FIRST WEEK OF CLASS
ENROLLMENT CONFIRMATION
**Purpose:** to identify students who have not attended any scheduled class meetings for a given class during the period of August 29 through September 2.

Students who have not attended any class meetings for ALL of their registered classes during the period of August 29 through September 2 will be contacted by University officials to determine if the student should remain in the class or administratively dropped from the class rolls (thus creating openings in the class for other eligible students).

**Method:** faculty will identify students who have not attended any class meeting during the first week of classes by entering the value of NR on the LOCUS mid-term grade roster.

**NOTE:** Enrollment verification is needed only for the classes with a LECTURE or for GRADED labs component and located at the WTC or LSC campus.

Enrollment verification is NOT needed for dissertation supervision, field experience, Independent Study, etc.

**Deadline:** Entries into the Mid-Term grade pages should NOT be made until all scheduled class meetings for the week have been completed. All information must be entered into the system by close of business on Friday, September 2.

**Notes:**
The individual students listed on the mid-term grade roster will be current as of August 29, 2005 and will NOT be updated.

The mid-term grade roster will be refreshed upon completion of the Enrollment Confirmation process to allow entry of Early Alert Grades later in the semester. (Information/instructions on the Early Alert process will be available at a later date.)
PROCESS:

1. Log into the University network using your network ID and password.
2. Open an Internet Explorer session.
3. Click on the LOCUS button.
4. Log into LOCUS using your network ID and password.
You may have multiple ‘roles’ assigned to your ID. Roles include student, staff, & faculty. For example, if you have previously or are currently taken classes at Loyola in addition to your teaching responsibilities, you would have two roles: student and faculty.

To enter grades, click on the faculty ‘tab’.

Through the Learning Management portal, you are able to view:
- Class Schedule
- Weekly Schedule
- Class Roster
- Grade Entry
- Enrollment Confirmation

Click on the Enrollment Confirmation hyperlink.
Select the term for which you would like to enter Enrollment Confirmations by clicking on the appropriate term hyperlink.
The system will then display the class (or classes) which list you as the instructor. Click on the hyperlink for the class you wish to enter the Enrollment Confirmation(s).
To indicate which students are NOT in attendance:

1) Make sure the Roster Type says “Mid-Term Grade”.

2) Enter NR in the Grade Input field for students who have NOT attended any scheduled class meetings for your class during the week of August 29 – Sept. 2nd.

If the student has been present at 1 or more of the classes, you do NOT need to take any further action on that student.

3) Press the Save Button.