

Roster Reconciliation Workflow Process and Procedures

Accessing the Workflow

- Roster Reconciliation **opens the second Wednesday after the Part-of-Term (PoT) start.**
 - The Primary instructor (User) receives email notification when Roster Reconciliation opens.
 - Roster Reconciliation **closes the third Monday after the PoT start.**
1. Click '**Roster Reconciliation Workflow**' hyperlink to access the application

Roster Reconciliation Workflow

Dear Professor Mark Mako:

The Roster Reconciliation period for Summer I 202X (202X50) classes that began on May 5, 202X, is open. Please have your roster reconciliation completed by 11:59 pm EST on Thursday June 19, 202X.

Per the University's Roster Reconciliation Policy, all instructors are required to reconcile rosters for each class taught every semester/term. To reconcile your class roster(s) please access the [Roster Reconciliation Workflow](#) through the SharkLink portal. Be sure to reconcile all applicable rosters and carefully read the instructions before submitting your roster reconciliation. Once you have successfully submitted the roster reconciliation, you will receive a Roster Reconciliation receipt via NSU email per submission.

After June 19, 202X the Roster Reconciliation system will be closed, and instructors will no longer have access to reconcile their rosters. Should you need to drop a student who was not reported as non-attending through roster reconciliation, please contact your academic department for assistance to have the student dropped.

Friendly reminders:

- Students may only be reinstated to a course via the [Roster Reconciliation Workflow](#) which must be submitted by the instructor on record who reconciled/dropped the student due to non-attendance; email requests will not be accepted.
- Problems with your SharkLink access? Contact the Help Desk at help@nova.edu or call (954) 262-HELP (4357).

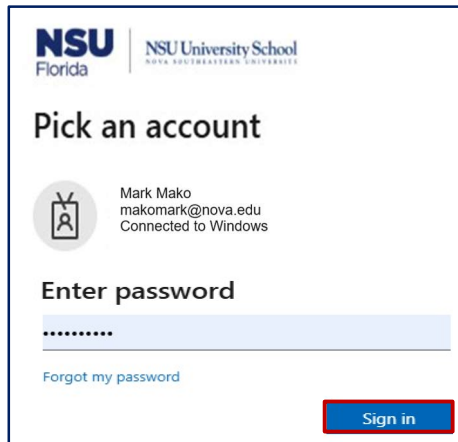
Thank you.
Office of the University Registrar

Roster Reconciliation Workflow Process and Procedures

Accessing the Workflow

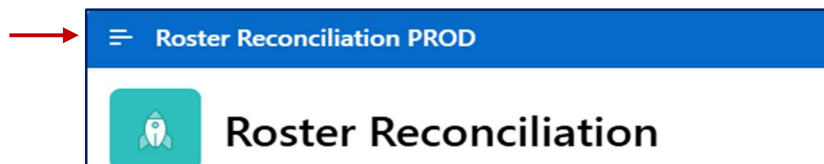
2. a. Choose an Account or Enter NSU username
- b. Enter password
- c. Click 'Sign in'

**VPN is not required to access the Roster Reconciliation Workflow.*

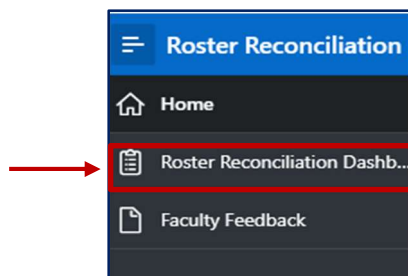
The image shows the NSU login interface. At the top, the NSU Florida logo and 'NSU University School NOVA SOUTHEASTERN UNIVERSITY' are displayed. Below this, the heading 'Pick an account' is followed by a user card for 'Mark Mako' with email 'makomark@nova.edu' and status 'Connected to Windows'. Underneath is a password field with the prompt 'Enter password' and a masked password '.....'. A 'Forgot my password' link is below the password field. A red box highlights the 'Sign in' button at the bottom right.

Roster Reconciliation Landing Page Opens

3. Click three lines at left to display the menu.



4. Select 'Roster Reconciliation Dashboard'



Roster Reconciliation Workflow Process and Procedures

Scenario 1: No Students Dropped from the Course

Roster Reconciliation Dashboard is populated with all Course Reference Numbers (CRNs) assigned to the instructor.

5. Select the course to be reconciled.

Click 'Course Title' hyperlink

Roster Reconciliation Dashboard

Term Code	Part of Term	CRN	Subject	Course	Course Title	Start Date	End Date	Status
202X50	U02	51977	HAWC	1002	Overview of Lifespan Wellness	6/15/202X	6/19/202X	Not Reviewed
202X50	U02	51735	ANTH	1020	Intro to Anthropology	6/15/202X	6/19/202X	Not Reviewed

Once 'Course Title' hyperlink is selected, 'Roster Reconciliation Course/CRN Listing' appears.

6. Perform Roster Reconciliation.

- 6a. To confirm *all class members' attendance* (no students dropped), Check 'No Changes to Report' in box at lower left

- 6b. Click 'Submit Course Reconciliation.'

Roster Reconciliation Course/CRN Listing

Mark Mako NXXXXXXX

Term Code: 202X50 Part of Term: U02

Course Title: Overview of Lifespan Wellness Start Date: 6/15/202X

Students

Counter	NSU ID	Last Name	First Name	Registration Date	Registration Code	Status	Action
1	NLLLLLLL	Scallop	Cynthia	03/12/202X	RE	Registered	<input type="checkbox"/> Drop
2	NBBBBBBB	Stingray	Samuel	04/15/202X	RE	Registered	<input type="checkbox"/> Drop

☒ No Changes To Report

Submit Course Reconciliation

Roster Reconciliation Workflow Process and Procedures

Scenario 1: No Students Dropped from the Course

'Confirm Roster Reconciliation' page appears.
'Status' of all students listed is 'Attending.'

6c. Select 'Confirm Course Reconciliation' to confirm the Roster.

Confirm Roster Reconciliation

Mark Mako NXXXXXX

Term Code 202550	Part of Term U02	CRN 51977
Course Title Overview of Lifespan Wellness	Start Date 6/15/202X	End Date 6/19/202X
		Status Not Reviewed

Attending Students

NSU ID	Last Name	First Name	Registration Date	Status
NDDDDDD	Credible	Justin	3/23/202X	Attending
NTTTTTT	Reefshark	Razor	4/22/202X	Attending
NBBBBBB	Scallop	Cynthia	3/12/202X	Attending
NQQQQQQ	Supernova	Sarah	2/16/202X	Attending

Not Attending Students

NSU ID	Last Name	First Name	Registration Date	Status
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[Confirm Course Reconciliation](#)[Return to Course Reconciliation](#)[Return to Roster Reconciliation Dashboard](#)

'Roster Reconciliation Submission Completed' page populates;
reflects 'No Changes Reported.'

Roster Reconciliation Submission Completed

Term Code 202X50	CRN 51977	Course Title Overview of Lifespan Wellness	Faculty Mark Mako	Instructor ID NXXXXXX
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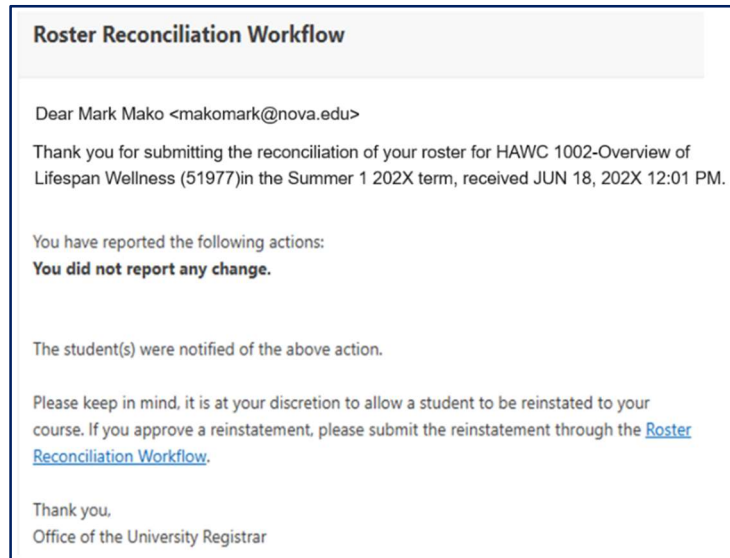
No Changes Reported

[Return to Dashboard](#)

Roster Reconciliation Workflow Process and Procedures

Scenario 1: No Students Dropped from the Course

Instructor is sent email stating, “No changes were reported.”



Roster Reconciliation Workflow Process and Procedures

Scenario 2: Dropping a Student(s) from the Course

Roster Reconciliation Dashboard is populated with all Course Reference Numbers (CRNs) assigned to the instructor.

1. Select the course to be reconciled.

Click 'Course Title' hyperlink

Roster Reconciliation Dashboard

Term Code	Part of Term	CRN	Subject	Course	Course Title	Start Date	End Date	Status
202X50	U02	51977	HAWC	1002	Overview of Lifespan Wellness	6/15/202X	6/19/202X	Not Reviewed
202X50	U02	51735	ANTH	1020	Intro to Anthropology	6/15/202X	6/19/202X	Not Reviewed

'Roster Reconciliation Course/CRN Listing' page appears

Roster Reconciliation PROD

Roster Reconciliation Course/CRN Listing

Mark Mako NXXXXXXX

Term Code
202X50

Part of Term
U02

CRN
51977

Course Title
Overview of Lifespan Wellness

Start Date
6/15/202X

End Date
6/19/202X

Status
In Progress

Students

row(s) 1 - 2 of 2

Counter ↑	NSU ID	Last Name	First Name	Registration Date	Registration Code	Status	Action
1	NDDDDDD	Credible	Justin	3/23/202X	RE	Registered	<input checked="" type="checkbox"/> Drop
2	TTTTTTT	Reefshark	Razor	4/22/202X	RE	Registered	<input type="checkbox"/> Drop

row(s) 1 - 2 of 2

☐ No Changes To Report

Submit Course Reconciliation

Return to Roster Reconciliation Dashboard

Roster Reconciliation Workflow Process and Procedures

Scenario 2: Dropping a Student(s) from the Course

2. Select the listed student(s) to be dropped.
In 'Action' column, Check 'Drop' box
Repeat this step for each student being dropped.
3. After boxes have been checked for all students to be dropped,
Click 'Submit Course Reconciliation.'

The screenshot displays the 'Roster Reconciliation Course/CRN Listing' page. At the top, it shows 'Mark Mako' and 'NXXXXXXX'. Below this, form fields include 'Term Code: 202X50', 'Part of Term: U02', 'CRN: 51977', 'Course Title: Overview of Lifespan Wellness', 'Start Date: 6/15/202X', 'End Date: 6/19/202X', and 'Status: In Progress'.

The 'Students' section contains a table with the following data:

Counter	NSU ID	Last Name	First Name	Registration Date	Registration Code	Status
1	NDDDDDD	Credible	Justin	3/23/202X	RE	Registered
2	NTTTTTT	Reefshark	Razor	4/22/202X	RE	Registered

Below the table, there is a checkbox labeled 'No Changes To Report' and a blue button labeled 'Submit Course Reconciliation'. To the right of the table, an 'Action' dropdown menu is open, showing a checked 'Drop' option. Red arrows point to the 'Drop' option and the 'Submit Course Reconciliation' button.

Roster Reconciliation Workflow Process and Procedures

Scenario 2: Dropping a Student(s) from the Course

'Confirm Roster Reconciliation' page appears.

- The status of attending students is listed as 'Attending.'
- Dropped student(s) are listed as 'Not Attending' and 'Pending Drop Confirmation.'

4. Select 'Confirm Course Reconciliation' to submit requested changes to the class roster.

Confirm Roster Reconciliation
Mark Mako NXXXXXXX
Course NOVA-1000-0
Status Not Reviewed

Attending Students

NSU ID	Last Name	First Name	Registration Date	Status
NTTTTTT	Reefshark	Razor	4/22/202X	Attending

Not Attending Students

NSU ID	Last Name	First Name	Registration Date	Status	To Commit
NDDDDDD	Credible	Justin	3/23/202X	Not Attending	Pending Drop Confirmation

Confirm Course Reconciliation **Return to Course Reconciliation** **Return to Roster Reconciliation Dashboard**

The 'Roster Reconciliation Submission Completed' page is displayed.

- Changes to Class Roster' section:
 - 'Action' column reflects 'Drop via roster rec'
 - "Status' reflects 'Completed.'

Roster Reconciliation Submission Completed
Term Code 202X50 CRN 51977 Course Title Overview of Lifespan Wellness Faculty Mark Mako Instructor ID NXXXXXXX

Changes to Class Roster

Student NSU ID ↑	Student Name	Action	Status
NDDDDDD	Credible, Justin	Drop via roster rec	Completed

Roster Reconciliation Workflow Process and Procedures

Scenario 2: Dropping a Student(s) from the Course

Instructor is sent email confirming the dropped student(s).

Roster Reconciliation Workflow

Dear Mark Mako <makomark@nova.edu>:

Thank you for submitting the reconciliation of your roster for HAWC 1002-Overview of Lifespan Wellness (51977) in the Summer I 202X term, received JUN 18, 202X 04:17 PM.

You have reported the following actions:

NSU ID	Student Name	Action	Status
NDDDDDD	Credible, Justin	Drop via roster rec.	Completed

The student(s) were notified of the above action.

Please keep in mind, it is at your discretion to allow a student to be reinstated to your course. If you approve a reinstatement, please submit the reinstatement through the [Roster Reconciliation Workflow](#).

Thank you.
Office of the University Registrar

Email notification is sent to the student(s) informing them they have been dropped from the course due to non-attendance and may contact the instructor.

Dear Justin Credible <mx1234@mynsu.nova.edu>

The instructor for HAWC 1002, Overview of Lifespan Wellness in the Summer I 202X term has indicated that you have not been in attendance. As a result, you have been dropped from the course.

If you have questions regarding this decision or would like to request reinstatement, you must contact your instructor directly. Only the instructor may submit reinstatement requests for their course.

Please do not respond to this email.

Regards,
Office of the University Registrar

Roster Reconciliation Workflow Process and Procedures

Scenario 3: Student(s) Reinstatement to the Course

Roster Reconciliation Dashboard is populated with all Course Reference Numbers (CRNs) assigned to the instructor.

1. Select the course to be reconciled.

Click 'Course Title' hyperlink

Roster Reconciliation Dashboard

Term Code	Part of Term	CRN	Subject	Course	Course Title	Start Date	End Date	Status
202X50	U02	51977	HAWC	1002	Overview of Lifespan Wellness	6/15/202X	6/19/202X	Not Reviewed
202X50	U02	51735	ANTH	1020	Intro to Anthropology	6/15/202X	6/19/202X	Not Reviewed

'Roster Reconciliation Course/CRN Listing' page appears

2. Check 'Reinstate' box for the listed student(s) to be reinstated.
3. Click 'Submit Course Reconciliation.'

Roster Reconciliation Course/CRN Listing

Mark Mako NXXXXXXX

Term Code
202X50

Part of Term
U02

CRN
51977

Course Title
Overview of Lifespan Wellness

Start Date
6/15/202X

End Date
6/19/202X

Status
In Progress

Action
☐ Drop

Counter	NSU ID	Last Name	First Name	Registration Date	Registration Code	Status	Action
1	NLLLLLLL	Scallop	Cynthia	3/12/202X	RE	Registered	<input type="checkbox"/> Drop <input checked="" type="checkbox"/> Reinstate
2	NDDDDDDD	Credible	Justin	3/23/202X	DR	Drop via roster rec.	

☐ No Changes To Report

Submit Course Reconciliation

Return to Roster Reconciliation Dashboard

Roster Reconciliation Workflow Process and Procedures

Scenario 3: Student(s) Reinstatement to the Course

When reinstatement is submitted *during* the Roster Reconciliation period:

‘Confirm Roster Reconciliation’ page appears.

- Reflects list of attending students
- ‘Pending Reinstatement Confirmation’ appears in ‘To Commit’ column of each listed student to be reinstated’

4. Use ‘Return to Course Reconciliation’ to edit previous action

Confirm Roster Reconciliation

Mark Mako NXXXXXXX

Term Code 202X50	Part of Term U02	CRN 51977	Course HAWC-1002
Course Title Overview of Lifespan Wellness	Start Date 6/15/202X	End Date 6/19/202X	Status Not Reviewed

Attending Students

NSU ID	Last Name	First Name	Registration Date	Status	To Commit
NLLLLLLL	Scallop	Cynthia	3/12/202X	Attending	
NDDDDDDD	Credible	Justin	3/23/202X	Attending	Pending Reinstatement Confirmation

Not Attending Students

NSU ID	Last Name	First Name	Registration Date	Status	To Commit

[Confirm Course Reconciliation](#) [Return to Course Reconciliation](#) [Return to Roster Reconciliation Dashboard](#)

No data found

5. Select ‘Confirm Course Reconciliation’ to submit requested changes to the class roster.

Confirm Roster Reconciliation

Mark Mako NXXXXXXX

Term Code 202X50	Part of Term U02	CRN 51977	Course HAWC-1002
Course Title Overview of Lifespan Wellness	Start Date 6/15/202X	End Date 6/19/202X	Status Not Reviewed

Attending Students

NSU ID	Last Name	First Name	Registration Date	Status	To Commit
NLLLLLLL	Scallop	Cynthia	3/12/202X	Attending	
NDDDDDDD	Credible	Justin	3/23/202X	Attending	Pending Reinstatement Confirmation

Not Attending Students

NSU ID	Last Name	First Name	Registration Date	Status	To Commit

[Confirm Course Reconciliation](#) [Return to Course Reconciliation](#) [Return to Roster Reconciliation Dashboard](#)

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Roster Reconciliation Workflow Process and Procedures

Scenario 3: Student(s) Reinstatement to the Course

'Roster Reconciliation Submission Completed' page:

- Displays course information and student(s) with the Action 'Reinstated via roster rec.'
- 'Status' is reflected as 'Completed.'

Roster Reconciliation Submission Completed

Term Code 202X50	CRN 51977	Course Title Overview of Lifespan Wellness	Faculty Mark Mako	Instructor ID NXXXXXXX
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Changes to Class Roster

Student NSU ID ↑≡	Student Name	Action	Status
NDDDDDDD	Credible, Justin	Reinstated via roster rec.	Completed

Roster Reconciliation Workflow Process and Procedures

Scenario 3: Student Reinstatement to the Course

Instructor is sent email confirming the student(s) reinstatement

Roster Reconciliation Workflow

Dear Mark Mako <makomark@nova.edu>

Thank you for submitting the reconciliation of your roster for HAWC 1002-Overview of Lifespan Wellness (51977) in the Summer I 202X term, received JUN 18, 202X 12:08 PM.

You have reported the following actions:

NSU ID	Student Name	Action	Status
NDDDDDD	Credible, Justin	Reinstate via roster rec.	Completed

The student(s) were notified of the above action.

Please keep in mind, it is at your discretion to allow a student to be reinstated to your course. If you approve a reinstatement, please submit the reinstatement through the [Roster Reconciliation Workflow](#).

Thank you.
Office of the University Registrar

Email notification is sent to the student(s) informing them they have been reinstated to the course.

Dear Justin Credible <mx1234@mynsu.nova.edu>:

Per the instructor's request you have been reinstated to HAWC 1002, Overview of Lifespan Wellness for the Summer I 202X term.

If you have any questions regarding this decision please contact your instructor or academic advisor directly.

Please do not respond to this email.

Regards,
Office of the University Registrar

Roster Reconciliation Workflow Process and Procedures

Scenario 3: Student Reinstatement to the Course

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.

Roster Reconciliation Workflow

Dear Mark Mako <makomark@nova.edu>:

Thank you for submitting the reconciliation of your roster for HAWC 1002-Overview of Lifespan Wellness (51977) in the Summer I 202X term, received JUN 24, 202X, 9:12 AM.

You have reported the following actions:

NSU ID	Student Name	Action	Status
NDDDDDDD	Credible, Justin	Reinstate via roster rec.	Pending Registrar Review

The student(s) were notified of the above action.

Please keep in mind, it is at your discretion to allow a student to be reinstated to your course. If you approve a reinstatement, please submit the reinstatement through the [Roster Reconciliation Workflow](#).

Thank you.
Office of the University Registrar

- If approved, the instructor and student receive confirmation of the reinstatement.
- If not approved, the instructor receives a response indicating the reason reinstatement was not granted.