

# Student Enrollment Verification

## Instructions for WebAdvisor

In order to meet state and federal requirements, the College must verify student enrollment in all classes. This verification takes place after the third week of classes. Student Enrollment Verification will be submitted through WebAdvisor.

**NOTE: THIS SEMESTER THERE IS A CHANGE IN PROCEDURE.**

- **ENTER A GRADE OF 'H' (HAS ATTENDED) NEXT TO THE NAME OF EVERY STUDENT WHO HAS ATTENDED AT LEAST ONCE.**
- **ENTER A GRADE OF 'W' NEXT TO THE NAME OF ANY STUDENT WHO NEVER ATTENDED YOUR SECTION.**

### Step 1 Access and Log in to WebAdvisor

- Go to [www.bucks.edu](http://www.bucks.edu) and click on Web Advisor (on the left side of the screen)
- Click on Log In and log in with your username and password
- Click on **Faculty**
- Click on **Grading**

### Step 2 Select the Term and Section

- From the **Term** dropdown box, select the appropriate term (you do not need to enter information in the Start Date/End Date boxes)
- Click the **Submit** button

### Step 3 Select the Section

- From the **Final or Midterm/Intermediate** dropdown menu, select **I – Intermediate/Midterm** grading
- A list of courses you are currently teaching will appear
- Indicate the course section you want by **clicking in the box to the left** of that course section (you may select only one section at a time)
- Click the **Submit** button – the section roster will appear on the screen

### Step 4 Enter Student Enrollment Verification under Midterm Grade Column

- Identify any student on the roster who has **NEVER attended the class:**
- Enter a **W (for Withdrawal)** in the **Midterm Grade column** for any student who has **NEVER attended the class (for Distance-Learning classes, this usually means any student from whom you have never heard).**
- Identify every student on the roster who **HAS attended the class:**
- Enter an **H (Has Attended)** in the **Midterm Grade column** for every student who has attended the class.
- Click the **Print** icon on your browser to print the roster with withdrawals for your records
- Click the **Submit** button, and Student Enrollment Verification for that section is complete
- To verify the next section, click on Faculty Menu (top right of your screen)
- Click on **Grading** again and repeat the process, starting from **Step 2 above**

**Please Note: If a student attending your class is NOT listed on the class roster or if you have any question at all about Student Enrollment Verification process, please contact your Assistant Academic Dean. For questions about WebAdvisor or for access problems, please call Liz Sette at ext. 8337 or by email at [webadvisor@bucks.edu](mailto:webadvisor@bucks.edu).**