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

rev 01/23/23
4. Once Self-Service opens, select the Faculty tile

![Hello, Welcome to Colleague Self-Service!](#)

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.

![Select a course by clicking on the course name to open the Section Details for that course.](#)

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

![You will see the roster for the selected course.](#)

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.