

To: All Faculty

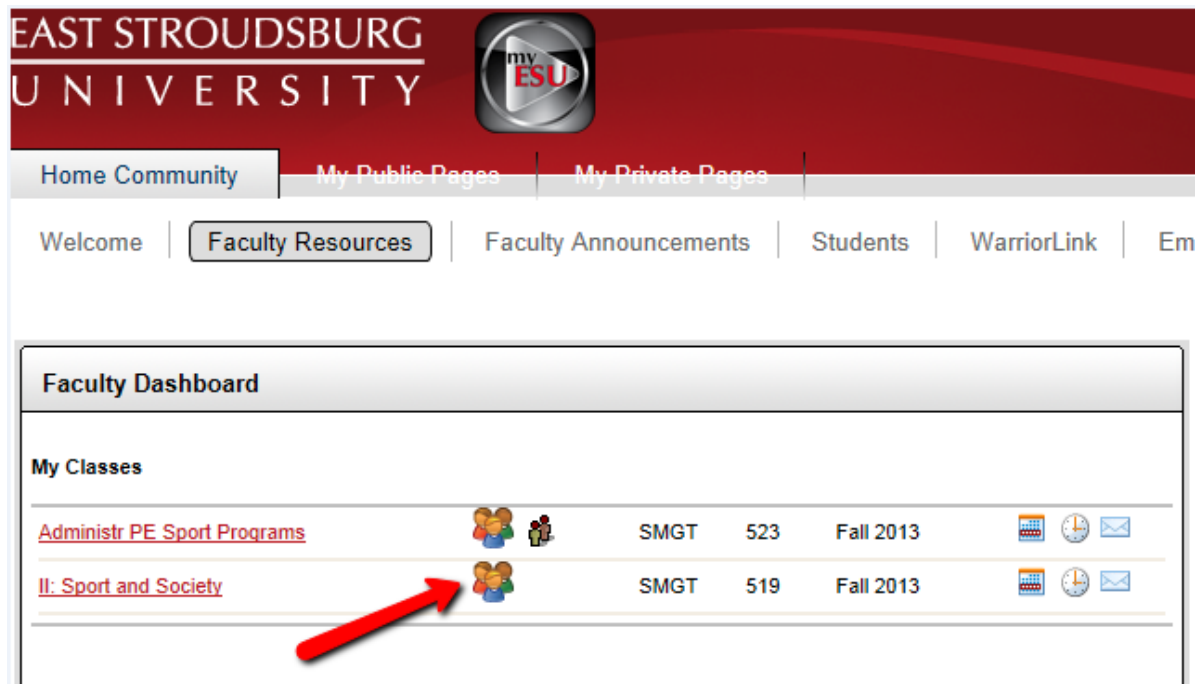
From: Geryl Kinsel, Associate Director/Records and Registration Services

Fall 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.

**Verification** process is required for each section you are teaching. **Freeze File occurs on September 16, 2019.** These official figures are the foundation for our state allocation as well as our performance funding. It is important that you complete the Verification process by the end of day on September 9, 2019.

Please see below guide for submitting Verification.

1. Verification can be submitted by clicking on the “heads” next to your sections in your faculty dashboard.



**EAST STROUDSBURG UNIVERSITY**









**myESU**

Home Community | My Public Pages | My Private Pages

Welcome | **Faculty Resources** | Faculty Announcements | Students | WarriorLink | Em

**Faculty Dashboard**

**My Classes**

<a href="#">Administr PE Sport Programs</a>		SMGT	523	Fall 2013	  
<a href="#">II: Sport and Society</a>		SMGT	519	Fall 2013	  

2. Click on the enter button under the Midterm grade column.

**Course Information**

**Analysis 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 page where you can report whether a student has completed any academic related activity. This action is found 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**

**i** 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

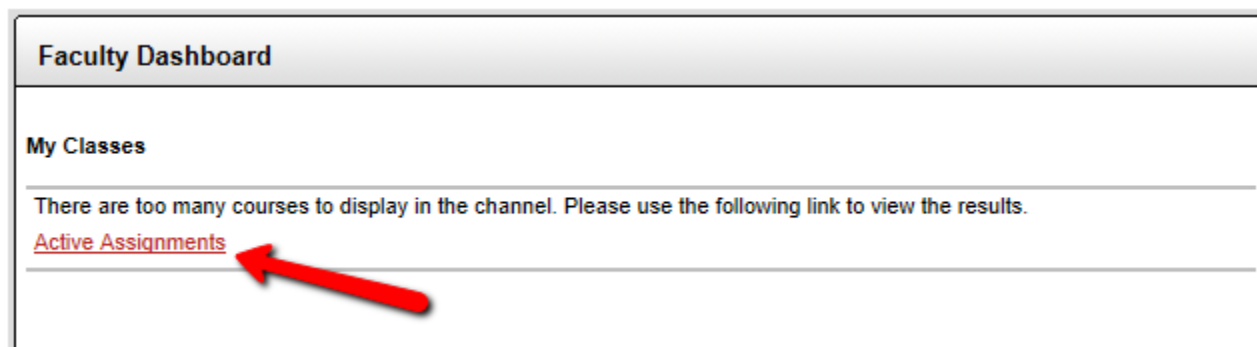
**!** Please submit the grades often. There is a 60 minute time limit starting at 03:36 pm on Aug 27, 2013 for this page.

**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	Appazzato, 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 verification.

**Physical Education Student Teaching - PETE 440 1**

<b>Associated Term:</b>	Fall 2013	<b>Credits:</b>	3.000
<b>CRN:</b>	90099	<b>Grade Mode:</b>	Audit , Pass/fail , Standard
<b>Status:</b>	Active	<b>Course Level:</b>	Undergraduate
<b>Schedule Type:</b>	Student Teaching	<b>Syllabus:</b>	<a href="#">Add</a>
<b>Instructional Method:</b>	Classroom	<b>Office Hours:</b>	<a href="#">Add</a>
<b>Campus:</b>	Main Campus (200 Prospect St)	<b>Roster:</b>	<a href="#">Classlist</a>
<b>Available for Registration:</b>	Apr 01, 2013 to Sep 01, 2013	<b>Detail Schedule:</b>	<a href="#">Display</a>

6. Verification is a validation of academic related activity completed by the student. Verification can be submitted multiple times for each section and is due by end of day September 9, 2019. This information will ensure the most accurate enrollment is recorded. The Student Enrollment Center will start processing roster verifications on September 9th 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 3rd 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 3rd please email [records@esu.edu](mailto: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 2019 semester:

- The last date to withdraw from a quarter 1 course is September 27.
- The last date to withdraw from a full semester course is October 30.
- The last day to withdraw from a quarter 2 course is November 19.

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