A", "B", "C", "D", "F", "NA", and "SA". The "None" option is currently selected and highlighted in blue.

- **STEP 7:** When you have finished, click on **Submit** at the bottom of the page. Then if needed continue to the next set of students on the next page and repeat the process.



A screenshot of two buttons: "Submit" and "Reset". Both buttons are rectangular with a light gray background and a thin border.

 Please submit grades often. There is a 120 minute time limit on this page.

Official Census Day Class Rosters

- NOTE: For any students that are attending your class but DO NOT appear on your census day roster: 1) Must be instructed to come to the Javelina Enrollment Services Center (MSUB 132) to check on their registration. 2) An email must be sent notifying the Office of the Registrar of these students to millie@tamuk.edu and liza.farrell@tamuk.edu.
- Census Day reporting in Blue and Gold Connection is available for **one week** after the census date. These opening and closing dates will be available in the Important Dates Memo sent by our office at the beginning of each term. (Memo will be emailed to all faculty prior to Census Day and opening of web grading.)

Questions

- Please contact the Office of the Registrar at:
 - Phone: 361-593-2811
 - Email: registrar@tamuk.edu