Roster Verification Frequently Asked Questions

What is roster verification? Roster verification is a process by which faculty confirm to the university that each student on each of their BraveWeb course rosters did actually attend the class. Faculty access the roster verification screens from within BraveWeb, via a link in the Faculty and Advisors area of Banner Self Service.

When do I need to verify my rosters in fall and spring semesters?
There are three roster verification cycles:
- Cycle 1 takes place during the add/drop period of each term. Each course roster needs to be verified after the first class meeting, or on the third day of classes for online courses.
- Cycle 2 takes place after census. Each course roster should be verified within the specified period.
- Cycle 3 takes place during the first week of second 8-week courses, and is completed in the same manner as Cycle 1.

How do I verify my rosters? After clicking the Roster Verification link in BraveWeb, you will be taken to a screen listing all your courses and the dates when their rosters became/will become available. Courses that are available for verification will be hyperlinked; courses that are not yet available for verification will be plain text. Clicking on a link will take you to a screen that lists all students by name and Banner ID, with buttons to select their attendance status. There will be a "Select All" button under the "Attended" column. You must provide a status for every student on the list, or the program will return you to the screen with a warning dialog box. During Cycle 2 and Cycle 3, you will be able to report the names and Banner IDs or email addresses of students who are attending the course but not present on the roster, although this will not register the students for the class.

How do I know what status to report for each student? During Cycle 1 and Cycle 3, the buttons will read "Attended or Excused" and "Did Not Attend." If a student contacts you in advance of the first class session, you must use your judgment about whether to consider their absence excused or not, but if you do choose to excuse the student, check the "Attended or Excused" button. During Cycle 2, the buttons will read "Attended at Least Once" and "Never Attended." For this cycle, please base your answer only on actual attendance, without regard to excusing circumstances.

How can I tell whether an online student has "attended"? That will be up to each individual faculty member. You can measure attendance most easily via Blackboard: require every student to post an introduction in a discussion thread, ask each student to complete a poll or comment on a blog post, or whatever you would like to use to measure their participation in the class. You must make your Blackboard course shell available to students in enough time for them to be able to complete this activity by the third day of classes, and you should give students clear instructions in Blackboard and/or via email about how they will indicate their attendance.

What will happen to students who are marked as non-attending? In Cycle 1 and Cycle 2, students who are marked as non-attending will be dropped at midnight of the day the roster was verified. They will receive an email notifying them that they were dropped, and providing instructions on how to re-add the class. If the class was full and had a waiting list, students who are dropped may not be able to get back into the class, as their seats will have been offered to students on the waiting list as soon as the drop was processed. In Cycle 3, students will be dropped and will not be able to re-add without an Add form, since drop/add will be over.

If I submit additional students' names during Cycle 2 or 3, will they be registered for the class? No, they will not. The students will, however, receive an email giving instructions for how to register for the class, if you provided their Banner ID or email address.

What if a student contacts me with a good excuse after I have verified the roster during Cycle 1? The drop process does not take place until midnight of the day that the roster is verified. The roster verification link will remain active until midnight, so if a student contacts you on the same day you verify the roster, you can change the status to "Attended/Excused." If a student contacts you after being dropped, instruct them to re-add the class if they can, and use your own judgment about providing an override if the course is full or has an active wait list.

What about students who add the class after the first class meeting? Students who add between the start time of the first class session, and the time you verify the roster, will appear on the roster verification screen without buttons, simply notifying you that they have added the course. Students who add after the first drop cycle has run will be verified only during Cycle 2.

What if I am unable to verify my roster on the first day the class meets? At midnight, when the drop process runs, every faculty member with unverified rosters will receive a reminder email. Department chairs will receive an email that lists every course in the department for which a roster was due but was not verified. The links to verify rosters will remain active in BraveWeb until the roster is verified or the cycle ends, and reminder emails will be sent every day that a roster remains unverified (for Cycle 2, only one reminder email will be sent due to the shorter cycle). The email on the final night of the cycle will contain instructions on how to report non-attending students manually to the Registrar via email.

When and how do I verify my rosters during the summer? Due to the compressed time frame, during each summer session there will be only one cycle of verification. It will operate exactly the way that Cycle 2 during spring and fall does (see descriptions above), with the following exceptions:
- Each cycle will last for either three or five days: Maymester: day 1 through day 3; Summer I and Summer II: day 1 through day 5.
- Faculty are free to verify their courses on whichever day of the cycle they consider most appropriate. If your class is full and you wish to create seats for students on waiting lists, you can verify on day 1. If your class is not full and you wish to give students maximum time to contact you, you can wait until the last day of the cycle.
- Online courses can be verified beginning on day 1, but please verify an online course only after students have had the Blackboard shell and clear instructions on how to "attend" available for a reasonable amount of time.
- Because of this flexibility, the system will not begin generating reminder emails until the midnight of census day for that summer term (day 2 or day 3).

Why do we need to verify rosters in the computer? The university needs to have accurate data about who is really attending courses, for many reasons. If faculty allow students to remain in classes without registering, or do not report students who do not attend, the results include inaccurate transcripts, disputed bills, and accounting problems with federal financial aid, and we cannot report our enrollment accurately to General Administration or predict future enrollment with confidence. In the past, when students have disputed bills, demanded grades for classes they had attended without being on the roster, or lost financial aid eligibility at another school because they were left on rosters here and got Fs for phantom courses, UNCP has had no way to determine the truth of each case, except by asking faculty for paper records. When faculty no longer work at the university, that becomes difficult or impossible. Regular, consistent roster verification in BraveWeb creates a clear and unambiguous trail of evidence about every student's true enrollment status, bill, and financial aid eligibility.

Why are students being dropped from classes when they are reported non-attending? Couldn't the data simply be recorded in case it is needed later, or at least only be used for drops in Cycle 2? Students are being dropped from classes in both cycles for several reasons.

- First, some courses are perennially full, and students have a hard time getting into them. We have implemented a wait list process in BraveWeb, but it's not very effective unless seats are created for those students. When a course is full and has students on a wait list, no student has the right to a seat they have no intention of using, and bumping those students after the first class meeting allows students on wait lists to be notified of seat availability while add/drop is still going on.
- Second, there are students who create full schedules in Banner for themselves during pre-registration or summer orientation, and then never come to campus at all. Some of them are "shopping" between different UNC campuses, seeing who will give them the most aid before deciding which one to attend, while others change their mind about coming to college or are unable to do so in a particular semester, and never inform us. Such students are essentially taking up aid dollars that could have been allocated to other students. If they don't come to campus and all their faculty report them non-attending in Cycle 1, we are able to drop them from all their classes, and reallocate some of their financial aid to other students whose full need has not been met. That isn't possible if we wait until Cycle 2 to drop them, or don't drop them through roster verification at all. In spring 2013, 54 students received higher aid awards due to redistribution of aid from the 16 students who attended zero classes in Cycle 1.
- If we wait until Cycle 2 to drop students who aren't attending, it will be impossible for many of the students to get back into their classes since add/drop will be over. Dropping during Cycle 1 will allow the majority of students who were dropped to get back into their classes on their own through BraveWeb.
- We have to have a second drop cycle in order to catch students who added classes after the first class meeting, and then never attended, and also in order to allow faculty to mark students as "Never Attended" who may have been marked "Excused" in Cycle 1, but then never actually came to class.

How will students benefit from roster verification? Students will benefit in several ways. Some will gain financial aid that was freed up by Cycle 1 drops; some will gain seats in closed courses; some will be prevented from having to pay for classes they didn't take, or from having to go through a cumbersome process to be able to prove to some other university that they never attended here; and *all* students will benefit from an increased sense of responsibility for and ownership of their actions.