

MyHSCP Roster Verification Process

1. You will receive an email with the link to myHSCP. Log in and you will see the Class Section button highlighted in red. Click on Class Sections.

Welcome to myHSCP! Please use the modules below to support your students

You have 3 class section(s) marked as 'Pending Verification'. Click on 'My Classes' to verify.

The dashboard contains five modules, each with an icon and a 'Continue' button. The 'Class Section(s)' module is highlighted with a red border. The other modules are 'Drop/WD Requests', 'My Files', 'Shared Docs.', and 'Logout'.

2. Select the section of your course by clicking the yellow button, View Details.

The course header bar displays the following information: 'Fall 2024 AND Year-Long 24-25', 'MATH 110 Precalculus Algebra', '45053 / 0017', and 'PENDING VERIFICATION'. On the right side, there is a yellow 'View Details' button, which is highlighted by a red arrow.

3. You will see a list of the students and their statuses. If you have every student listed, and their status is Registered, your roster is complete and you can select, "Yes" in the drop-down menu.

The interface shows the 'Class Roster' tab selected. A light blue box contains the following text: 'Here is the current roster for your UMKC myHSCP Course. Please indicate if this information is accurate, if it is not, please give updates in the "corrections" field below for the team to review.' Below this text is the question 'Is the roster accurate?*' followed by a dropdown menu with 'Select' and a downward arrow. A yellow 'Submit Response' button is located below the dropdown. At the bottom right of the interface is a yellow 'Download Roster' button.

4. If you are missing a student that is expecting to earn college credit, please select 'no' in the drop-down menu. A text box will open and you can list the student(s) that should be on your roster and are not, or students that are on the roster and should not be.

The screenshot shows a web interface with four tabs: "Class Roster", "Syllabi/Assessment Documents", "Drop/WD Request(s)", and "Notes". The "Class Roster" tab is active. Below the tabs is a light blue box containing the following text: "Here is the current roster for your UMKC myHSCP Course. Please indicate if this information is accurate, if it is not, please give updates in the 'Notes' tab for the team to review." Below this is the question "Is the roster accurate?*" followed by a dropdown menu with "No" selected. Underneath is the instruction "Please submit correction(s) below" and a large, empty text input area. At the bottom of the light blue box is a yellow "Submit Response" button.

5. If students have a status of applied, they need their GPA verified by the counselor. If students are approved, they have a GPA but are waiting on parent consent. PLEASE be in contact with your students to get them fully enrolled ASAP.
6. When you have a confirmed roster, you will receive an email stating that the roster status is accurate.