

Academic Support Services

Roster Reconciliation

If a student does not attend the 1st week of class, it is the responsibility of the professor to send the name/s of these students to the registrar at rostrec@nova.edu. The student will be dropped from the class which will signal the student to contact their adviser to confirm whether they plan to attend class or not. This must be done at the beginning of the 2nd week of the semester before the reconciliation window closes and you will no longer have access to do this online. After the 2nd week you must resort to report this directly to the program or registrar's office.

This process prevents confusion at the end of classes when students are still showing up on the roster as being in attendance and must therefore be graded – usually as an “F” – since a grade must be submitted for each student listed on the roster.

Sample Roster

NOVA SOUTHEASTERN UNIVERSITY
H. Wayne Huizenga College of Business and Entrepreneurship
Class Roster - Class Sign-In Sheet
Date Printed :

TERM :

COURSE:

INSTRUCTOR:

SIGNATURE: _____

First Name	Last Name	Email	Day 1	Day 2

STUDENT COUNT:

Students must register for all courses attempted during a term. Students cannot attend classes for which they are not registered. No credit for work will be granted in a course for which a student is not registered. Students cannot be registered for a course after the first class meeting date. If your name does not appear above, contact your academic advisor immediately for assistance.