

### **How to Fill in Excel Roster Sheet**

- A. Student Legal Last Name
- B. Student Legal First Name
- C. Student Legal Middle Initial
- D. Student Birthdate in 1/1/2001 format
- E. High School – Name of High School Student Attends full time
- F. Thomas Course Number – Thomas Course Name (example: MS120)

### **Notes about course rosters:**

#### Course Roster

A course roster is a list of the students in each course with specific identifying information. The rosters are used in conjunction with the student application to register students for courses through Thomas College to receive credit. It is very important that the student information is accurate, complete, and is filled out according to provided directions. Please send course rosters electronically to Kelly Stevens by the due date indicated on the academic calendar.

The College will approve extensions on a case-by-case basis. Please contact Kelly Stevens. The College reports official enrollment numbers in early September for fall and year-long courses, and again in early January for spring courses. Before official enrollment, we should register as many students as possible – please send your current course roster by the due date and send us an update when you have the complete information. As a reminder, both the application and roster are needed to register students for courses.