

## **ENROLLMENT VERIFICATION ROSTERS**

Mid-term enrollment verification rosters (pink sheets) will be distributed to the academic units on Friday, October 2. These rosters list all students officially enrolled in your courses. If you receive a roster for a course you are not teaching, or are missing a roster for a course you are teaching, please call the Office of the Registrar at 520-5537.

Listed below are the processing steps:

1. Use the enrollment verification roster to inform the Office of the Registrar who is/is not attending. Draw a line through the name of each student who is not attending class.
2. At the bottom of the page, enter the names and student identification numbers of students who are attending class, but whose names do not appear on the roster. If the student is making up an incomplete grade, it is not necessary to note this student on the roster.
3. Consortium student names should print on your roster with a Program Code = CLN0. If you have a consortium student whose name does not appear, please write the student's name, identification number and home school on the bottom of your Enrollment Verification Roster.
4. ***Do Not Enter Any Grades on the Mid-Term Enrollment Verification Roster.***
5. Sign, date, and return all rosters to the Office of the Registrar by 5:00 p.m., Friday, October 16. Students with noted discrepancies on the Enrollment Verification Rosters will be notified by the Office of the Registrar the week of October 19.

## **MID-TERM GRADE ROSTERS**

To provide an evaluation of student performance, mid-term grades are requested for all enrolled freshmen students. Mid-term grade rosters are currently available through the OneStart Faculty Center and should be completed by Friday, October 16.

Please assign a letter grade (A+ through F; S or F for approved S/F graded courses) for each student on the mid-term grade roster. The following special mid-term grades may be used to provide additional information:

- Students who have never attended should be assigned a grade of FM.
- Students who are currently failing due to sporadic attendance should be assigned a grade of IM.

If you have any questions regarding these rosters, please contact Linda Kinch (x5537), Craig DeMyer (x4871), Terri Langel (x4452) or me.

Thank you,

Jeff M. Johnston  
Registrar  
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