



## What is an Online Roster?

An online roster is a secure web- link emailed to high school teachers, providing them with real-time access to view a list of students that are registering for their Dual Enrollment class(es). Online Rosters replace the “Courtesy Rosters” that were emailed in to teachers in prior semesters.

## Why the change?

For years, a challenge for Dual Enrollment has been how to keep teachers informed of the registrations submitted by high school students. In the past, we sent teachers a “courtesy roster” via email after student information had been processed. The delay caused by internal processing often meant the emailed rosters were not an accurate reflection of who submitted a registration online.

## How do teachers use it?

Teachers will be emailed a link which includes their Account Name and password. The Account Name is the teacher’s high school email address. The password has been randomly generated and is good for only one semester. When teachers log in they will be able to see the names of students that are submitting registrations via [www.monroecc.edu/depts/dualenrollment](http://www.monroecc.edu/depts/dualenrollment). This information provides teachers with a real-time roster, they can access at any time during the open registration window, allowing teachers to verify which students have completed the registration process.

## Where can I find the link, my account name, or password if I lost it?

The email we send will have all the information teachers need to access their online roster. If that email is lost, go to [www.monroecc.edu/depts/dualenrollment](http://www.monroecc.edu/depts/dualenrollment) and use the sidebar link “Teachers & Counselors”. The teacher’s Account name is their high school email address. The password is randomly generated for each teacher. Teachers who forget or misplace their password can select the “Reset my Password” link and another password will be randomly generated and emailed to the high school email address. Teachers cannot customize their password.

## How do teachers report errors?

If a teacher sees a name on their roster that does not belong, she/he can email their faculty liaison or send an email to [dualenroll@monroecc.edu](mailto:dualenroll@monroecc.edu). Include the class, MCC course code, and student name to be removed. Please note, errors are corrected during our data processing. This means teachers will not see these corrections until a clean roster is emailed a few weeks later.

## What should teachers be aware of?

1. If you have not received your log-in information check your spam or junk email.
2. Unprocessed Data – The online system captures information exactly as it was entered by the student. This means teachers will see errors in capitalization, spelling, etc. Whatever was entered by the student will be displayed.
3. Viewing access only – Teachers can only view information. They will not be able to make corrections directly to that information.
4. Viewing access will expire – Teachers can view information only during the open registration period. When registration closes so does teacher viewing access. However teachers are able to print their online roster if they choose to do so.
5. All other processes remain the same – A few weeks after registration we will email teachers a “clean” roster of registered students. And after all scholarships / payments have been received, unpaid students will be dropped and we will email teachers a “Final Roster”.