



Office of the Registrar

Quick Reference Guide for Roll Verification & Registration Adjustments

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Note: this is an **internal document** for use as a reference for instructors & administrative staff. Please refer to the Academic Catalogs for official guidelines.

Roll Verification

What is roll verification? In accordance with federal regulations, 34 C.F.R. § 668.22(b)(2) & (c)(4), institutions receiving federal funds from Title IV of the Higher Education Act must document a student's attendance and withdrawal date from academic coursework. Title IV programs include Pell Grants, Federal Direct Loans, Perkins Loans, Federal Work-Study, et al. To count as attendance for Title IV purposes, a student's attendance must be "academic attendance" or "attendance at an academically-related activity." Examples of academically-related activities include a student's physical attendance in a class where there is an opportunity for direct interaction between the instructor and students, taking an exam, turning in a class assignment, or attending a study group assigned by the instructor. For courses taught by distance learning, merely logging into the online environment is not sufficient to determine if a student attended a course. Students enrolled in online courses must demonstrate they have participated in an academic-related activity such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. Additionally, when a student fails a course, the instructor is required to report the last day the student attended or participated in that course.

How do I verify my class roll? Instructors may verify their class roll by accessing the "Verify Roll for Federal Financial Aid" link located under the Faculty Menu on GoSOLAR/PAWS. Instructors will report their students as "attending," "stopped attending," or "never attended." If an instructor reports a student as "stopped attending" the instructor must also report the last date the student attended or participated in the course. Instructors may check to see if they've verified the roll for each course they teach by accessing the "View Roll Verification Status" link located under the Faculty Menu on GoSOLAR/PAWS.

A student is not appearing on the roster for roll verification. If the student is not appearing on the roster for roll verification, the student is not formally registered for the course. To have the student formally registered for the course, access the "Registration Adjustment Request" link under the Faculty Menu on GoSOLAR/PAWS. See page 2 of this guide for more information on registration adjustments. **Adding a student to iCollege is not an official enrollment method.

How do I correct an error made during roll verification? After the completion of roll verification, the Office of the Registrar sends instructors a list confirming what was reported. Students are also notified of changes made to their schedules. Students reported as "never attended" are assigned a -W (minus W) grade. Students reported as "stopped attending" are assigned a W or WF grade. If an error was made, the instructor has the opportunity to report this error for correction. Instructors should contact their Department Chair or authorized administrator to request a correction to the student's reported attendance.

I've added a student to iCollege. However, the student is not on my official class roll. Adding a student to iCollege is not an official enrollment method. Adding a student to iCollege only allows access to course content on iCollege. Before adding a student to iCollege, please check your official class roll by accessing the "View Class Roll" link located under the Faculty Menu on GoSOLAR/PAWS to ensure the student is officially registered in the course.

A student comes to you to state they owe money because they were recorded on roll verification as 'never attended'. They are asking that the reported attendance be adjusted to indicate they stopped attending or to give them a failing grade. Instructors must accurately report what occurred. It was the student's responsibility to attend class or adjust their schedule before the end of the add/drop period. In some cases, reporting a student as never attending a course will require a student to return funds received through federal programs back to the U.S. Department of Education (Title IV). Inaccurately reporting a student's attendance may constitute Financial Aid fraud.

Registration Adjustments

(add, drop, withdraw, even exchange, or change variable credit hours)

What is a registration adjustment? After registration has closed for students, instructors or authorized department administrators may submit requests on a student's behalf to add a course. The registration adjustment process can be used to request exchanging one course for another (even exchange), course withdrawals, or changes in variable credit hours. Registration adjustments may be requested online using the "Registration Adjustment Request" link located under the Faculty Menu on GoSOLAR/PAWS.

A student wants to add a course after registration is closed. Students are responsible for adding courses during the add/drop period. Once registration closes, it is at the discretion of the instructor and academic department to approve a course add. If the instructor or academic department wish to add a student to a course after the close of the add/drop period, the request should be submitted online using the "Registration Adjustment Request" link located under the Faculty Menu on GoSOLAR/PAWS.

A student wants to drop a course after registration is closed. Students are responsible for dropping courses during the add/drop period. After the end of the add/drop period, withdrawals begin. Requests to drop a student from a course may be submitted online using the "Registration Adjustment Request" link located under the Faculty Menu in GoSOLAR/PAWS. Course drop requests should only be submitted for *academic reasons* (ex. student does not meet a course prerequisite). Non-attendance is not justification for a course drop (students should be withdrawn for never attending). Note: All drop requests are reviewed by the Office of the Registrar, Registration & Compliance. If an *academic reason* is not provided to support a course drop, the request will be processed as a course withdrawal.

A student needs to increase or decrease credit hours for a variable credit hours course. Students are responsible for selecting the correct number of credit hours for variable hour courses during the add/drop period. Instructors and department administrators may submit a request to increase or decrease credit hours to reflect the course work being completed. Requests may be submitted online using the "Registration Adjustment Request" link located under the Faculty Menu on GoSOLAR/PAWS.

A student needs to switch from one course to a different course. Instructors who wish to switch students from one course to another course may do so by completing an "Even Exchange" request by using the "Registration Adjustment Request" link located under the Faculty Menu on GoSOLAR/PAWS. An "even exchange" is when a student exchanges one course for another of the same discipline or a cross-listed course. An even exchange simultaneously drops one course to add another. For example: Drop PSYC 4999-001 & Add PSYC 4999-002 / OR / Drop PSYC 4999 & Add PSYC 2103 / OR / Drop BIOL 4950 & Add CHEM 4600 (cross-listed). Even exchanges are particularly useful for students who test out of certain classes or need remedial pre-requisites. For example: a student may enroll in SPAN 1001 but is too proficient and should be moved to SPAN 1002. An even exchange request may also be useful for switching a student between an on-campus and online course. Instructors may only submit even exchange requests for courses they teach. However, the Department Chair or designated administrator may submit a even exchange request for all courses offered by their department.

What is the difference between a drop and a withdrawal? During the add/drop period, students may add and drop classes online through PAWS. A drop removes the course from a student's schedule and academic history entirely. Students are not responsible for any charges associated with dropped courses (some exceptions occur when a student is utilizing Financial Aid). After the add/drop period ends, students must withdraw from their courses. A withdrawal has academic and financial implications. Withdrawn courses appear on a student's academic record. Undergraduate degree-seeking students who withdraw from their courses prior to the midpoint will receive a grade of W unless they have exceeded the maximum number of withdrawals allowed (six for bachelor-level students and three for associate-level students). Graduate students who withdraw prior to the midpoint will be assigned a grade of W or WF at the discretion of the instructor. All students withdrawn by the instructor after the midpoint will be assigned a WF grade. Note: A WF grade is treated as an F for GPA calculation purposes.

How do I withdraw a student from a course? When an instructor determines that a student is in violation of one of the class policies (for example, has missed a required assignment or has excessive absences) the instructor may withdraw the student from their course. Instructors may submit withdrawal requests online through the "Registration Adjustment Request" link under the Faculty Menu on GoSOLAR/PAWS. Depending on the last date the student attended/participated, the student level (undergraduate/graduate), and the number of withdrawals a student currently has, the student may receive a W or a WF grade in the course. Instructors who wish to withdraw a student for disciplinary issues should contact their Department Chair directly.

Registration Adjustments (continued)

A student states they have a personal emergency and needs to immediately withdraw from a course. Prior to the midpoint, students may withdraw themselves online through PAWS. After the midpoint, refer students to the Dean of Students Office on your campus to discuss eligibility for an Emergency Withdrawal.

What is the difference between a –W and a W grade? A –W (minus W) grade indicates the student was withdrawn for never attending a course during roll verification or registration adjustment. A –W grade does appear on the student’s academic transcript. However, the hours are not calculated in attempted hours, so it does not negatively impact the student’s GPA. A –W grade does not count against an undergraduates maximum number of withdrawals nor do they count against an instructor’s DFW rate.

A W grade indicates a student self-withdrew from a course via PAWS, was reported as ‘stopped attending’ during roll verification or was withdrawn through registration adjustment by an instructor. W grades count against an undergraduates total number of withdrawals*.

*Students withdrawn for partial/non-payment also receive a W grade (see “Course Reinstatements and the GH Grade” below). However, the W grade for partial/non-payment does not count against the total W count.

Reinstatements from Withdrawal for Partial/Non-Payment

Course Reinstatements and the GH grade. Students who do not satisfy their payment obligations to the University may be withdrawn (registration code = WP, grade =W) by the Office of Student Accounts. Students who are withdrawn for partial/non-payment receive a W grade. This W grade does not count against an instructor’s DFW rate or the student’s number of allowed withdrawals (if applicable). Students who satisfy their payment obligations to the University are eligible to be reinstated in their course(s). Reinstatement may occur during or after the end of a semester. Students who are reinstated after the semester has ended or after the W grade has been recorded on the student’s academic record will require a grade change. The grade of W will be changed to GH (Grade Holding) until the instructor submits the student’s final grade in the course. Students who are withdrawn for partial/non-payment should be referred to the Office of Student Accounts for questions. For questions regarding how to submit a new grade, please contact the Office of Academic Records at 404-413-2248.

Note: This guide is a reference provided by the Office of the Registrar. Policies and procedures are subject to change. Please refer to the Academic Catalogs for official guidelines governing registration (<http://catalog.gsu.edu>). For key dates and deadlines, please refer to the official Semester Calendar published on the Registrar’s website (<http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>). This guide is for internal use only. Please do not share this guide with your students. If you have any questions, please do not hesitate to contact us.

Office of the Registrar Contacts

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Enrollment & Registration Services

(registration services for students)

404-413-2900

Atlanta—227 Sparks Hall

Perimeter College: <http://registrar.gsu.edu/assistance/>

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Office of Registration & Compliance

(registration compliance, tuition classification, NCAA, Veterans services, cross registration)

404-413-2283 | 404-413-2262 (registration issues for faculty & staff)

Atlanta—224 Sparks Hall

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Office of Academic Records, Graduation Review & Diploma Services

(student records, grading, graduation audit)

404-413-2248

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