



Counselors' Guide to SBS/Roster Day Instructions and FAQs:

Roster 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 <https://start.nku.edu/apply/>.

The final deadline for applications will always be as follows:

August 1 - fall

December 1 - spring

May 1 - summer

With the new application system students are able to attach their transcript and disclosure form. If something is missing or wrong with what they submitted when we evaluate the application we can send the student an email from the application to notify them.

If you communicate with your students that you do not want them to attach their own documents you will need to provide them as you have done in the past. (please note the paragraph directly below only applies if you are submitting the transcript or disclosure.)

When you have new students, you will include the students' **completed** disclosure form and send their transcripts via email or 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 **one** of the boxes is checked and all blanks in the signature area are also 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: Roster 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 roster day does not work for you and you would like to request an extension, please email nkusbs@nku.edu and request a later date; keeping in mind the timeline to admit new students and the date registration opens for students.

To begin, access the blank roster in your blank forms folder. **Copy and paste the roster into excel or a Google Sheet.** If you use a Google sheet please remember when you send it to us to share it with Shelli Johnson (johnsonm38@nku.edu) and not with nkusbs@nku.edu.

Step 1: Log in to your Google folder and copy columns B through K for any student that is on your **current roster** and paste them into your **new roster** (this is the sheet you will be sending to us).

Step 2: Change New to Returning (column E). Change grade level (column J) 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-K). Then **sort your roster alphabetically by last name.**

Step 4: Go to the roster for the upcoming semester that we already have in your folder and copy the courses across the top (where we have the columns named **Course XXX.**), paste them into the document you are working in. Note: You may need to add or delete columns depending on the number of courses dedicated to your school.

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 (**not one of the courses designated for your school**) 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: If you are submitting the transcripts and disclosures, please scan disclosures for new students and send transcripts via email or 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).

Step 7: Email your roster along with disclosures, and transcripts (if you will be submitting the disclosure and transcript) to nkusbs@nku.edu.

After review, we will submit each student's application documents for admission. (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. Be sure to fill in their info 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 3 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 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 by date (not superscores).
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 and should be sent from 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?
Send an email to nkusbs@nku.edu with Addition in the subject line keeping in mind the application deadline and please include the transcript and disclosure if this is a new student. If a returning student, please indicate that.
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. 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.