

# Roster Verification Instructions

For specific dates during the semester, consult the Important Dates link available at the web page [Resources for Faculty/Advisors](#).

Any student who has never attended class should be removed from the roster during Roster Verification. If the student has attended even one class, leave the student on your roster (attended means actually sat through a class session).

Important Note for sections with more than one instructor: Since submissions are attributed in system tracking to the primary instructor, please ensure only the primary instructor processes roster verification for these CRNs. If you are unsure who is primary for your section, please contact your school's administrative assistant.

- Login to Banner Web using your ID (918#) and PIN (6-digit password)
- Faculty Services
- Instruction Menu
- Roster Verification
- Select the term and CRN
- For students who have attended class, no selection is required.
- For students who never attended a class session (actually sat through a class session), click the box next to the student's name under the "Add" column in the section entitled "Currently Enrolled Students". This will add the student(s) you selected to the list of students to drop.
- Click "Continue" at the bottom of the screen
- Review listing under "Students to be dropped" and submit if correct. If not correct, select "Return to Previous" and make corrections, then again select "Continue".
- If you previously indicated a student should be dropped, you may add the student back to your currently enrolled listing, if appropriate, until the roster verification deadline. Simply reverse the process by selecting the student from the section entitled "Students Previously Set to be Dropped" and continue through the submission process.
- Once you are finished with one CRN, select another CRN
- Continue until Roster Verification is submitted for each of your CRN's
- **IMPORTANT FINAL STEP:** Certify you have completed Roster Verification for all CRNs by clicking on this link, <http://www.abac.edu/registrar/forms/online/rosters/certify.cfm>. On this screen, enter your ABAC ID# (918#) and PIN (six digit date of birth). You do NOT need to submit this for each CRN. This will notify your school office that you have complete roster verification. **You are not finished until you take this step!**

## If a student is attending your class but is NOT listed on your class roster when you do Roster Verification.

1. Give the student a drop/add form.
2. Tell the student to have the form signed by the School Dean.
3. Instruct the student to bring the form to the Academic Support Center after the School Dean has approved the form.
  - Students should be prepared to pay additional fees, if any, before the add will be processed.
  - Because rosters are frozen during the Roster Verification process, the student will not actually appear on your roster until the day after the Roster Verification deadline.
  - The student should have the orange copy of the form as proof that they have added your class. Do not allow the student to attend your class again until the student can produce the orange copy of the drop/add form. We will also send you an email.
  - When the student is added to your class in Banner after Roster Verification ends, your copy of the drop/add form will be sent to you through campus mail.