Roster Verification Process

Drew University, Fall 2015
Roster verification process, WHY?

• Due to Federal requirements, it is essential that Drew verify names listed on class rosters.

• In past years at grading time, it has become evident that 1) many students sit in class without appearing on rosters, and 2) many students stop attending but fail to withdraw from the class.

• Therefore starting this fall Drew will be instituting two periods of “Roster verification.”
Withdrawal dates, Roster verification dates, Fall 2015

• For fall 2015, classes begin on Thursday, August 27.

• Students can add a class through Treehouse until 5pm on Friday, Sept 4.

• Students can drop or add a class with instructor permission through 5pm on Friday, Sept. 11.

• Roster Verification will start Monday, Sept. 14. During this week you will need to keep attendance via paper and submit your rosters to the Registrar’s office by Friday, Sept 18. (instructions to follow)
Treehouse Self Service
Roster Verification Dates for Fall 2015

• Monday, Sept 14 – Friday, Sept 18 (Paper)
• Monday, Dec 7 – Saturday, Dec 12 (Automated)
• NOTE: The December Roster Verification cycle will take place to review/prepare for final grading. Due to a large number of late adds and drops that take place during the semester, this process will need to take place twice. **This process will be automated via Banner Self-Service.**
Instructions-HOW?

• Go to TreeHouse.drew.edu
Select Faculty Tab
In Faculty Tools Box, select Summary Class List
Select a Term and click Submit
Choose your course from the CRN Drop Down Menu and click Submit.
You will see a list of your student names. Please print this page.

<table>
<thead>
<tr>
<th>Record</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student_Jane_F</td>
<td>002473222</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student_Joe_F</td>
<td>002473221</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>
For any student who is **NOT** attending class, with a *pen*, put a line through their name leaving the ID number visible. For any student who **IS** attending class, please leave blank (no mark is necessary for students attending class).
For example: Jane F 002473222 has been attending classes but Joe F. 002473221 has not been. We have crossed Joe F. out leaving his ID number and name legible.
What do I do if someone is attending but not on my list?

• Print their name and ID number at the bottom of your roster.
• Notify the student that they must petition to Academic Standing Committee (ASC) to add the class after the add/drop period.
  • [https://www.drew.edu/registrar/student/petitions-to-academic-standing](https://www.drew.edu/registrar/student/petitions-to-academic-standing)
• Please make sure your name, the course subject and section letter, and CRN is visible on your printed roster.
What will happen after you verify rosters?

• If you indicate a student has stopped attending we will send an email telling the student to withdraw from the class
Some helpful tips

• We understand it is difficult to learn all of your students names in the first two weeks of classes. To make this an easier process we suggest you run a class roster and pass it around your class for the first two weeks, before you submit your roster for verification. This way, you are able to keep track of who has been attending/not attending. Have each student initial next to their ID number to indicate their presence. For students not registered, have them write their first name, last name and ID number at the bottom of the sheet. Please notify this student that they need to register for your course by September 11, 2015.
Need help?

• Contact the Registrar’s office front counter at 973 – 408-3025 or email to REGIST@Drew.Edu.

• We are happy to assist with any questions you may have during the verification process.