Rosters & Attendance in Rockweb
Purpose for Reporting Attendance

The U.S. Department of Education, Office of Student Financial Assistance, requires that educational institutions that receive federal financial aid funds should confirm the attendance of any student receiving these funds. If the student receiving these funds does not attend classes, the funds must be sent back to the Department of Education within 30 days of the start of the term.

To comply with this requirement, Rockhurst University faculty must take attendance in all classes and report attendance to one of the following:
Contact for Reporting Attendance

- Arts & Sciences
  Rob Hamilton rob.hamilton@rockhurst.edu

- Graduate & Professional Studies
  Terry Forge terry.forge@rockhurst.edu

- School of Management (Undergraduate)
  Paul Nunez paul.nunez@rockhurst.edu

- School of Management (Graduate)
  Valerie Wright valerie.wright@rockhurst.edu

- Registrar’s Office
  Julie Harding julie.harding@rockhurst.edu
Access Rockweb. Click on Enter Secure Area.
Sign in using your 6-digit ID number & PIN.

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN).

**Be sure to enter @00 in front of your 6-digit student ID number.**

To protect your privacy, please exit and close your browser when you are finished.

User ID: 
PIN: 

Login  Forgot PIN?
Forgot your PIN?

Click here and answer the security question you created. This will allow you to create a new PIN.
If you have been locked out and need to reset your PIN. Go to Computer Services web page at
http://help.rockhurst.edu/Faculty.html
Select Faculty and Advisors from the Main Menu.
Select Summary Class List to view your roster.
Select the term. Click submit.
Select the course roster. Click submit.
**Course Information**

**Senior Thesis - EN 4930 IN1**

- **CRN:** 20656
- **Duration:** Jan 23, 2008 - May 17, 2008
- **Status:** Active

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**Enrollment Counts**

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>-3</td>
</tr>
</tbody>
</table>

**Summary Class List**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Smith, John</td>
<td>@00</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hawk, Rock E.</td>
<td>@00</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Doe, Jane</td>
<td>@00</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td></td>
</tr>
</tbody>
</table>

- **Click on the student’s name to view contact info**
- **Click here to email the student**
- **Click here to email the entire class**

To print the roster, right click (or file, print preview) and select print preview.
Click the printer icon to print.

To print larger, select a larger % from the drop down menu.