

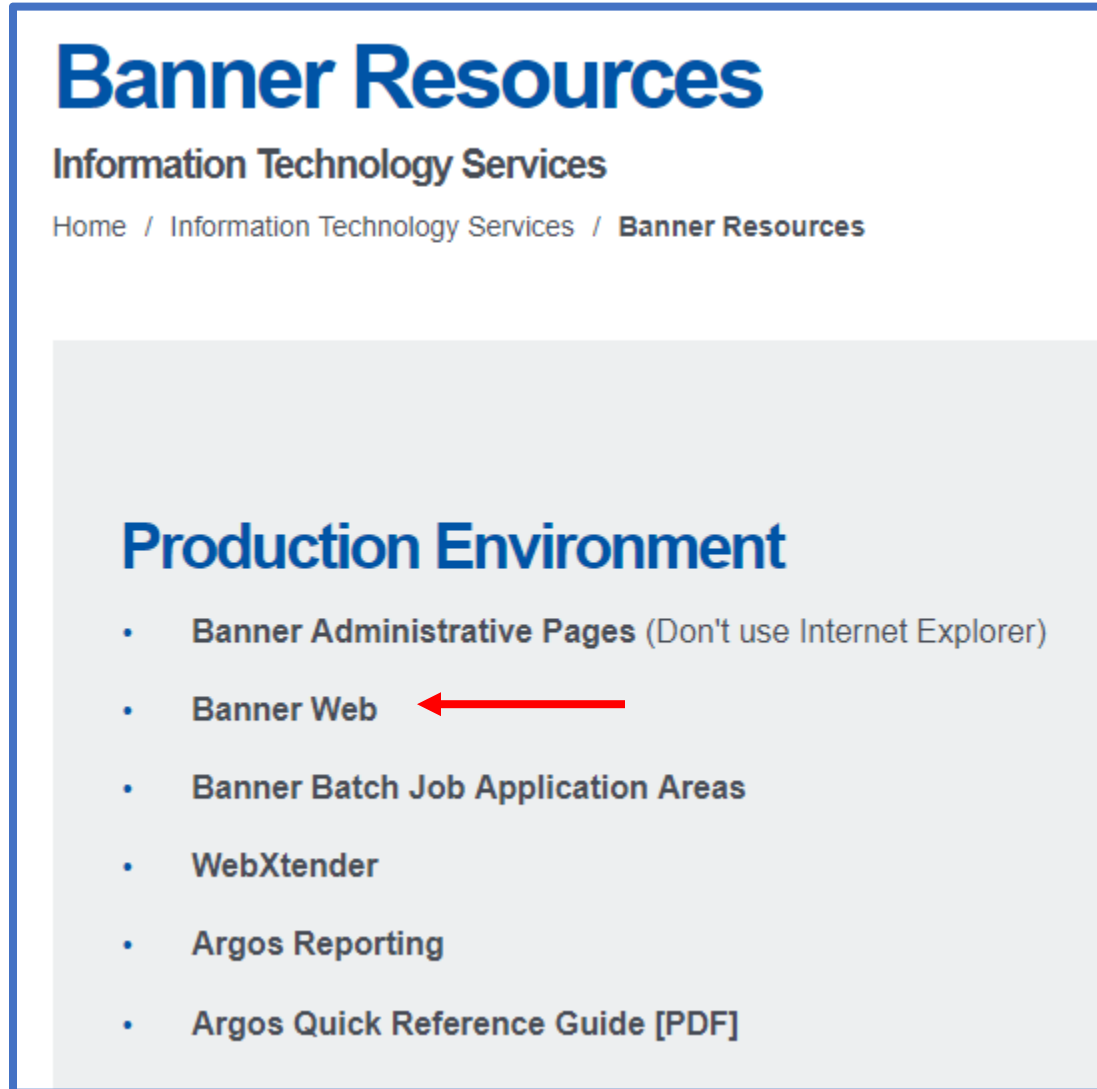
# Roster Verification

Federal regulations require Financial Aid Offices to verify that financial aid recipients who receive 'F' grades in a course actually "earned" the F, as opposed to receiving a grade of 'F' because they never attended.

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 Roster Verification process or during final grade submission.

**\*\*\* Please note the Registrar's Office will no longer be able to verify rosters for faculty. All must be verified in Banner Web by the faculty member assigned as instructor of the course.**

1. Login to Banner Web using UWG credentials. To navigate to the Banner Web login page visit [www.westga.edu/its/banner-resources.php](http://www.westga.edu/its/banner-resources.php) and click on **Banner Web** under Production Environment.



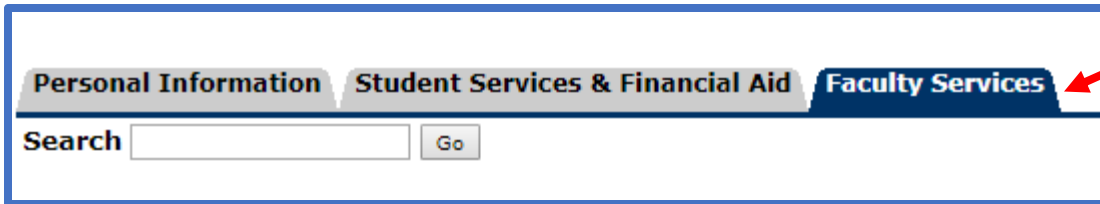
**Banner Resources**  
Information Technology Services

Home / Information Technology Services / **Banner Resources**

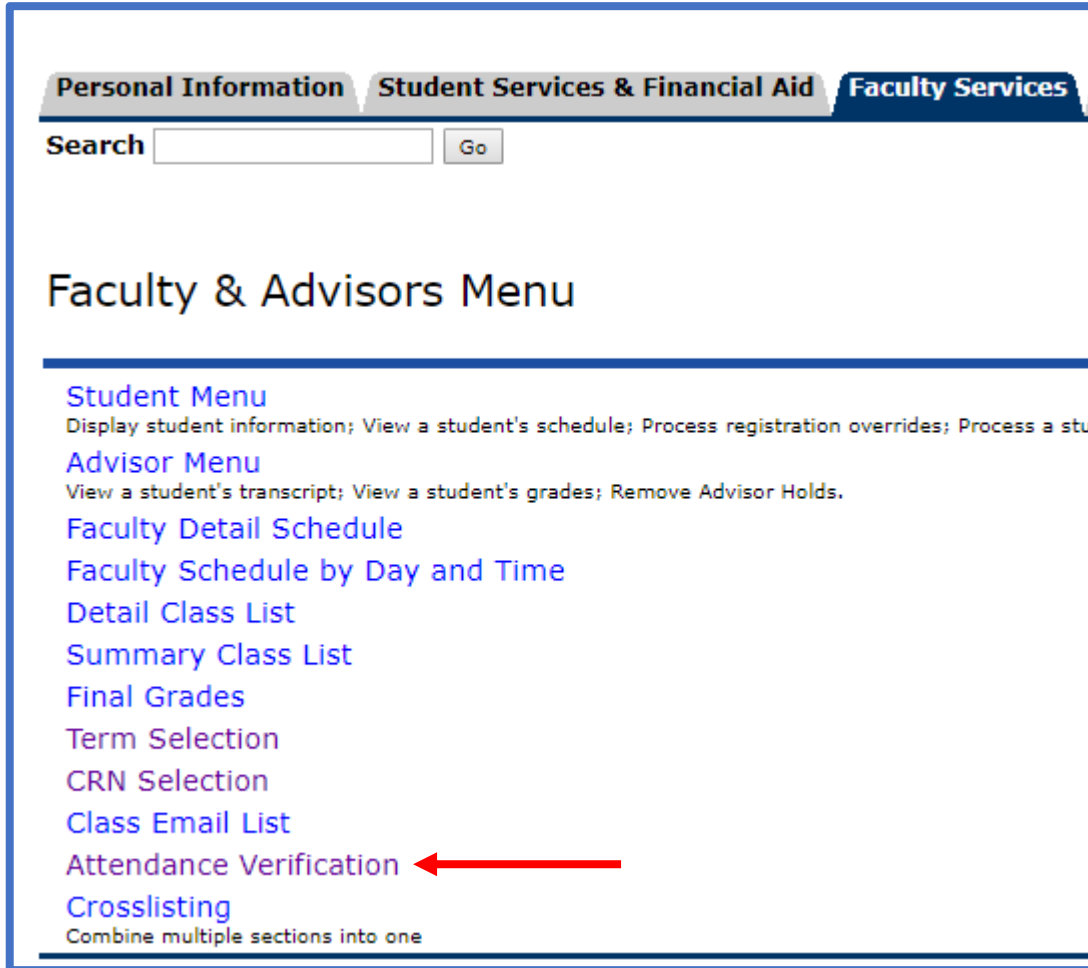
## Production Environment

- **Banner Administrative Pages** (Don't use Internet Explorer)
- **Banner Web** ←
- **Banner Batch Job Application Areas**
- **WebXtender**
- **Argos Reporting**
- **Argos Quick Reference Guide [PDF]**

2. Once you are logged in to Banner Web. Click on the **Faculty Services** Tab.



3. Next, Click on the **Attendance Verification** link.




4. Select the appropriate term from the dropdown box and click Submit.

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[Student Services & Financial Aid](#)
[Faculty Services](#)

Search

## Select Term

 Select the Term for processing then press the Submit Term button.


**Select a Term:**

5. Select the appropriate CRN from the dropdown box and click Submit. \*\*\*Please note all sections for the term will appear and not just sections within the current part of term. Only submit roster verification for parts of term that are currently being requested and for which the section has already started meeting.

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[Faculty Services](#)
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## Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

**CRN:**

6. The Course Information, Enrollment Counts, and Current Attendance Verification Counts will appear at the top of page as shown below.

## Attendance Verification

### Course Information

**Non-Western Art - ART 3210 E01**

**CRN:** 50865

**Duration:** Jun 03, 2019 Jul 26, 2019

**Status:** Active

### Enrollment Counts

	Maximum	Actual	Remaining
<b>Enrollment:</b>	20	24	-4
<b>Cross List:</b>	0	0	0

### Current Attendance Verification Counts

Attending	Not Attending
24	0

7. **Very Important:** Next, you will see a one-line section with a checkbox for you to verify completion of the verification of your roster. If you do not check this box, your roster will not be considered verified.

Check Here to Verify Completion of Attendance Verification Data Entry ==>  Section is currently - NOT VERIFIED -

8. Next, you will view your roster and **mark all students that have NEVER ATTENDED** your course under the **Check if Not Attending** column, and click **SAVE** once complete.



**\*\* ATTENTION! Only check the box for students who need to be marked as "Never Attend" \***

### Currently Enrolled Students - Attending

Check if Not Attending	Record Number	Student Name	ID
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]

## What to do if you made an error.

1. If you marked a student as Attend or Never Attend in error, return to the Attendance Verification link for the appropriate CRN and review your roster. If the Registrar's Office has not yet updated student records to issue a grade of 'W' for those marked as Never Attend, you can update to Attend by scrolling to the bottom of the page and looking at the section titled, "Currently Enrolled Students – Previously Marked as Not Attending." Simply check the box under the **Check if Attending** column and click **SAVE**.

<b>Currently Enrolled Students - Previously Marked as Not Attending</b>			
<b>Check if Attending</b>	<b>Record Number</b>	<b>Student Name</b>	<b>ID</b>
<input type="checkbox"/>	24	[REDACTED]	[REDACTED]

You may also mark additional students as Never Attend at this time, if you missed a student in the original submission, by following the same process as in step #8.

If the Registrar's Office has already updated student records to issue a grade of 'W' for those marked as Never Attend, the students you marked as Never Attend will no longer appear on your roster under the Attendance Verification link. Email the Registrar's Office at [registrar@westga.edu](mailto:registrar@westga.edu) with the student name and 917#, the CRN of the course, and a request to re-enroll the student in your course.