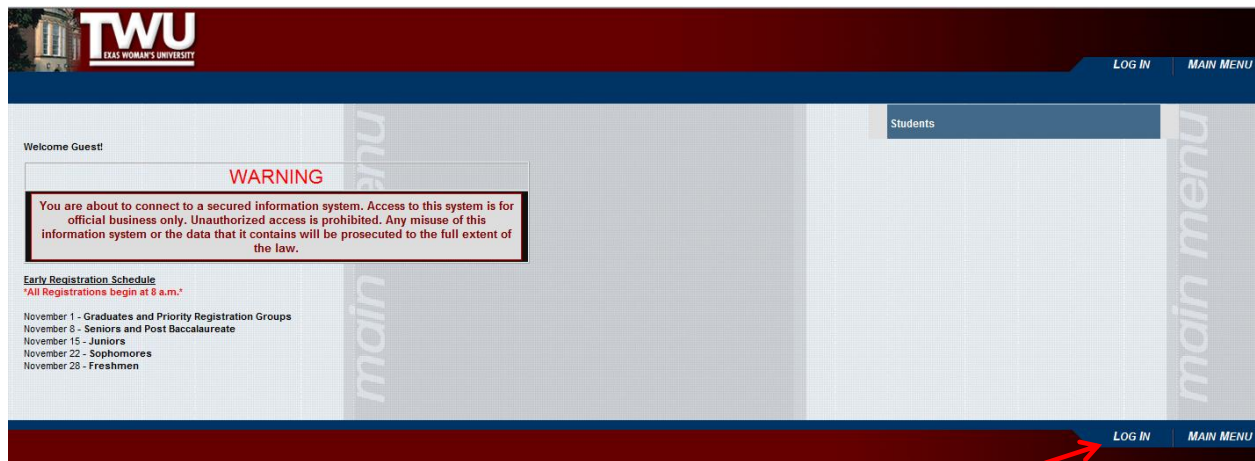


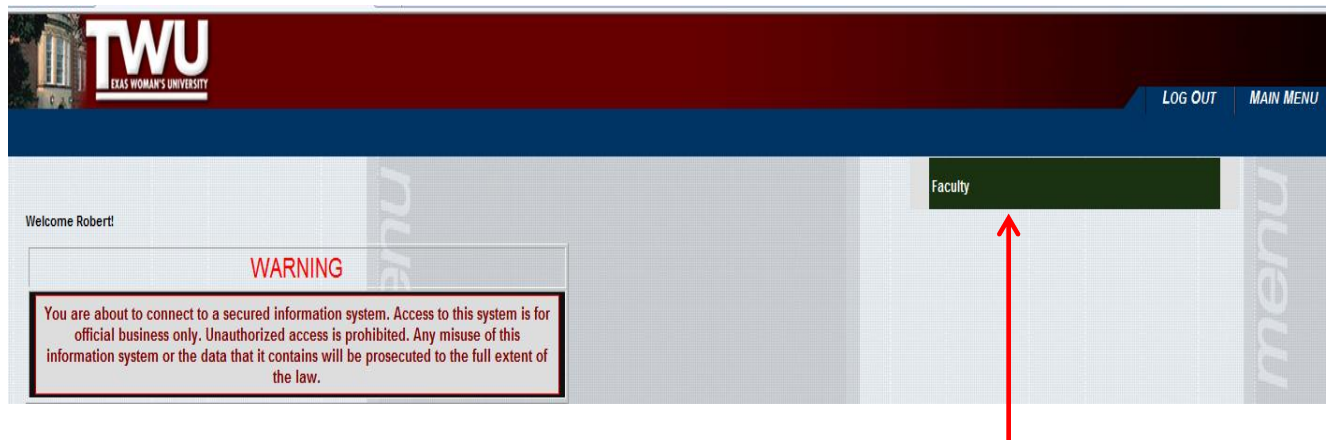
# Texas Woman's University Official Roster Verification Instructions



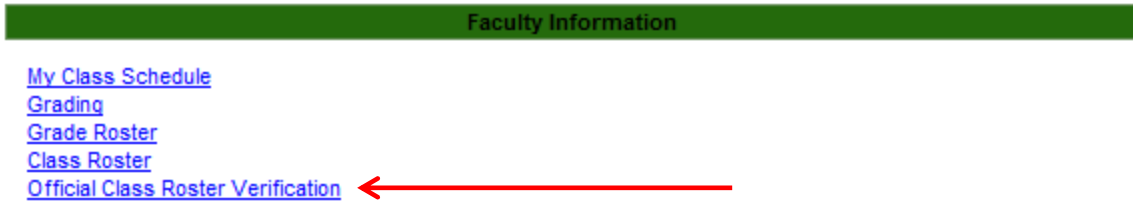
1. Go to <https://webadvisor.twu.edu>



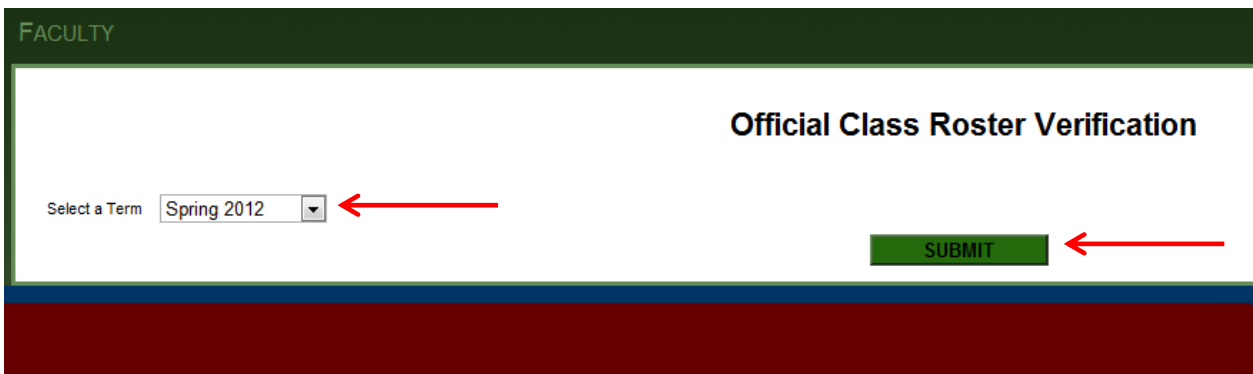
2. Click on the "Log In" tab in the lower right corner.
3. Log in, and then on the next screen, select the "Faculty" menu item to go to the WebAdvisor for Faculty Menu.



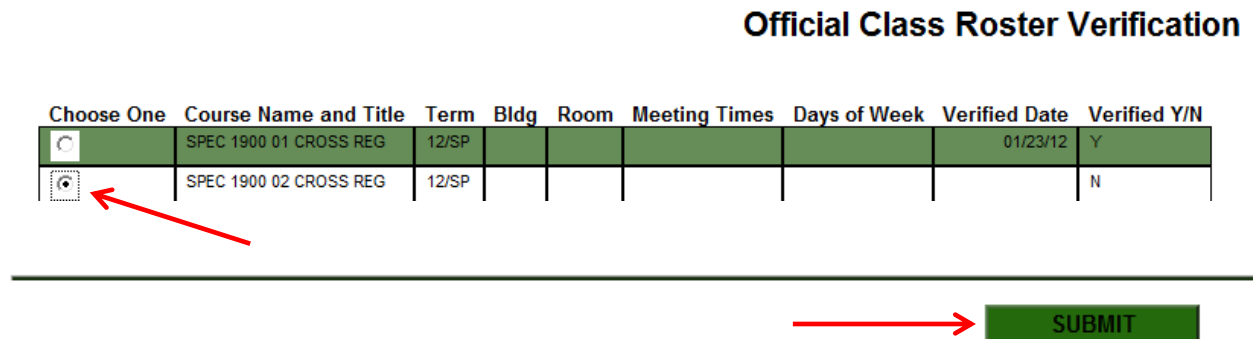
- At the WebAdvisor for Faculty Menu, select the "Online Class Roster Verification" link:



- Next, use the drop down menu to select the term for the roster to be verified and then click "Submit".



- The next screen will provide a list of courses for that selected term. Choose the course to verify by clicking on the radio button and then clicking on "Submit".



Once Submit is chosen, it may take a few seconds to bring up the class roster, depending on the size of the enrollment.

7. Carefully review each student.
  - a. If the student is attending, leave the "Attendance Status" with the default "Attending".
  - b. If the student had attended, but is longer attending, choose "Stopped Attending" from the "Attendance Status" drop-down menu and enter the last date the student attended in the field "Last Date of Attendance".\* Enter in format MM/DD/YYYY.
  - c. If the student has never attended, simply choose "Never Attended" from the drop-down menu.\*

\*Students indicated as Stopped or Never Attending still must initiate the drop or withdrawal, and will not be automatically dropped from the course on the basis of the roster verification.

Student	ID	Attendance Status	Last Date of Attendance
[Redacted]	[Redacted]	Attending	
[Redacted]	[Redacted]	Stopped Attending	1/31/12
[Redacted]	[Redacted]	Never Attended	

8. Students who dropped the course *after* the census date will appear on the roster with a "Current Status" of "Dropped". For those students, please indicate if the student never attended or stopped attending. If they stopped attending, please provide a last date of attendance if available.

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9. Students who are not on the roster but who have been attending class need to be directed to the Registrar's Office immediately. Please feel free to use the Comments section at the bottom of the roster to indicate any student attending the course that is not listed on the roster. **Listing the student in the comments section is just an indicator to the Registrar that the student is attending but not on the roster, and does not mean the student will be added. The student must contact the Registrar's Office to resolve.**

Comments

10. Once each student's status is verified, click on the box next to the statement "*I certify and confirm all attendance comments denoted above as an accurate reflection of the*

*student participation status in my course. I understand it is my responsibility to remove any students who are not on this roster manually from the Blackboard course companion and to cease in class participation for said students."*

11. Click Submit.



I certify and confirm all attendance comments denoted above as an accurate reflection of the student participation status in my course. I understand it is my responsibility to remove any students who are not on this roster manually from the Blackboard course companion and to cease in class participation for said students.

SUBMIT



12. Print the webpage and keep for your records.

13. Once the checkbox has been marked and "Submit" clicked, the course will now show a status of "Y" in the "Verified" field and the date in which it was verified in the "Verified Date" field.

### Official Class Roster Verification

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week	Verified Date	Verified Y/N
<input checked="" type="radio"/>	SPEC 1900 01 CROSS REG	12/SP					01/23/12	Y
<input type="radio"/>	SPEC 1900 02 CROSS REG	12/SP						N

#### Notes:

- Each course roster for the term must be verified.
- A student who has dropped the course prior to the census date will not appear on this roster.
- A student who has dropped or withdrawn from the course after the census date will have a status of dropped or withdrawn in the last column of the row. Please indicate last date of attendance when applicable.
- The University receives its appropriations of state funding based on the class rosters. In order for the University to receive all funding to which it is entitled, the names of all students attending your classes must appear on the rolls.
- Please remember that the Blackboard course student list is NOT the official class roster. Cross-reference the official roster for the course companion in Blackboard with the roster you receive and update the Blackboard roster accordingly. Please note, unless the student is officially approved to complete registration for the course, faculty will not receive workload credit nor will the student receive credit for the course.
- Please contact the Registrar's Office at 940-898-3036 if you have any questions.