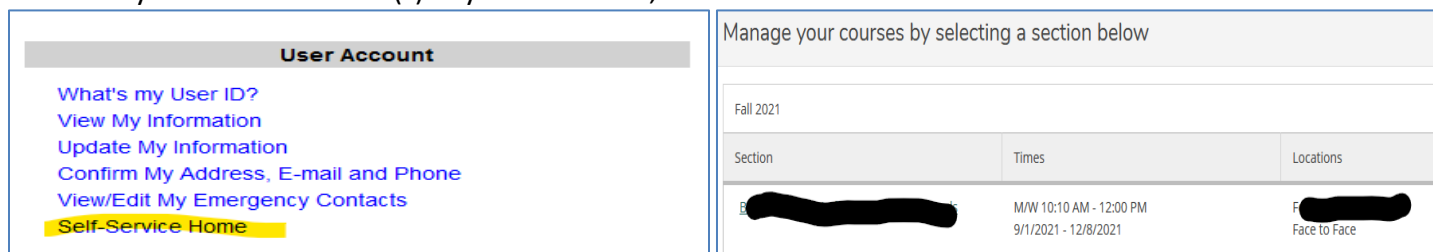


## FROM THE OFFICE OF THE REGISTRAR

The Registrar's Office is required to verify that 1) the course information in our student system accurately reflects the information on your course offerings and 2) the students in your courses match your roster(s).

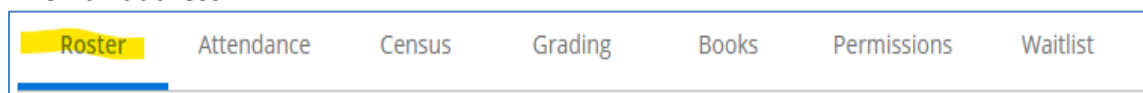
To assist us with this, please do the following:

1. Log into IOL (<https://iol.alverno.edu/>) and under User Account, click on "Self-Service Home". Click on "Faculty" to see the course(s) in your overview, and the course details.



The screenshot shows the IOL User Account interface. On the left, under the "User Account" header, there are several links: "What's my User ID?", "View My Information", "Update My Information", "Confirm My Address, E-mail and Phone", "View/Edit My Emergency Contacts", and "Self-Service Home" (highlighted in yellow). On the right, there is a section titled "Manage your courses by selecting a section below" for "Fall 2021". Below this is a table with columns for "Section", "Times", and "Locations". One row is visible with a redacted section ID, times of "M/W 10:10 AM - 12:00 PM" for "9/11/2021 - 12/8/2021", and a location of "Face to Face" (with a redacted room number).

2. Click the individual course(s) to see the class roster(s). Rosters will display student name, ID, class level and email address.



The screenshot shows a horizontal navigation bar with several tabs: "Roster" (highlighted in yellow), "Attendance", "Census", "Grading", "Books", "Permissions", and "Waitlist".

IOL is available daily from 6:00am – 3:00am on or off campus, anywhere you have an internet connection. You can Export the roster into an Excel document, which you can then print if necessary.

3. This is your checklist. Verify that the following information is accurate. Any incorrect information should be reported immediately to [registrar@alverno.edu](mailto:registrar@alverno.edu).
  - a. Day(s), time(s) and room/location for the class.
  - b. Ending date of the class.
  - c. Instructor(s).
  - d. If there are students attending your class(es) but are not on the appropriate roster(s). In your email, provide the student name, ID, and appropriate course number and section.
  - e. If there are students on the waitlist and should be allowed to enroll in your class. In your email, provide the student name, ID, and appropriate course number and section.
  - f. If there are students NOT attending your class, but are on the roster. In your email, provide the student name, ID, and appropriate course number and section.
    - i. Submit a referral in the Alverno Blaze at <https://alverno.pharos360.com/login.php>.
    - ii. You must report this before the **Official Enrollment** date for the semester. Official Enrollment dates can be found on the Academic Calendar at <https://www.alverno.edu/Registrar-Calendars>.

Thank you for assisting me in this process.

Lori Szarzynski  
Registrar