East Stroudsburg University - Student Enrollment Center

Roster Verification FAQ's

1. **Why do I have to process Roster Verification?**

Roster Verification is the process through which the university faculty verify which students are attending classes. This process is critical in ensuring the accuracy of student data reporting and in disbursement of federal and state financial aid. The enrollment numbers are submitted to PASSHE in order to determine funding for the university. Class Roster verifications are required to be submitted by all faculty for each section they are teaching. Faculty may administratively add or remove students from their classes during the Roster Verification period.

2. **How do I process Roster Verification?**

- Summary Class Lists are available to faculty online in real time from their Faculty Dashboard on the myESU Portal. For the fall semester, this process begins in August; for the spring semester this process begins in January.

- Faculty will need to verify their class rosters electronically. Verification will be done by using the "Midterm Grading Attendance" in the attend hours column. Faculty will use a zero (0) if the student is not attending or a one (1) if the student is attending. If a student is attending and not on the "Class List Midterm Grading Attendance" function, the faculty will be able to give the student a Registration Override to secure their place in the section.

- Updates to the student schedules will be processed by SEC and completed by the freeze file date each semester.

3. **What if I do not have access to the myESU Portal?**
Please contact one of the Records Team Counselors: Geryl Kinsel at 570-422-2811, June Pepe at 570-422-2830 or Erica Brilhart at 570-422-2873 or email records@esu.edu

4. **What if I have a student who is not on my class list but is attending my section?**
Before adding students to your section, please be aware of your classroom capacity. Classroom capacity can be found on the Portal on the Faculty Announcement Tab under Enrollment Management. If allowing a student to be added to your section, you can issue a "Registration Capacity Override" through your myESU Portal. You can issue a "Registration Capacity Override" until the add/drop period ends which is the 8th calendar day of the semester. Please inform the student that they must go into their myESU Portal and register themselves for the class. After the add/drop period, please send an email to records@esu.edu if you need to add a student to your class. The email should include the student's ID number and the CRN number of the course the student has been attending.

5. **What if I originally add/drop a student from my class by mistake?**
Faculty are able to go back into their myESU Portal and change the student attendance. If the student was not attending and you reported a "0" (non-attendance) and now the student is attending you may go back in and enter a "1" (student attending) up until the Wednesday of the

third week of the semester. Students are not able to accept a registration override after the add/drop period which is the 8th calendar day of the semester.

6. **What if my class list is different from my D2L list?**
If the student is on your class list but not on D2L, please call the Help Desk, 570-422-3789. If the student is on D2L and not on your myESU Portal class list you must have the student added through either a registration capacity override or an email to the Records Team.

7. **What if I have a student who attends the first week of the semester and does not attend the second week??**
Faculty are able to go back into their myESU Portal and change the student attendance up until the Wednesday of the third week of the semester. Students are not able to accept a registration capacity override after the add/drop period which is the 8th calendar day of the semester.

8. **How do I adjust student's enrollment after the freeze date?**
An email would need to be sent to records@esu.edu with the student's ID number and CRN number of the course with instructions of what needs to be processed.

9. **How do I make sure that my Roster Verification was submitted?**
A Missing Roster Verification report will be posted daily in the Reports folder on the Campus drive during Roster Verification week, which officially begins the second week of the semester and ends on the third Wednesday of the third week of the semester. Faculty will be able to view the sections and students that they have verified by clicking on the count of ID column.

10. **How do I find the Roster Verification Instructions?**
The Roster Verification Instructions are posted to the myESU Portal under the Welcome Tab and Faculty Resource Tab. For additional information on enrollment services processes, please follow the link to Instructional Resources.

Terminology:

- **ID –** Nine-digit number assigned to students. This number begins with three zeros.
- **CRN** – Course Registration Number. This is a five-digit number that begins with a 9 in the fall, 0 in the winter, 1 in the spring and 6 in the summer semesters.
- **Class List** – A list of students who are enrolled in a course section.
- **Roster Verification** – A process through which the university faculty verify student attendance.
- **Registration Override**- Faculty giving the student electronic permission to add a course through the myESU Portal. The student must go in to their myESU Portal and add the course.
- **myESU Portal**- Web access for faculty to view their course information and students' records. The myESU Portal can be accessed through the ESU website.
- **Freeze File**- The date in which ESU must report the official enrollment figures to PASSHE (PA State System of Higher Education).

Roster Verification Calendar:

Faculty will be sent 3 reminders to verify their Class Roster as follows: Thursday prior to Week 1, Thursday of Week 1 and Thursday of Week 2. Faculty will be able to officially begin the Roster Verification process the second week of the semester. Roster Verification will end on the Wednesday of the third week of the semester. Updates to the student schedules will be processed by the Student Enrollment Center (SEC) by the freeze file date each semester.