

Roster Reconciliation FAQ's

Q: Can I complete Roster Reconciliation on my phone?

A: No, the roster reconciliation must be completed on a laptop or desktop computer.

Q: If I am off campus, do I need to be connected to the VPN to complete the roster reconciliation?

A: VPN is not required to access the Roster Reconciliation Workflow.

Q: Can I assign or delegate someone else to complete the roster reconciliation for my class?

A: No, the primary instructor on record is responsible for completing the roster reconciliation for their assigned class.

Q: How soon after I complete the roster reconciliation will the student be dropped/removed from the class?

A: The student will be dropped/removed from the class immediately upon submission of the Roster Reconciliation.

Q: When does the Roster Reconciliation period open?

A: The roster reconciliation period opens the second (2nd) Wednesday after the semester/term start date.

Q: When does the Roster Reconciliation period close?

A: The roster reconciliation period closes the third (3rd) Monday after the semester/term start date. The end date may be adjusted if the close date falls on a holiday/university closure.

Q: Can I reinstate a student after the Roster Reconciliation period closes?

A: Yes. When reinstatement is submitted after the Roster Reconciliation period is closed, the request will be automatically routed to the Office of the University Registrar for review.

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