

Submitting Roster Checks

Why Roster Checks are Required

- The Department of Education requires Seattle University to verify “Last Date of Attendance” to ensure we stay compliant with federal regulations regarding the treatment of Title IV Funds (Federal Financial Aid).
- Registration errors can be corrected in a timely fashion, thereby preventing unnecessary student billing and financial aid issues later in the term or academic year.
- The Roster Check process helps to ensure that our university census data is accurately reported.
- Students may only receive financial aid for classes that they are registered for and attending.
- Allows Public Safety personnel to locate students in case of emergency.

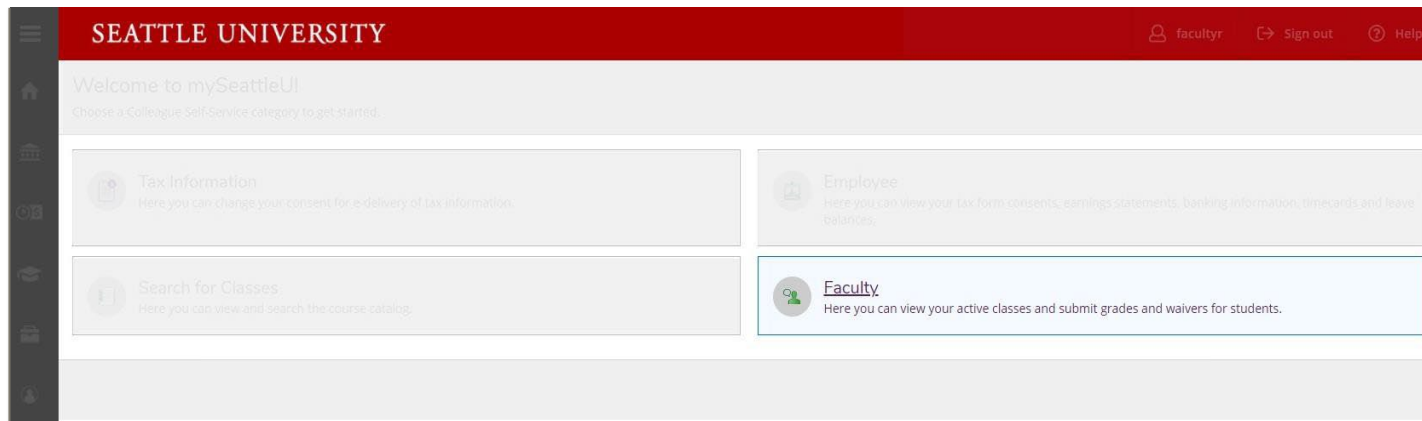
Instructions

Faculty will report roster check information through [MySeattleU](#) after the last day to add/drop courses for the quarter. This process will require you to make an attendance selection for *each student* and should indicate students' class attendance so far in the quarter, not students' attendance for an individual class session.

If a student was erroneously dropped from a course, they must submit a [Registration Change - Petition to the Dean \(e-form\)](#) and indicate a Late Add in order to be re-added to the course/roster.

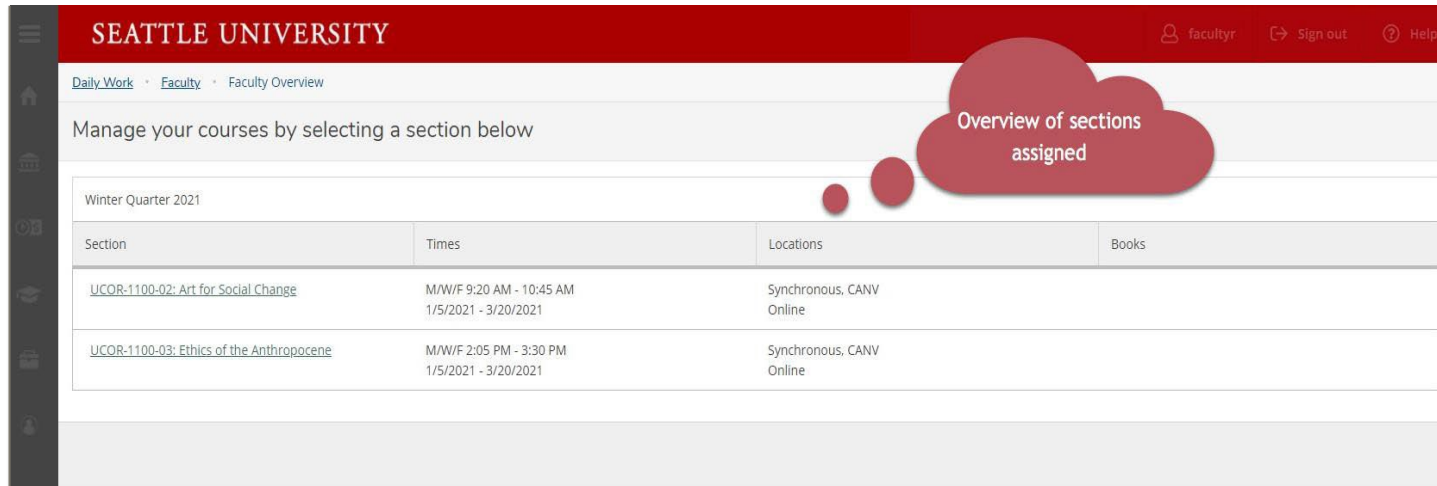
Step 1

Log in to [MySeattleU](#) and select Faculty.



The screenshot shows the MySeattleU homepage. The header is red with "SEATTLE UNIVERSITY" on the left and "facultyr Sign out Help" on the right. Below the header, there is a "Welcome to mySeattleU!" message and a prompt to "Choose a Colleague Self-Service category to get started." There are four main categories: "Tax Information", "Employee", "Search for Classes", and "Faculty". The "Faculty" category is highlighted with a blue border and contains the text: "Here you can view your active classes and submit grades and waivers for students."

Selecting Faculty will take you to an overview of the sections assigned to you.

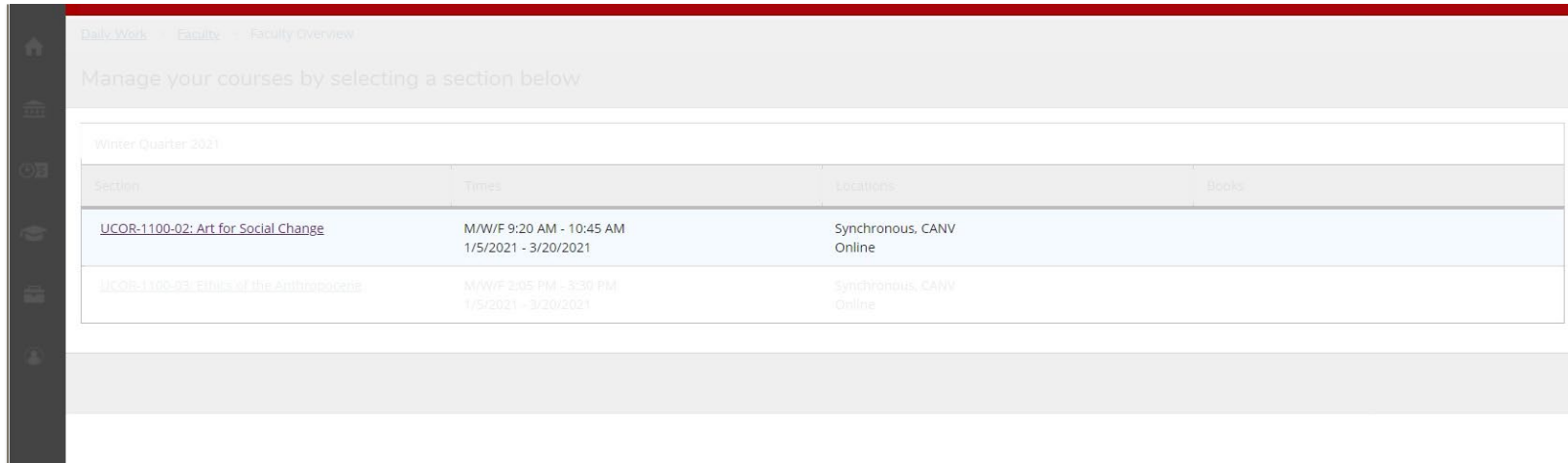


The screenshot shows the "Faculty Overview" page. The header is red with "SEATTLE UNIVERSITY" on the left and "facultyr Sign out Help" on the right. Below the header, there is a breadcrumb trail: "Daily Work > Faculty > Faculty Overview". The main heading is "Manage your courses by selecting a section below". A red callout bubble with the text "Overview of sections assigned" points to the table below. The table has columns for "Section", "Times", "Locations", and "Books".

Section	Times	Locations	Books
Winter Quarter 2021			
UCOR-1100-02: Art for Social Change	M/W/F 9:20 AM - 10:45 AM 1/5/2021 - 3/20/2021	Synchronous, CANV Online	
UCOR-1100-03: Ethics of the Anthropocene	M/W/F 2:05 PM - 3:30 PM 1/5/2021 - 3/20/2021	Synchronous, CANV Online	

Step 2

Select the section to view section details.

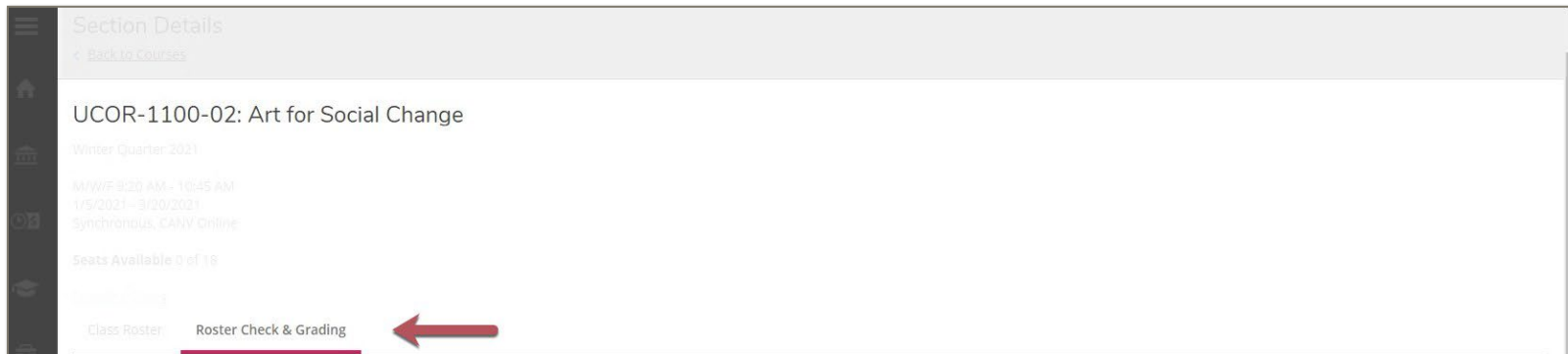


The screenshot shows a web interface for managing courses. At the top, there are navigation links: "Daily Work", "Faculty", and "Faculty Overview". Below this is a header that says "Manage your courses by selecting a section below". The main content area is titled "Winter Quarter 2021" and contains a table with the following data:

Section	Times	Locations	Books
UCOR-1100-02: Art for Social Change	M/W/F 9:20 AM - 10:45 AM 1/5/2021 - 3/20/2021	Synchronous, CANV Online	
UCOR-1100-03: Ethics of the Anthropocene	M/W/F 2:05 PM - 3:30 PM 1/5/2021 - 3/20/2021	Synchronous, CANV Online	

Step 3

In Section Details, select *Roster Checks & Grading*

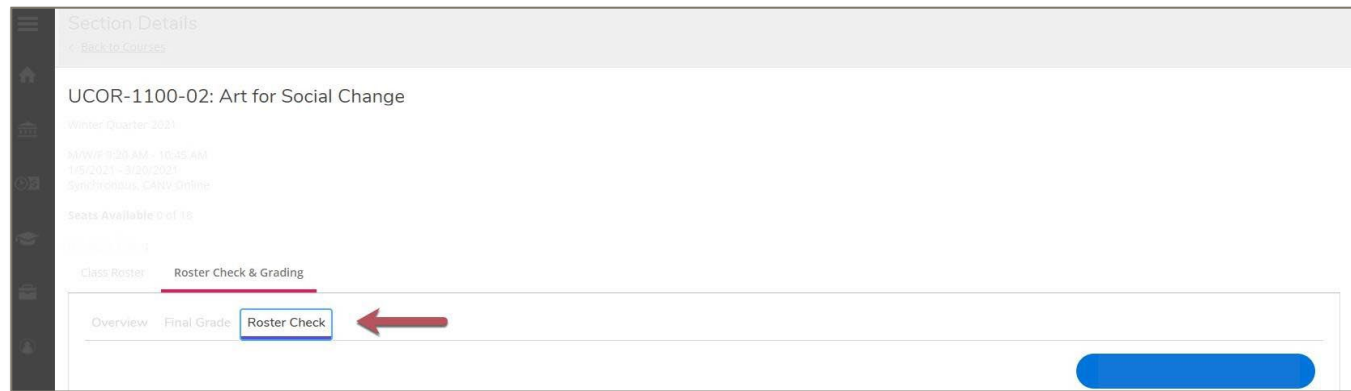


The screenshot shows the "Section Details" page for the course "UCOR-1100-02: Art for Social Change". The page includes the following information:

- Section Details
- [Back to Courses](#)
- UCOR-1100-02: Art for Social Change
- Winter Quarter 2021
- M/W/F 9:20 AM - 10:45 AM
- 1/5/2021 - 3/20/2021
- Synchronous, CANV Online
- Seats Available 0 of 18
- Quick Links
- Class Roster: **Roster Check & Grading** (indicated by a red arrow)

Step 4

Below *Roster Checks & Grading*, select *Roster Check*



Step 5

You will now see your class roster for that section. You must make a selection for *each individual student*. There is not a “select all” option. Carefully read and select the proper designation based on the 4 possible scenarios below. There is no submit button. Changes can be made up until the deadline.

Class Roster Roster Check & Grading

Overview Roster Check

Student Name	Student ID	Never Attended	Last Date of Attendance	Roster Check Attendance (AT-Attending; NT-Not Attending)	Cl
Student Name 1	111111	<input type="checkbox"/>	M/d/yyyy	Select	So
Student Name 2	111111	<input type="checkbox"/>	M/d/yyyy	Select	So
Student Name 3	111111	<input type="checkbox"/>	M/d/yyyy	Select	So
Student Name 4	111111	<input type="checkbox"/>	M/d/yyyy	Select	Se
Student Name 5	111111	<input type="checkbox"/>	M/d/yyyy	Select	So

Scenario 1

If a student is attending class sessions or has indicated that they intend to attend your class, select **AT** and move on to the next student.

Roster Check Attendance (AT-Attending; NT-Not Attending) ⌵

AT ⌵

Select ⌵

Select ⌵

Scenario 2

If a student *has not* attended your class and *has not* notified you that they intend to attend your class, check the **Never Attended** box and select **NT** and move on to the next student.

<p>Never Attended ⌵</p> <p><input checked="" type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p>	<p>Roster Check Attendance (AT-Attending; NT-Not Attending) ⌵</p> <p>NT ⌵</p> <hr/> <p>Select ⌵</p> <hr/> <p>Select ⌵</p> <hr/> <p>Select ⌵</p> <hr/> <p>Select ⌵</p> <hr/>
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Scenario 3

If a student is attending class sessions but has indicated that they are no longer going to attend your class, select **NT** and indicate the student's **Last Date of Attendance** and move on to the next student.

Roster Check Attendance (AT-Attending; NT-Not Attending)	Last Date of Attendance
NT	01/06/2023
Select	
Select	M/d/yyyy
Select	
Select	M/d/yyyy

Scenario 4

If a student is attending and is not on the roster, they are not registered for your course. The student must submit a [Registration Change - Petition to the Dean \(e-form\)](#) and indicate a Late Add in order to be added to the course/roster.

SEATTLEU Registration Change - Petition to the Dean

STUDENT INSTRUCTIONS:

- This form is for current and next term registration issues that cannot be completed in mySeattleU.
- Provide all of the information requested below and then click the button to submit the form.
- You must take care of any financial holds with Student Financial Services before this form can be processed.

Student Information

Student Name, SUID, Date, College, Class Level, Major, Advisor's Name, Advisor's Email, Is this for Summer?

Registration Change Options

LATE ADD

Additional fees may be applied per course listed below.

STUDENTS: You may enter in up to six (6) courses below. Faculty members must sign and approve each course.

FACULTY: You must approve or deny the Late Add request, enter in the First Date of Attendance, type in your name and select today's date to sign the form.

Subject and Course #	Section #	Course Title	Credits
EX: UCOR 1100	EX: 01	EX: Ecocriticism and Sustainability	0

Faculty Name, Faculty Email