VERIFICATION ROSTERS

Please follow the process below as soon as possible

Students are no longer de-registered from their courses for non-attendance so it is now even more important that we have accurate roster verification information.

Please update our office as follows below:

Log into Naznet and review each roster for accuracy as of today. Naznet is the most up-to-date accurate list of students registered.

If your rosters are fine or you have names that appear on the roster that should not be there, or you have names that are missing, **please respond via email to Bill Ellison (welliso5@naz.edu) as follows by the examples below**:

** **ABC*101*01** (use your actual course code) **-- OK as is** (this is if roster is accurate)

** **ABC*102*01** (use your actual course code) **-- Jane Doe ID# 1234567 is on the roster, but should have dropped the class** (this is if students appear on your roster, but have stopped attending; we will follow-up with each student)

** **ABC*103*01** (use your actual course code) **-- Jane Doe ID# 1234567 is attending the class, but not on my roster** (this is if students do not appear on the roster, but should; please inform the student to add the class ASAP with your signature on the add slip – student needs to report immediately to Smyth Hall room #1, the Registrar and Graduate Student Services Office to register for the course.)

SPECIAL NOTATIONS:
1.   "A" appears in the P/A column, the Audit option has been elected by the student.
2.   "P" appears in the P/A column, the student has elected the PASS/FAIL option (not available during summer sessions).
3.   "Y" appears in the RPT column, the student is repeating the course.