To: All Faculty

From: Geryl Kinsel, Associate Director/Records and Registration Services

Fall 2017 semester class rosters are available to you online in real time from your Faculty Dashboard on the myESU portal. Faculty members may administratively add or remove students from their classes.

**Roster Verification** is required for each section you are teaching. **Freeze File occurs on September 18, 2017.** These official figures are the foundation for our state allocation as well as our performance funding. It is important that you complete the Roster Verification process by the end of day on September 12, 2017.

Please see below guide for submitting Roster Verification.

1. Roster Verification can be submitted by clicking on the “heads” next to your sections in your faculty dashboard.
2. Click on the enter button under the Midterm grade column.

3. This will direct you to the Midterm Grade Attendance page where you can report whether a student is attending your class under the “Attended Hours” column.
   - Students who are attending the class should receive a one (1) in the attended hour’s column circled below.
   - Students who are NOT attending should receive a zero (0) in the attended hour’s column shown below.
   - Click “submit” once you have completed the verification process
4. If all of your classes do not show under the faculty resources tab, click on the “Active Assignments” link shown below:

![Faculty Dashboard](image)

5. All of your active faculty assignments will be listed. You must click on the “Classlist” link in order to complete roster verification.

![Physical Education Student Teaching - PETE 440 1](image)

6. Roster Verification is a validation of student attendance. Roster Verification can be submitted multiple times for each section and is due by end of day September 12, 2017. This information will ensure the most accurate enrollment is recorded. The Student Enrollment Center will start processing roster verifications on September 13th at which point students who have been indicated as not attending with a zero (0) in the attended hour’s column will be removed from sections.

7. **Students requesting to be added to sections:**
   If you are allowing a student to be added to your section, you can issue the student a “Registration Override” to secure their place in the section. When you issue a “Registration Override” through your MyESU Portal, the student must go into their portal and register themselves for the class in order to be added to the section. Please be aware of your classroom capacity when issuing student registration overrides.

   Registration Overrides will not function after September 5th as students will not be able to add themselves into the class via their portal. If you are requesting students to be added to sections after September 5th please email records@esu.edu with the student ID number and CRN of the section you would like the student added to.

   *Please note: Instruction on issuing a Registration Override can be found under the Faculty Announcement tab.*

   Please see below for additional withdrawal dates for the Fall 2017 semester:
   - The last date to withdraw from a quarter 1 course is September 29.
   - The last date to withdraw from a full semester course is November 1.
   - The last date to withdraw from a quarter 2 course is November 21.

   More information and important dates can be found on the [academic calendar](#).