

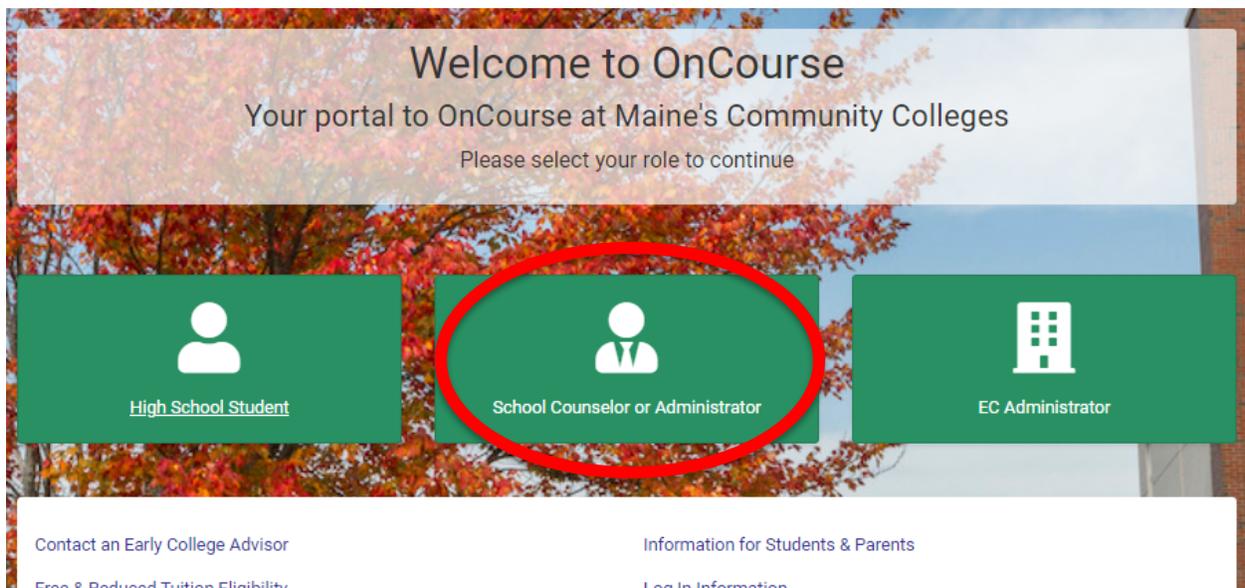


Teacher's Guide to Roster Verification

Thank you for your help in ensuring all students who wish to earn credit for your course are able to do so. This process is now required by Southern Maine Community College. We cannot award credit to students who do not register for their course through OnCourse after the deadline established by your college.

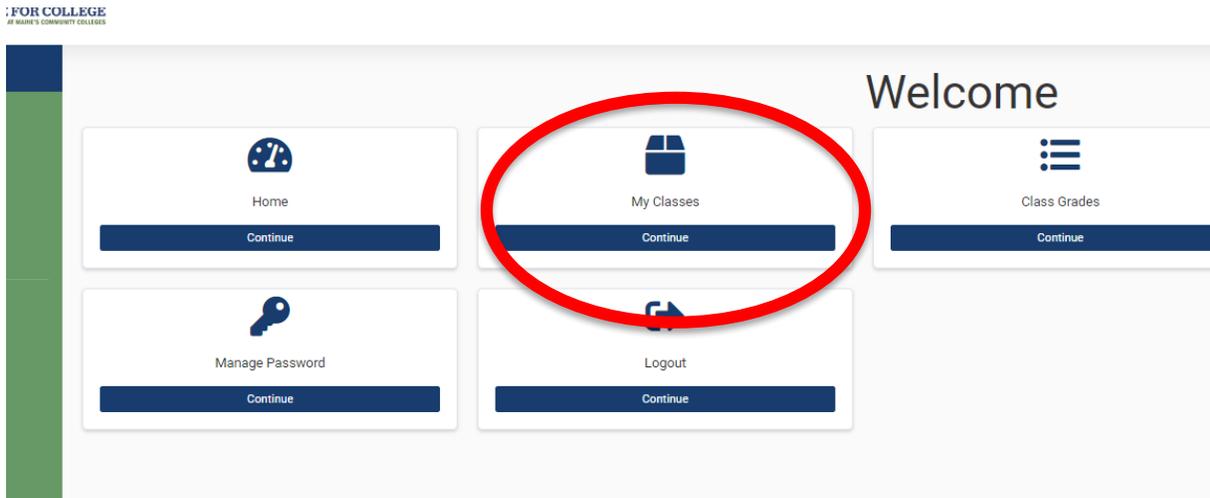
Please also send feedback about these training documents to Molly Caso so that we can improve your experience working with this system.

Log into [OnCourse](#) as a High School Instructor or School Admin (takes you to the same place).



If this is your first time logging in, you will need to reset your password using the reset link that your SMCC contact sent to you. You also need to use the email address that that password was sent to. This is the email address we have on file at the college, it cannot be changed through OnCourse. If you need to change it for any reason, please contact SMCC.

Once you are logged in, select My Classes:



You will see Roster Status in the My Classes tab. Click the blue + symbol and view details will appear.

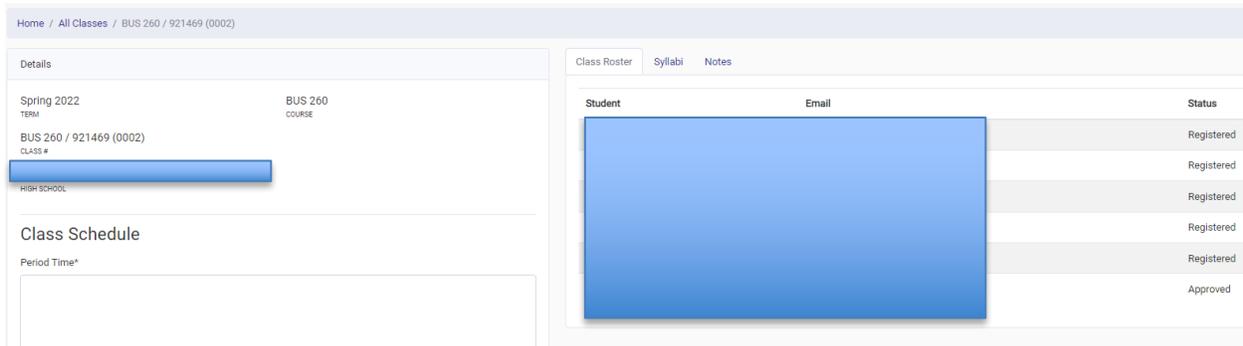
The following class section(s) have been assigned to you

Show entries

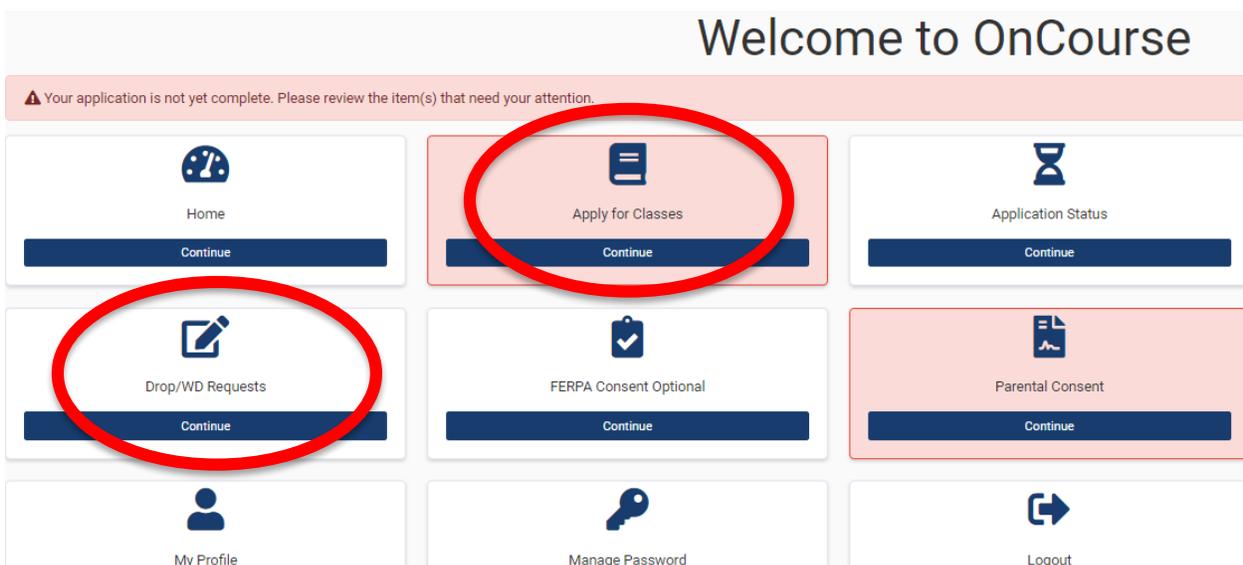
Term	↑↓	Course
 Fall 2021		ENG 101 English Composition II
View Details		
 Fall 2021		ENG 100 English Composition I

Click on View Details and the Class Roster tab will appear. You will see the student list in the lower right hand corner (our screenshot only has one student). The process is not complete until the status is "Registered". "Approved" means the school counselor has

approved the application. “Applied” means the student has applied but the counselor has not reviewed the application yet. “Registered” means college staff have processed the application, the student has a college ID, and the course will appear on a college transcript. Note that the process does take time (these are manually processed). We also require parent signature (electronically) and if a parent does not sign off right away, the application will be delayed:



In the drop down, you can say Yes or No. If the roster is accurate, select Yes and then Submit. **If the roster is inaccurate, do not submit.** Please work with your students until the roster is accurate. **Students must manage their own registration through OnCourse. We cannot add or remove students via email or through notes sent through OnCourse.** If a student has dropped the course, they must log in to OnCourse and select Drop/WD Requests. If they do not appear on the roster, students must create an account in OnCourse and Apply for courses. Once students have created an account, they can easily find your course under “apply for classes” and then “classes in my high school”.



You will see all of the students and statuses on your roster (e.g. Jane Doe- drop, John Smith- withdraw) etc. That is OK, as long as all of the students that are remaining in the class are listed with the status of Registered the roster is accurate.

Once the roster verification process is complete, select “yes” to sign off on the roster. **This is the final list of students who will receive college credit for the course.**

Questions? Contact Molly Caso 207-741-5605 or mcaso@smccme.edu