



12TH CLASS DAY CENSUS ROSTERS

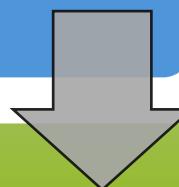
A STEP-BY-STEP TUTORIAL TO
RECORDING CENSUS DAY STATUS IN SAIL





12TH CLASS DAY CENSUS ROSTERS

The Midterm Grading cycle will always open on the census date/12th class day for a long term. This date will be given on the Important Dates Memo sent by our office at the beginning of each term.



12th Day Census Rosters will be available to Faculty through SAIL:
<http://sail.tamucc.edu/portal.html>



You will report any students that have stopped attending your class as "SA" or never attended as "NA".



12TH CLASS DAY CENSUS ROSTERS

[SAIL LOG IN](#) ▶

From the Main Menu select **Faculty and Advisors.**



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From the Faculty and Advisors menu select **Grades**.



The screenshot shows a web interface for 'Faculty Services'. At the top, the Texas A&M University Corpus Christi logo is visible. Below it, a large 'Faculty Services' heading is displayed. To the left of the heading is a black square placeholder for a profile picture. To the right of the placeholder, the text 'Hello [REDACTED]' is shown. Below the heading, a 'Faculty/Advisor Self Service' section is present. Under this section, there are two tabs: 'Personal Information' and 'Faculty/Advising'. The 'Faculty/Advising' tab is highlighted with a green background. A list of service options follows, with the 'Grades' option highlighted by a green rectangular box. The other options in the list are: Class List, Advising Student Profile, Grades, Week at a Glance, Detail Schedule, Faculty Workload Review, Remove ABET Faculty Mentor registration holds, and Syllabus Information.

- Class List
- Advising Student Profile
- Grades**
- Week at a Glance
- Detail Schedule
- Faculty Workload Review
- Remove ABET Faculty Mentor registration holds
- Syllabus Information

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Select **Midterm Grades.**



Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades

Final Grades

My Courses

Grading Status

Rolled

Subject

▼

Not Started

Not Started

MATH - Mathematics

Completed

Not Started

CHEM - Chemistry

In Progress

Not Started

BIOL - Biology



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Select the course then click to view **“Student Roster”**.

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section
Not Started	MATH - Mathematics	1314	001
Not Started	CHEM - Chemistry	1412	001
Not Started	BIOL - Biology	1407	001

Not Started	Not Started	FINA - Finance	3351	Z01	INSURANCE PRINCIPLES	202509 - Fall Full Term 2025	82743	⋮
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Student Roster

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This will bring up your **Class Roster**

From the column titled **“Midterm Grade”**, you will select **“SA”** or **“NA”** from the drop-down menu and enter this for any students that have Stopped Attending or Never Attended your class. For 12th Census Day Roster reporting these are the ONLY values that you will select.

Midterm Grade	Last Attend Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

A dropdown menu is shown on the right, listing options: None, A, AH, B, BH, C, CH, CR, D, DH, F, FH, I, IP, SA, SP, UP. The 'None' option is selected and highlighted with a green box around the dropdown button.



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When you have finished click on the SAVE button at the bottom of the page. Be sure you are saving and submitting your work at least every 15 minutes. If needed continue to the next set of students on the next page and repeat the process. Only 25 students appear on each page. Repeat this process for any other course(s) you are teaching.





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NOTE: For any students that are attending your class but DO NOT appear on your official census day roster:

1. Must be instructed to come by the Office of the University Registrar to check on their registration.
2. An e-mail must be sent notifying the Office of the University Registrar of these students. Send e-mail notification to registrar@tamucc.edu.

Census Day reporting in SAIL is available for one week after the census date. The opening and closing dates will be available in the Important Dates Memo sent by our office at the beginning of each term.