How to Verify Rosters

Procedures for ALL INSTRUCTORS

Step 1) Log in to MyUWG. Click on the BanWeb Tab. Select Faculty & Advisors.

Step 2) Select Verification Class Roll
Step 3) Select Term and click Submit

Select Term

Select a Term: Spring Semester 2015

Submit

Step 4) Select the CRN and click Submit

Select CRN

CRN: PSYC 1101 15: Intro to General Psychology, 12523 (2)

Submit

Step 5) Review the roll carefully and submit only after all students have been updated. You will not be able to log back into this CRN, unless student’s are added or reinstated into the course. Select Attend or Never for each student and click Submit. 

(If the student has attended at least one class session, please mark them as ATTEND.)

Enrollment Verification

Record Number | Student Name | ID | Attendance
---|---|---|---
1 | Shauntell | 917 | Attend
2 | Andrew | 917 | Never

Revised February 9, 2015
**Step 6)** Receive notification of saved successfully *(If you don’t receive this, you have NOT completed your verification)*

<table>
<thead>
<tr>
<th>Class Roll Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Information</strong></td>
</tr>
<tr>
<td>Introduction to General Psychology - PSYC 1101 15</td>
</tr>
<tr>
<td>CRN: 12523</td>
</tr>
<tr>
<td>Students Registered: 2</td>
</tr>
</tbody>
</table>

⚠️ Please review the class roll carefully. Submit once only after all "never attends" have been entered. No changes can be made on the roll after submission. Phone 678-839-6438 in the event an attendance record should be changed after you have submitted.

⚠️ Please submit the grades often. There is a 45 minute time limit starting at 03:23 pm on Feb 09, 2015 for this page.

**The grade or Last Attend Date changes you made have been saved successfully.**

**Step 7)** To Verify another Section, click CRN Selection at the bottom

**IMPORTANT**

The new federal regulation requires Financial Aid Offices to verify that students who get F’s in a course actually "earned" the F, as opposed to getting an F because they never attended. (This regulation applies to students who received financial aid to pay for courses).

The Financial Aid office will contact each professor who assigned a grade of F to a student - IF that professor did not confirm attendance through the existing class roster verification process or at the end of the term during grade reporting. **This new process will not apply to faculty who verify their class rosters.** It will only be used with those whose names show up on the "Did Not Verify Class Roster" list.

Revised February 9, 2015