

Self Service Roster Verification Process

Please use the following steps to complete the roster verification process through Self-Service. You can access Self-Service by going to Pirate Port and selecting Self-Service under "Campus Systems".

1. Open the Faculty menu within Self-Service to access the list of sections you are assigned to for each term.

2021 Fall Semester					
Section	Times	Locations	Availability ⓘ	Books	Roster Verification Dates
MA-171-2: Calculus I	M/W/F 9:05 AM - 10:15 AM 9/8/2021 - 12/17/2021	Hawthorne Hall, 107 Regular Course	28 / 30 / 0		9/21/2021 Census 10/21/2021 Census - Certification Opens On 10/14/2021

2. Open each section and you should see a tab named "Roster Verification". When you click on this tab, you should then see 2 dates right below.

MA-171-2: Calculus I

2021 Fall Semester
Whitworth Campus

M/W/F 9:05 AM - 10:15 AM
9/8/2021 - 12/17/2021
Hawthorne Hall, 107 Regular Course

Seats Available 28 of 30

[Deadline Dates](#)

Waitlisted 0

Roster Roster Verification Grading

9/21/2021 10/21/2021

3. Select the date/deadline for which you will be submitting the roster verification. When you select the date, it should be underlined with a red line.

Roster Roster Verification Grading Permissions Waitlist

9/21/2021 10/21/2021

9/21/2021 Census

4. Once you have selected the correct date, you will complete the roster verification process by entering a "Last Date of Attendance" or by checking the "Never Attended" box for any students who have stopped attending or never attended. ***If the entire roster has been attending with no issues, then simply select "Verify" without entering any other information.***

Roster Roster Verification Grading Permissions Waitlist

9/21/2021 10/21/2021

9/21/2021 Census

Student Name	Student ID	Never Attended	Last Date of Attendance
Gottfried Leibniz	2212173	☒	M/d/yyyy
Isaac Apple Newton	1062643	☐	9/10/2021

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Important Things to Remember:

1. Only submit dates on your roster verifications for students you believe are not attending or have stopped attending. Emails will be sent to these students with information on dropping the section.
2. Once you submit the roster verification, you will not be able to change it. If you submitted something in error, please reach out to registrar@whitworth.edu.
3. Even if the entire roster has been attending, please be sure to click the “Verify” button in the upper right-hand corner. This is important to help prove that all students were attending at the time you verified the roster.
4. ***DO NO SUBMIT A ROSTER VERIFICATION LISTING THE PREVIOUS CLASS MEETING AS THE LAST DATE OF ATTENDANCE FOR EACH STUDENT ON YOUR ROSTER.*** Doing so will mean the entire roster will get an email stating they have not been attending class and this will create confusion for the students.