

TO: CREDIT FACULTY

FROM: Robin Rihacek, Director
Admissions, Registration & Records

SUBJECT: FINAL CLASS LIST

- On the date specified on the Schedule for Deliver of Class Materials, your Final Class List will be available on a paper copy delivered to the Department Office and on your computer in spreadsheet format (when signed on to a computer at either the main campus or UCC campus) under: “My Network Places, Microsoft Windows Network, Tic, Sscpmcp, CLASSLISTS”, then under the appropriate term: SUM (summer), FAL (fall) or SPR (spring).
- If a student is not on your list, but has a paid registration, contact Robin Rihacek @ rrihacek@southsuburbancollege.edu no later than one week after the class begins.
- **Students may not remain in class without a paid receipt.**
- Per ICCB mandate, it is your obligation to maintain accurate attendance throughout the semester.
- For Final Withdrawal Date information, please check the current academic calendar or the Delivery Schedule.