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)**
  Matt Honeycutt matthew.honeycutt@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.

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.

Main Menu

Welcome, to the WWW Information System! Last web access on

In an effort to update and strengthen our crisis management plans, we ask each of you to please verify your current address, telephone and emergency contact information. This information can be updated from within the personal information menu. Please supply as much information as possible.

Personal Information
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile.

Student and Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Faculty and Advisors
Enter Grades, F&I Registration Overrides, View Class Lists and Student Information

RELEASE: 7.3
Select Summary Class List to view your roster.
Select the term. Click submit.
Select the course roster. Click submit.
To print the roster, right click (or file, print preview) and select print preview.

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Thesis - EN 4930 IN1</strong></td>
</tr>
<tr>
<td><strong>CRN:</strong> 20656</td>
</tr>
<tr>
<td><strong>Duration:</strong> Jan 23, 2008 - May 17, 2008</td>
</tr>
<tr>
<td><strong>Status:</strong> Active</td>
</tr>
</tbody>
</table>

### Enrollment Counts

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3</td>
<td>-3</td>
<td></td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary Class List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Record Number</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

Click on the student’s name to view contact info.

Click here to email the student.

Email class.

Click here to email the entire class.
Click the printer icon to print.

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