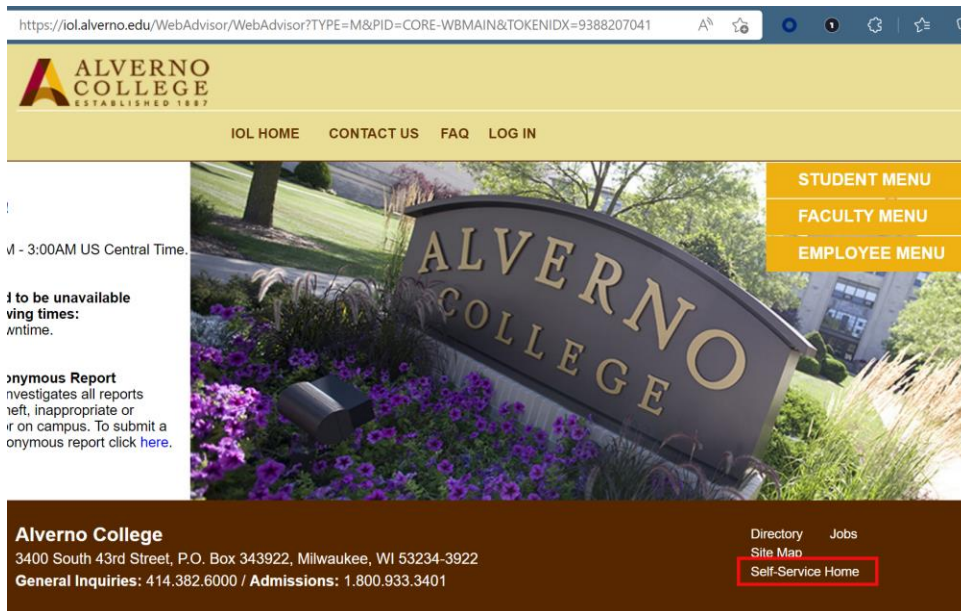# Faculty Self-Service: Census Report

Roster Verification Submission Instructions

> Each credit-bearing course with students enrolled must submit a verification of their roster using the Census feature available in Self-Service. This information is submitted to the government in connection with student loan disbursal and is required in order for the College to be in compliance with federal reporting regulations.

1. Log on to the intranet and click on IOL: Intranet | Alverno College

2. On the IOL homepage, click on the *Self-Service Home* link in the bottom right corner

3. Sign In with your Alverno credentials

Please contact registrar@alverno.edu with any census related questions

4. Once Self-Service opens, select the Faculty tile

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance — Here you can view your latest statement and make a payment online.	**Financial Aid** — Here you can access financial aid data, forms, etc.
Tax Information — Here you can change your consent for e-delivery of tax information.	**Employee** — Here you can view your tax form consents, earnings statements, ba...
Progress Report — Here you can view your grades by term.	**Enrollment Verifications** — Here you can view and request an enrollment verification.
Grades Equivalence — Here you can view your grades equivalences by academic program	**Advising** — Here you can access your advisees and provide guidance & feedba...
Faculty — Here you can view your active classes and submit grades and waivers for students.	

5. Select a course by clicking on the course name to open the *Section Details* for that course. This is where you will go to submit the roster verification report, and ultimately where you will enter student progress codes in the *Grading* tab.

Manage your courses by selecting a section below

User Options

Spring 2024

Section	Times	Locations	Availability ⓘ	Books	Roster Verification Dates
BIL-100-01: Bilingual Placement Assessment	TBD 1/31/2024 - 5/16/2024	TBD Assessment	12 / 8 / 20 / 0		2/9/2024 Census

6. You will see the roster for the selected course:

Daily Work · Faculty · Faculty Overview

Section Details
‹ Back to Courses

BIL-100-01: Bilingual Placement Assessment
Spring 2024
TBD
1/31/2024 - 5/16/2024
TBD
Seats Available ⓘ   12 / 8 / 20 / 0
Deadline Dates
Waitlisted 0
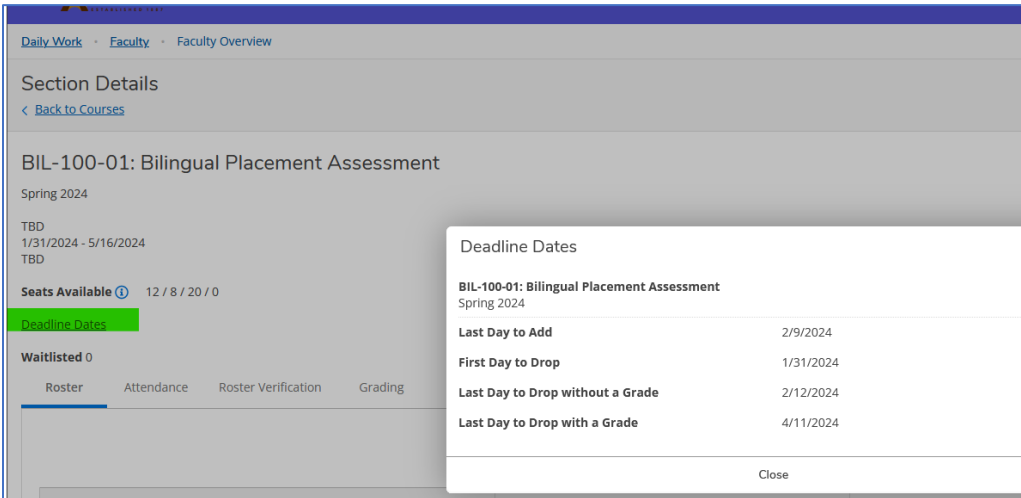
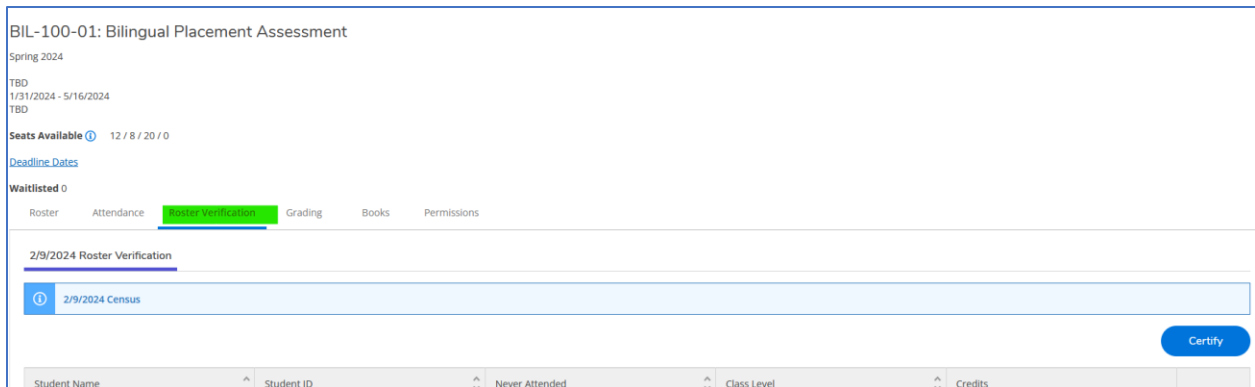Roster   Attendance   Roster Verification   Grading   Books   Permissions

🖨 Print ✉ Email

Student Name	Student ID	Class Level	Preferred Email
▉▉▉▉▉	▉▉▉▉	Graduate	▉▉▉▉▉▉
▉▉▉▉▉	▉▉▉▉	Graduate	▉▉▉▉▉▉

Please contact registrar@alverno.edu with any census related questions

*Click the *Deadline Dates* link to see information about specific course and term deadline dates

7. Use the Roster Verification tab to submit *Never Attended* data for any student who has not attended a course.

PLEASE NOTE: **If all students are actively engaged and participating in class, no indication is required in the roster verification report, but you *still* need to submit the report.**

Please contact registrar@alverno.edu with any census related questions

a. Click the *Roster Verification* tab and select the *Never Attended* column next to the name of any student who has NOT attended your course

b. After indicating students who have not attended, click the *Certify* button in the upper right corner:

8. Roster Verification is now complete!

*For online, asynchronous courses:

Alverno College defines attendance in an online course to be meaningful and consistent academic participation at least once a week and comparable to the contact hours that would be required for a similar face-to-face course of similar credits. Attendance does not include simply logging in. The student must participate in the required or supplemental activity that involves course content (e.g., a discussion, submitting an assignment, or completing a quiz) within the Alverno supported system, such as Moodle or Strut.

Please contact registrar@alverno.edu with any census related questions