

## Counselors' Guide to SBS/Application Day Instructions and FAQs:

Application Day is when you will turn in your rosters for the following semester. Your rosters should include new and returning students. If you have new students to be added, ideally, they should have completed the online application by this point (please be sure to communicate the application deadline to your students). The application can be found at [applysbs.nku.edu](http://applysbs.nku.edu).

The final deadline for applications will always be as follows:

August 1 - fall

December 1 - spring

May 1 - summer

When you have new students, you will include the students' **completed** disclosure form and send their transcripts via Parchment (or another transcript service) when you send your roster. Please make sure you have provided the current blank disclosure form to your students (a blank form can be found in your blank forms folder) and before you submit it with your roster, be sure that sections 11 and 12 are completed and all blanks in the signature area are also filled in. To save a step, you may want to print the disclosures with line 11 already filled in. **If a disclosure is turned in without all sections completed it will be returned to you for completion.**

The School-Based Scholars (SBS) office will pre-determine a date prior to the opening of registration for counselors to submit student applications (AKA: Application Day). Instructions will be outlined below. Meeting this application deadline helps ensure that (1) students are ready to register when registration windows open and (2) departments have accurate data to assess course enrollment and make adjustments if a course does not meet minimum enrollment.

If the scheduled application day does not work for you and you would like to request an extension, please email [nkusbs@nku.edu](mailto:nkusbs@nku.edu) and request a later date; keeping in mind the timeline to admit new students and the date registration opens for students.

We will send you a blank roster that looks like this (there is also one in your blank forms folder): [Blank Roster](#)

Step 1: Log in to your Google folder and copy columns B through J for any student that is on your current roster and paste them into your new roster.

Step 2: Change New to Returning (column E). Change grade level if a new school year.

Step 3: Delete any who will not be taking a course this semester, add new students (completing yellow highlighted column C-J). Then sort your roster alphabetically by last name.

Step 4: Go to your spring roster that we already have in your folder and copy the courses across the top, paste them into your new roster where we have the columns named **Course XXX.**

Note: You may need to add or delete columns.

Step 5: Place an X in the column for each student taking the course listed. If you have a student who is taking a course online or on campus please place an X (not the course name) under the column named **Online/Campus**. This is not needed if the course is listed across the top of your roster (if the course is online AND listed across the top of your roster, just mark an X under the course name). Note: the number under the named course is the cap (maximum number of seats) for that course/section.

Step 6: Scan disclosures for new students and send transcripts via Parchment (or another transcript service). Place a P and the GPA (ex. P 3.62) in column J for those that you have sent transcripts via Parchment (or another service) for. This will indicate to us that we should be expecting the transcript via Parchment (or another service). If your school does not use Parchment (or another service) please scan the transcripts in a file separate from the disclosures.

Step 7: Email your roster, disclosures, and transcripts (if you do not use Parchment or some other service) to [nkusbs@nku.edu](mailto:nkusbs@nku.edu).

We will submit each student's application documents to admissions for processing. (Please expect a 1 to 4-week processing time for new applicants.)

Please watch for any comments in column A, and address ASAP. We want to admit your students as quickly and seamlessly as possible so that they may register as soon as their registration window opens. Your response to comments in column A will help the admission and registration process go smoothly.

Counselors will be notified (via the roster) if a student can not be admitted.

Once new students are admitted we will fill in column F with their username. When you see this filled in you can give the student the Welcome and Next Steps Guide (previously called the registration guide) with their info filled in so they may set up their account. You will find a blank Welcome and Next Steps Guide conveniently located in your blank forms folder. Admitted students are ready to register when their registration window opens. Please communicate with your students that the SBS office will register them for any course they are taking at their school; they will only need to register themselves for any additional courses they are taking. They may follow step 4 on their Welcome and Next Steps Guide to schedule an appointment with our academic advisor.

#### **FAQ:**

1. What if a student changes their mind about a course?  
The counselor emails [nkusbs@nku.edu](mailto:nkusbs@nku.edu) regarding the change. If the change will result in the student no longer taking a course, please indicate that in your email.
2. What does it mean if a student is moved to the bottom of the roster and is marked "withdrew" and a date (ex. Withdrew 10.27.23)?  
That means that the counselor has told NKU SBS that the student is no longer taking a course this semester. This does not withdraw them from NKU's system, they are still in the program, they are just not active this semester. They will not need to reapply, but will

need a transcript sent the following semester to confirm they still meet the GPA requirement for the program.

3. What do I do if I have a student who is taking a course that requires a certain ACT/KYOTE/AP score, how do we get those to you?  
You may send us transcripts that include the test scores or the student may send a screenshot of their scores. The screen shot must include their first and last name, test date, and subject specific scores (not superscores). **Yes, this reverts to our previous policy, we will update you if there is a change again.**
4. I have a student who is getting a message that they don't meet the requirements for the course and are unable to register, but they have met the requirements, what do they need to do?  
Have them complete a [permit request](#). Please remind them that all communication from NKU SBS will be sent to their NKU email address.
5. I have a student who is only taking evening classes, do I still put them on the roster?  
All students who attend your school and will be taking dual credit classes through the SBS program need to be listed on the roster.
6. I can't make a change to the roster, because I only have view access, and I need to add a student, what do I do?  
Just send an email to [nkusbs@nku.edu](mailto:nkusbs@nku.edu) with Addition in the subject line keeping in mind the application deadline and please include the transcript and disclosure.
7. Would you prefer one email per student?  
If you have multiple students to convey information about, please feel free to include them all in one email.
8. I have a student who paid their tuition, but qualifies for a KHEAA scholarship, how do they get refunded?  
KHEAA does not begin to disburse scholarships for fall term until after October 1 and for spring term until after February 15. If students pay their tuition out-of-pocket and are awarded a scholarship afterward, NKU will refund those payments using the same method they were paid (If paid via credit card, the funds will be refunded to the card used. If paid via check, they will be mailed a check to the address the student has on file).
9. I don't see Sally Student on my roster, did they apply?  
Please remember your roster is how we know to expect an application, disclosure, and transcript to admit your students. Without you adding a student to your roster we do not have them on our radar.

10. Scott Scholar transferred to our school, but is enrolled through his prior high school in a SBS course. Can he still take the course?

Yes, as long as the course is not being taught face-to-face at his prior high school he may remain in the course. Please be sure to send us a signed disclosure ASAP. Line 11 gives us permission to send you his grades.