

UMD CITS Google Rosters User Guide

- Google rosters may be accessed at any time on the UMD CITS site. *High School rosters are shared only with high school guidance office staff and the high school principal for that specific school. Others will NOT have access to your files.*
- Click on the link for your high school to view the current year rosters for your school.
- Each roster file at the bottom of the page contains multiple sheets (*also called Workbooks*) bottom.
Example: [Sheet /Workbook 1](#) ⬇ | [Sheet /Workbook 2](#) ⬇



- Select the correct Class Section. Add each student to be registered for college credit. You should be able to create a report with this information from your learning management system that you can copy and paste in.

Required for UMD Admission:

- | | |
|---|---------------------------------|
| a. Student Last Name, First and Middle | e. City |
| b. Birthdate | f. Zip Code |
| c. Gender | g. Primary Contact phone number |
| d. Home Address (include apartment numbers here, if applicable) | h. GArade |
| | i. Cumulative GPA |

UMD ID	Student ID	Last Name	First Name	Middle Initial	Birthdate	M/F/U known	Address	City	Zip	Phone #	High School Grade	GPA
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- If you need additional sections of a course, or are not offering a course, please let us know.
- A [UMD Course Permission form](#) is required for every student who wishes to enroll, but does not meet our minimum qualifications (a high school junior or senior with a GPA of 3.0 or higher).
 - CITS staff will send you copies for each student requiring an exception. Electronic signatures are acceptable.
- Notify UMD when your rosters are complete and students are ready to be registered by sending an email to rabid044@d.umn.edu.
- Once UMD admission begins, Course Sheets are locked to updates but available to view. Once courses are locked, utilize the add/drop

What to do when a student “adds, changes, or drops.”

1. Use this tab when course tabs are locked and a student should be added, dropped, or swapped from the class
2. Go to the Roster and the first sheet called “Add, Drop & Swap”.

Provide the following details:

- a. Columns B through L : student's record information
- b. Column M, “Change to Registration Needed”: select desired Action using drop down arrow
- c. Column N: Use if the Action is a **class add** or a **class drop**.
- d. Columns O and P: use if the Action is a **class swap** from one class section to another
- e. Columns Q through V: UMD staff will add information for monitoring the record changes.

High School Grade	GPA	Change to Registration needed	Class/Section	Swap from: class/section	Swap to: class/section	CITS Notes	C
							

3. Last step: send a quick note to UMDreg@d.umn.edu to share that updates are needed.
Your partnership is appreciated!