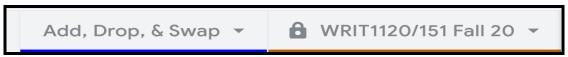


## **UMD CITS Google Rosters User Guide**

- 1. 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.
- 2. Click on the link for your high school to view the current year rosters for your school.



4. 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
- b. Birthdate
- c. Gender
- d. Home Address (include apartment numbers here, if applicable)

- e. City
- f. Zip Code
- g. Primary Contact phone number
- h. GArade
- i. Cumulative GPA

			,									
											High	
				Middle		M/F/U					School	
UMD ID	Student ID	Last Name	First Name	Initial	Birthdate	known	Address	City	Zip	Phone #	Grade	GPA

- 5. If you need additional sections of a course, or are not offering a course, please let us know.
- 6. A <u>UMD Course Permission form</u> 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).
  - a. CITS staff will send you copies for each student requiring an exception. Electronic signatures are acceptable.
- 7. Notify UMD when your rosters are complete and students are ready to be registered by sending an email to rabid044@d.umn.edu.
- 8. 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.



3. Last step: send a quick note to <a href="https://www.umn.edu"><u>UMDreg@d.umn.edu</u></a> to share that updates are needed. Your partnership is appreciated!