

# New Roster Verification Process (as of 09/2025)

Open Colleague Self-Service from the myMU Portal:

The screenshot shows the myMU Monmouth University Portal. The top navigation bar includes links for Employees, Students, I Need To..., Offices & Services, Forms, Policies, Calendar/Events, For Your Information, Systems, and SIGN OUT. The Systems dropdown menu is open, showing options like Multi-Factor Authentication (MFA), Accudemia, Catalog 2023-2024 Updates, CIM - Edit or Propose New Courses, CIM - Edit or Propose New Programs, CIM - Review/Approve Proposals, Colleague Self-Service (highlighted with a mouse cursor), Colleague UI 5 - Single Sign-On, Colleague UI 5 - Alternate Login, CPI, eCampus, and EMS - Event Management System. The main content area shows the MU Portal Home page with sections for WebAdvisor and My Team Sites.

Click on the Faculty Category/Tile:

The screenshot shows the Monmouth University Colleague Self-Service interface. The top navigation bar includes the Monmouth University logo, a user profile icon for mjose, and links for Sign out and Help. The main content area displays a welcome message: "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Below this, there are three category tiles: Course Catalog, Advising, and Faculty. The Faculty tile is selected, showing a description: "Here you can view your active classes and submit grades and waivers for students." The bottom of the page includes a copyright notice: "© 2000-2024 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy" and a URL: "https://web-szweb-01.monmouth.edu/Student/Student/Faculty".

Select the Course Roster you will be verifying:

2024 Fall					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">GG-001-01: Graduate Misc Course</a>	TBD	TBD	0 / 0 / 0		
<a href="#">UU-001-01: Undergrad Misc Course</a>	TBD	TBD	0 / 0 / 0		
Summer A 2024					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">CE-109-TEST: Gen Org &amp; Biochem</a>	TBD	TBD	11 / 15 / 0		05-24-2024 Census
<a href="#">CE-109-TEST: Gen Org &amp; Biochem Summer A 2024</a>					
<a href="#">REG-001-UG: Semester Permission</a>	TBD	TBD	Unlimited		
2024 Spring					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">ED-PRETEST-01: ED-PRETEST</a>	TBD	TBD	0 / 0 / 0		
<a href="#">REG-001-GR: Semester Permission</a>	TBD	TBD	Unlimited		
<a href="#">REG-001-UG: Semester Permission</a>	TBD	TBD	Unlimited		
<a href="#">REG-500-01: Continue Matriculation</a>	TBD	TBD	0 / 0 / 0		
<a href="#">REG-700-01: Gr Cont of Matriculation</a>	TBD	TBD	0 / 0 / 0		

Once you have opened the Course Roster you will be verifying, Click on the Census Tab:

Section Details

[Back to Courses](#)

CE-109-TEST: Gen Org & Biochem

Summer A 2024  
MONMOUTH CAMPUS

Seats Available ⓘ 11 / 15 / 0

Deadline Dates

Waitlisted 0

RosterAttendanceCensusGradingWaitlist

05-24-2024 Census

05-24-2024 Census

Certify

Student Name	Student ID	Never Attended	Class Level	Credits
Adamson, Rob	1358518	<input type="checkbox"/>	INCOMING FROSH	4
Adelekan, Amani L.	1347862	<input type="checkbox"/>	Senior	4
Afifi, Aya G.	1335443	<input type="checkbox"/>	Sophomore	4
Aiello, Benedetto	1358142	<input type="checkbox"/>	INCOMING FROSH	4

From within the Census tab, you can **mark** students as Never Attended or their last date of attendance and click “Certify” once complete. If no changes are necessary, and Roster is correct, you can just click on the “Certify” button to confirm the Roster:

Section Details

[Back to Courses](#)

CE-109-TEST: Gen Org & Biochem

Summer A 2024  
MONMOUTH CAMPUS

Seats Available 11 / 15 / 0

[Deadline Dates](#)

Waitlisted 0

Roster

Attendance

Census





Grading

Waitlist

05-24-2024 Census

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 Aiello, Benedetto	1358142	<input type="checkbox"/>	INCOMING FROSH	4

**Please note:** Once you have clicked “Certify” you can no longer make changes or updates to the Roster. You will have to contact the Registrar’s office by emailing [regol@monmouth.edu](mailto:regol@monmouth.edu)