

# MIDTERM ENROLLMENT VERIFICATION ROSTERS

## TO ALL FACULTY MEMBERS:

Enclosed are midterm Enrollment Verification Rosters (pink sheets) for each course you are listed officially as teaching this semester. If you receive a roster for a course you are not teaching, or are missing a roster for a course you are teaching, please call us immediately at 520-5537.

1. The pink roster is used as an audit to see if students are registered in the classes they are attending and are attending the classes in which they are registered.

### DO NOT ENTER ANY GRADES ON THE MIDTERM ROSTER

2. At the bottom of the page, enter the names and Student ID numbers of students who are attending class, but whose names do not appear on the roster.
3. Consortium student names should print on your roster with a Program Code = CLN0. If you have a consortium student whose name does not appear, please write the student's name, ID number, and home school on the bottom of your Enrollment Verification Roster.
4. Draw a line through the name of each student who is not attending class.
5. **Sign, date, and return all rosters to the registrar's office.**

**All rosters are due in the IU South Bend Office of the Registrar by 12:00 p.m. on Monday, March 10, 2008.**

Thank you.

See the other side of this page for midterm grade information.

## MIDTERM GRADES

### TO ALL FACULTY MEMBERS:

To provide an evaluation of student performance, mid-semester grades will be collected for all freshmen enrolled for university credit. Student evaluations at midterm are used for counseling purposes, and are not recorded on students' permanent records.

Grades must be entered online **only** via OneStart at [onestart.iu.edu](http://onestart.iu.edu).

OneStart is available at any time, *except*:

**Sunday, midnight to 8:00 a.m., Eastern Standard Time.**

Grades cannot be entered using Oncourse.

The midterm roster contains only the names of freshmen students; therefore, a roster may not exist or may list only a portion of the class.

Please assign a letter grade (A+ through F; S or F for approved S/F graded courses) for each student on the roster. **The following special midterm grades may be used to provide additional information:**

- Students who have never attended should be awarded a grade of *FM*.
- The grade of *IM* should be awarded if the student's enrollment status is unknown, or whose attendance is sporadic.

The deadline for submission of midterm grades is Monday, March 10, 2008, at 5:00 p.m.

If you need assistance or have any additional questions, please contact Linda E. Kinch at 520-5537 or Craig A. DeMyer at 520-4871. Thank you.

Sincerely,

Terri Langel  
Assistant Registrar

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