Roster Discrepancy Form

Support Documentation

Office of the Registrar
June 2020
Instructions for Completing the Roster Discrepancy Form

In MyMercer, select Academics->Roster Discrepancy Form on the navigation. Click the link on the landing page to bring up the form. **You must use Chrome, Safari, Edge, or IE, and turn off pop-up blockers to access the form.** If the form will not load after turning off your pop-up blocker, hold down “Ctrl” and press “F5” to clear the cache, and then try again.

Section 1 – No-shows

- If all students on all of your rosters are attending or participating in class, check the box. This will disable the drop-downs in this section. Skip to Section 2.

  OR

- If one or more of your students are not attending or participating in class:
  a. Select the course in which the student is enrolled from the Course drop-down.
  b. Select the student from the pre-populated Student drop-down. Only students in the selected course will be listed.
  c. If you have more than one student to report as not attending or participating, click on **+ Add Another Student**, which will generate another pair of drop-downs. Repeat steps a and b.

* All students that you report in Section 1 MUST also be marked ‘Absent’ in MyMercer *
  For instructions on recording attendance in MyMercer, click here.

Section 2 – Unregistered Students

- If all students who are attending or participating in your classes are listed on your MyMercer rosters, check the box. This will disable the other fields in this section. Skip to Section 3.

  OR

- If you have one or more students who are attending or participating in class but are not listed on the MyMercer roster:
  a. Select the course in which the student is attending or participating from the Course drop-down.
  b. Type in the student’s name in the Student Name text box.
  c. Type in the student’s MUID in the Student Number text box.
  d. If you have more than one student to report as attending or participating in class but not listed on the MyMercer roster, click on **+ Add Another Student**, which will generate another set of fields to be filled out. Repeat steps a through c.

Section 3 – Certification

Electronically sign the form by typing in your full name. Click Submit.
1. What is the Roster Discrepancy form?
The Roster Discrepancy form (Appendix A) is an electronic document used to report students who are on a class roster but are not attending class, as well as students attending class but not appearing on a roster.

2. What is the purpose of the form?
In order to maintain compliance for federal and state financial aid programs, as well as Veteran’s Administration education benefits, Mercer University must have reliable enrollment records. Instructors must expeditiously reconcile their rosters each term in order for us to remain compliant. The Roster Discrepancy form is a tool for completing this mandatory task.

3. Who must complete the form?
All instructors must complete the form for their classes every term. The form will include all courses that the instructor is teaching for the term.

4. When must the form be completed?
The form must be completed after Drop/Add ends, but before the close of business on the following Thursday. It must be completed for every term, including sessions.

5. Where is the form located?
In MyMercer, select Academics in the main navigation, then click on Roster Discrepancy Form. The landing page will include a link to the form.

6. How will the information submitted on the form be used?
The Registrar’s Office will contact students who are on a roster but not attending class to provide information on the possible financial and academic repercussions, and withdraw students from courses, when necessary. The Registrar’s Office will also reach out to students attending a course but not appearing on the roster to assist them with completing the registration process to ensure they receive credit for the course.

7. Does the form replace the attendance/participation recording process in MyMercer?
No. Accurate attendance data must still be recorded MyMercer. Attendance records are analyzed by several Mercer offices and colleges. Mercer occasionally receives subpoenas for attendance records. The data collected on the Roster Discrepancy forms cannot be used for such purposes. Absences for students reported as no-shows in classes must be marked in the system of record to meet compliance requirements.

8. Does the form have to be completed if all rosters are accurate?
Yes. There are two check boxes on the form that are to be checked if all rosters are correct. After checking the boxes and adding an electronic signature, the form can be submitted.

9. Will instructors receive verification of form completion?
Yes. When the form is submitted, a ‘Successful Submission’ screen will be displayed, and an email will be sent to the instructor that includes the information reported on the form (Appendix B).
10. If there is a discrepancy between the MyMercer and Canvas rosters, which one should be used for official reconciliation purposes?
   The MyMercer roster is the one that must be reconciled. The MyMercer roster is linked directly to Nexus, which is Mercer’s system of record. If the Canvas roster does not match the MyMercer roster, submit a ticket to the Mercer IT Help Desk (Service Portal, helpdesk@mercer.edu, or (478) 301-7000) so that the Canvas roster can be updated.

11. Can instructors submit the form more than once during a term?
   Yes. If an instructor realizes that they did not report all discrepancies when they first submitted the form, they may submit the form again with the additional discrepancies. Discrepancies previously reported should not be reported again.

12. Who should be contacted if there is a problem with the form (e.g. form does not load, courses are not appearing on the form)?
   Report all issues with the form to the Mercer IT Help Desk (Service Portal, helpdesk@mercer.edu, or (478) 301-7000).
Appendix A – Screenshot of the Roster Discrepancy Form

Section 1: Students Not Attending or Participating in Class

☐ Check here if all students on your MyMercer rosters are attending or participating in class. Then, skip to Section 2.

Select students below who have not attended class or have not participated in academically related activities (click here for examples of acceptable activities). Please note, simply logging into a course does NOT constitute attendance or participation. You must immediately mark these students ‘ABSENT’ in the MyMercer Faculty Portal, Mercer’s system of record, to ensure Mercer remains compliant with federal reporting mandates.

Course: [Please Select a Course]  
Student: [Dropdown]

+ Add Another Student

Section 2: Students Not on Roster, but Attending or Participating in Class

☐ Check here if all students attending or participating in your classes appear on your MyMercer rosters. Then, skip to Section 3.

Enter students (name and ID) below who are not on your roster in Nexus, but are attending class or are participating in class-related activities (online classwork, field work, email correspondence, etc.). This form does NOT register students for the course. The student MUST contact the Registrar’s Office to be registered.

Course: [Please Select a Course]  
Student Name: [Dropdown]  
Student Number: [Dropdown]

+ Add Another Student

Section 3: Certification

In order to maintain compliance for federal and state aid programs, as well as Veteran’s Administration education benefits, Mercer University must have reliable enrollment records. By submitting this form, I am certifying that I have reported all MyMercer Faculty Portal roster discrepancies on this form, and have marked all students who have not attended or participated in class ‘ABSENT’ in the MyMercer Faculty Portal.

Full Name: [Dropdown]  

Submit
You have successfully submitted your Roster Discrepancy Form.

**No-Show Students Reported:**
EGR TCO 341 3W2; 110[____] Sh[____], Christian F

**Unregistered Students Reported:**
None Reported

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You have successfully submitted your Roster Discrepancy Form.

**No-Show Students Reported:**
None Reported

**Unregistered Students Reported:**
None Reported

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You have successfully submitted your Roster Discrepancy Form.

**No-Show Students Reported:**
CLA CSC 499 301; [____] 170 Donley, N[____]
CLA IST 301 301; 109[____] Neal- Tyso, Amd[____]

**Unregistered Students Reported:**
CLA CSC 499 301; 109[____] E’tra J. Stu[____]