CLASS ROSTERS

Accessing/Viewing your Class Roster

1. Log into your NOW account by clicking WVNCC NOW Login
2. Click on Faculty and Advisors
3. Select Mid-Term Grades and Administrative Withdrawal
4. Select the Term
5. Select the CRN of the class roster you want to view

Student is attending, but not listed on the class roster

- Submit an email to Tracy Jenkins including the name and Northern ID number of any student who attends class, but whose name does not appear on the class roster. *This does not register the student in the class*.
- Instruct the student to register for the course at the Service Center using a Late Registration Form. The form is available online from the Registrar's Office website, but will not be processed without your initials.
- **Inform the student that s/he is not permitted to attend class until properly registered (this includes payment). When the student is properly registered, his/her name will appear on the class list.**