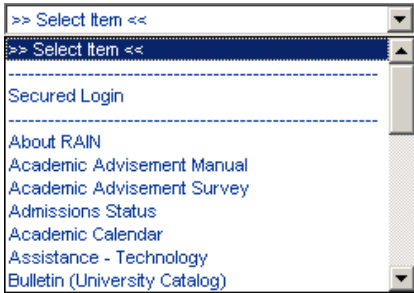


VERIFICATION OF ENROLLMENT

1. Go to <https://rain.gsw.edu/>
2. Choose secured login from the drop down box.



3. Log in to RAIN with your User ID and PIN.
4. Choose Faculty Services, Mid Term Grades, select the Term, and select the CRN.
5. Tab to the Attend Hours field for each student and enter either 0 or 1. Enter 0 (zero) if the student has never attended the class. Enter 1 (one) if the student has attended the class. Click on submit to save your work. The Registrar's Office will retrieve the information from RAIN to contact students who are reported as never having attended class. (Grades and last attended dates should not be entered at this time.)

Faculty Mid-Term Grade Worksheet

- Enter midterm grades, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

Course Information
The GSW Experience - UNIV 1000 01
 CRN: 2568

Please submit the grades often. There is a 30 minute time limit starting at 06:59 pm on Jan 09, 2007 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Hello, Kitty	9130123456	1.00	**Web Registered** Jan 05, 2007	None		1	21
2	Nelson, Willie	913023456	1.00	**Web Registered** Nov 07, 2006	None		0	2
3	Smith, John	913034567	1.00	**Web Registered** Jan 04, 2007	None		1	20
4	Witt, Lucile	913056789	1.00	**Web Registered** Jan 04, 2007	None		1	16

Regardless of the heading in this column, enter a 0 or a 1 in the field.

6. If anyone is attending your class and not on the mid-term grade worksheet, email the Registrar's Office (gswreg@gsw.edu) with the name and gswID number.
7. Check your class lists on RAIN often to be sure your class roll is correct. Notify the Registrar's Office of any discrepancies.