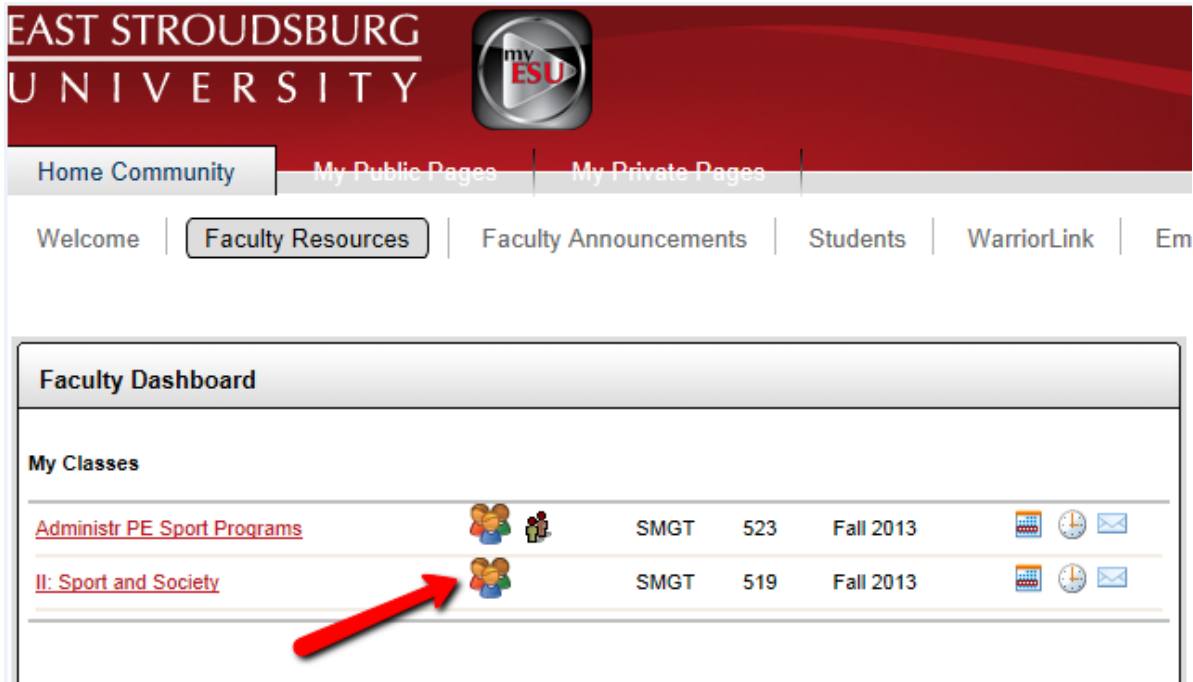To: All Faculty

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

Spring 2019 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 February 8, 2019. 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 February 4, 2019.**

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.

Course Information
Anlys Of Teach Phys Ed Lab - PETE 343 A2
CRN: 90088
Duration: Aug 26, 2013 - Dec 13, 2013
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	12	8
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Grade D
1	Chesley, Brian T.	000169813	**Registered via Web**	Undergraduate	0.000	Enter	
2	Diskin, Charles R.	000172979	**Registered via Web**	Undergraduate	0.000	Enter	
3	Frankel, Maxwell L.	000205664	**Registered via Web**	Undergraduate	0.000	Enter	
4	Frew, Scott M.	000166278	**Registered via Web**	Undergraduate	0.000	Enter	
5	Jones, Timothy M.	000222062	**Registered via Web**	Undergraduate	0.000	Enter	
6	Kroptavich, Kelli M.	000220108	**Registered via Web**	Undergraduate	0.000	Enter	
7	Rose, Rachael	000166741	**Registered via Web**	Undergraduate	0.000	Enter	
8	Seraut, Lauren J.	000165094	**Registered via Web**	Undergraduate	0.000	Enter	
9	Stravinski, Carl C.	000157583	**Registered via Web**	Undergraduate	0.000	Enter	
10	Tirino, Trevor K.	000166817	**Registered via Web**	Undergraduate	0.000	Enter	
11	Upright, Troy M.	000166193	**Registered via Web**	Undergraduate	0.000	Enter	
12	Van Derveer, Samantha J.	000165661	**Registered via Web**	Undergraduate	0.000	Enter	

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**

Mid Term Grades

ⓘ Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
GE: Introduction to Art - ART 101 1
CRN: 90162
Students Registered: 61

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:36 pm on Aug 27, 2013 for this page.

Record Sets: 1 - 25   26 - 50   51 - 61

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Alegre, Guillem	000241718	3.000	**Registered** Apr 29, 2013	None ▾			11	✉
2	Anderson, Kyon B.	000239275	3.000	**Registered** Apr 29, 2013	None ▾			12	✉
3	Appezzato, Margaret G.	000237028	3.000	**Registered** Jun 12, 2013	None ▾			120	✉

4. If all of your classes do not show under the faculty resources tab, click on the "Active Assignments" link shown below:

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

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 February 4, 2019. This information will ensure the most accurate enrollment is recorded. The Student Enrollment Center will start processing roster verifications on February 5th 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 January 29th 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 January 29th 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 Spring 2019 semester:

- The last date to withdraw from a quarter 3 course is January 25.
- The last date to withdraw from a full semester course is April 9.
- The last day to withdraw from a quarter 4 course is April 18.

More information and important dates can be found on the academic calendar.