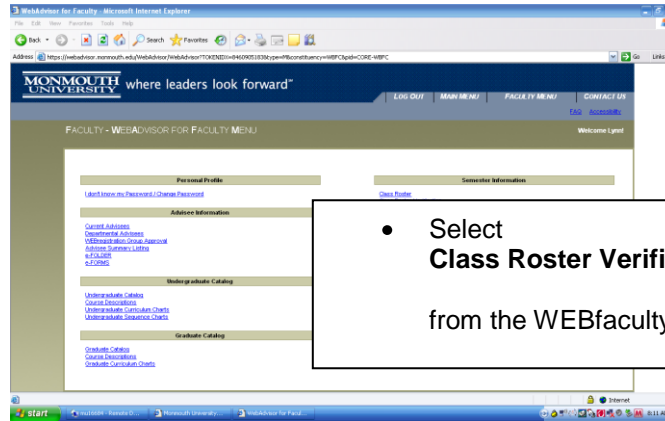
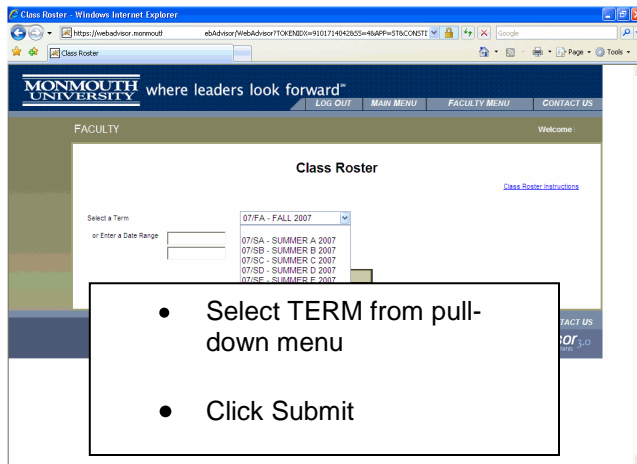


MONMOUTH UNIVERSITY

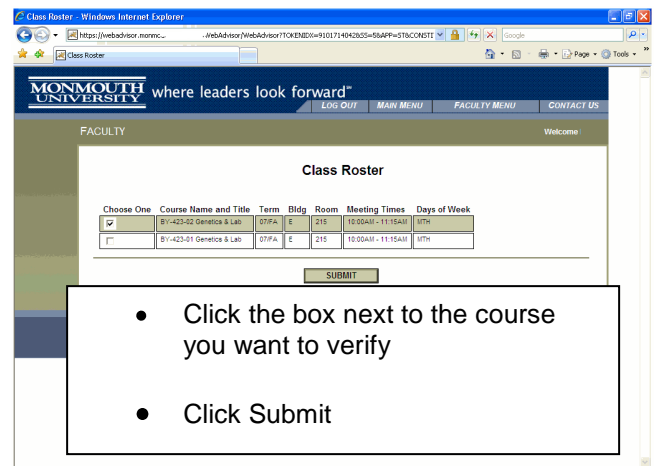
Class Roster Verification – To Report Student Registration and Class Roster Accuracy



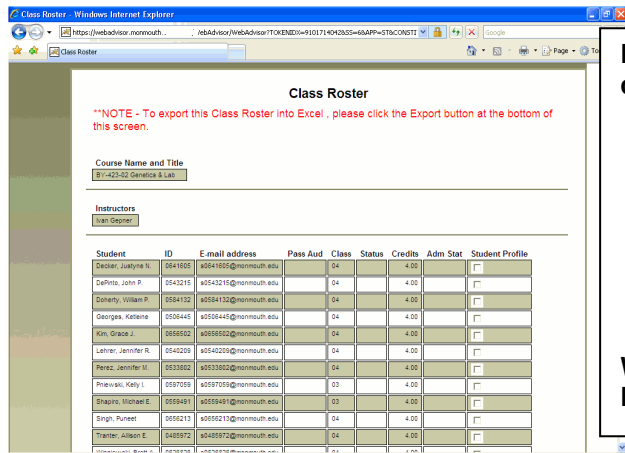
- Select **Class Roster Verification** from the WEBfaculty menu



- Select **TERM** from pull-down menu
- Click **Submit**



- Click the box next to the course you want to verify
- Click **Submit**



- Faculty need to verify by the end of the second week of classes for each student listed.**
- If a student's name is on the roster and has **NEVER** attended, click the box next to their name
 - If a student is attending and does **NOT** appear on this roster, add the student's name and ID
 - If the roster is OK as printed, click the box in the bottom section of the screen
- When complete, click **SUBMIT** to send this report to the Registrar's Office.**

SYSTEM CONFIRMATION:

The screen will display a confirmation message. Click **SUBMIT** to continue.

You will be sent an email confirmation to your MU HAWKmail account. Failure to receive the email acknowledgment indicates that your submission was NOT received by the Registrar's Office and needs to be redone.

STUDENTS ARE NOT PERMITTED TO ATTEND A CLASS IF NOT LISTED ON THE ROSTER. SEND STUDENTS TO THE ORR TO RESOLVE REGISTRATION PROBLEMS.