



## SUBMITTING YOUR ENROLLMENT VERIFICATION ROSTERS

This document provides the detailed steps necessary to submit your enrollment verification rosters using [accessBCC](#).

### LOG IN TO YOUR [ACCESSBCC](#) ACCOUNT

1. Point your web browser to the BCC web site at [www.bristol.mass.edu](http://www.bristol.mass.edu) or [www.bristolcc.edu](http://www.bristolcc.edu).
2. Click the [accessBCC](#) logo (sample above) and the main log in page will be displayed.
3. In the **Secure Access Login** box, enter your **User Name** and **Password** and then click the **Login** button.
  - a. If you have not already set up your account, you can click on the **Set Up My Account** link and you will be stepped through setting up your account. If you attempt to set up your account and continually get a message that your **User Name** has not been found, there is a chance that you have not been officially assigned to your course in the computer system (more likely occurrence for part-time adjunct faculty). Please contact us at the telephone number listed below and we can assist you.
  - b. If you have forgotten your **User Name** or **Password**, click on the appropriate link and the system will assist you in re-setting your account. It will prompt you to answer the secret question you established when you first set up your account. If you are unable to remember the answer to that question, please contact ITS. To ensure your continued privacy, if we don't know you personally, you may be asked to visit one of our offices with a picture ID.

**Secure Access Login**

User Name:

Password:

[Set Up My Account](#)  
[I Forgot My Username](#)  
[I Forgot My Password](#)  
[Supported Browsers](#)  
[Popup Blocker Info](#)

4. After entering your User Name and Password the main [accessBCC](#) page will be displayed. The **My [accessBCC](#)** page/tab will always be displayed first. Here you can find valuable information about coming college events and other important news. The main navigation tabs are displayed below.

**My accessBCC** College Resources WebCT Help Center Faculty/Advisor Services Student Services

5. Click on the **Faculty/Advisor Services** tab, where you will find information about your courses and advisees.

The screenshot shows two side-by-side navigation panels. The left panel, titled 'Faculty/Advisor Quick Links', contains a list of blue links: Enter Term, Enter CRN, Class lookup, Class Schedule, Detail Class Roster, Summary Class Roster, Final Grades, Mid-term Grades, Advisee List, View Student Information, View Student Schedule, and Enrollment Verification Roster. The right panel, titled 'Faculty/Advisor Self-Service', contains a blue link 'Click here to..' followed by the text 'enter grades, view rosters, student information and much more..'. Three callout boxes with black borders and white backgrounds are overlaid on the image. The top callout box, centered between the two panels, contains the text 'Faculty/Advisor Quick Links – popular links' and 'Faculty/Advisor Self-Service – full menu'. The bottom callout box, positioned below the 'Enrollment Verification Roster' link, contains the text 'Enrollment Verification Roster link' and has a black arrow pointing to the left towards the corresponding link in the left panel.

## SUBMIT YOUR ENROLLMENT VERIFICATION ROSTER

Enrollment Verification Rosters can be submitted only during specific dates within a semester. Please contact the Registrar's Office for more information.

1. Click the **Enrollment Verification Roster** link on the **Faculty/Advisor Quick Links** channel.
2. Using the drop-down box select the appropriate **term** and click the **Submit** button.
3. Using the drop-down box select the desired **CRN/course** and click the **Submit** button. Your enrollment verification roster will be displayed.

**NOTE:** Once you have selected a **term** and/or **CRN**, [accessBCC](#) remembers it and makes it the default so it is easy to move between options without having to re-select them. This can become a nuisance if you would like to view information about several terms and/or CRNs. To change the active **term** or **CRN**, return to the **Faculty/Advisor Services** tab and simply click on the **Select Term** or **Select CRN** option (**Faculty / Advisor Quick Links** channel) and change your active **term** or **CRN**.

4. Select the appropriate enrollment status for **each** student using the drop-down box in the **Grade** column. You must submit a status for every student.

Status (Grade Column)	Description
*YES	Student is enrolled
*NO	Student should be deleted from roster

**NOTE: Students who are attending but missing from your roster should be directed to the Enrollment Center.**

**Important: The Mid-Term Grade function is being using for Enrollment Verification Rosters so you will see it referred to a number of times on the page.**

### Faculty Mid-Term Grade Worksheet

Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99
	900122427	3.000	**Web Registered**	None	Dec 06, 2005	
			red**	None	Jan 11, 2006	
			red**	None	Nov 16, 2005	
			red**	None	Nov 18, 2005	
	900134271	3.000	**Registered**	None	Jan 09, 2006	
	900071124	3.000	**Web Registered**	None	Nov 14, 2005	

Use the Grade drop-down box to select the status of each student.

Leave these two columns blank.

5. **Last Attend Date** and **Attend Hours** should be left blank for the enrollment verification roster.
6. Prior to submitting your enrollment verification roster it is suggested that you print a copy for your records.
- For a quick and simple copy of your roster, use your browser's print function (File then Print). With this option, whatever is on your screen will be printed including all the general information at the top of your screen.
  - To print only selected roster information, use your mouse to highlight the information and select **File** then **Print**. Be sure **Selection** is highlighted in the **Page Range** section as shown below. You can avoid printing the extra header information by following this option.
7. Once you're done, click the **Submit** button. Your roster is not saved until you click the **Submit** button. If you want to make certain that your information has been saved, you can exit the roster and then return to view your information. Until the Registrar electronically "collects" the rosters the information will be visible here and you could make changes. Once it's not available you should contact the Registrar's Office if you need to change your submission.

