

## Explanation of Student Count Discrepancy on Banner Rosters

Q: "Why doesn't the number of students on the printed roster match the students on the Excel Download roster? For that matter, on the printed roster, why doesn't the number of students listed match the total seats 'Taken' field?"

A: There are three ways to view a class roster via Banner Faculty Services:

- The on-screen roster (*accessed by selecting "Roster" at the Faculty Services menu*)
- The Excel-compatible downloaded roster (*accessed by clicking the "Excel Download" button at a roster screen*)
- The printable roster (*accessed by clicking the "Print Basic Roster" button at a roster screen*).

The **downloaded roster**, which is typically pasted into an electronic grade book, lists only those students who are actively enrolled in your class.

The **printable roster** contains both actively enrolled students *and* dropped students (who will receive a "W" on their record). The students listed on this printable roster match those students who will appear on the Post Grades screen, accessed at the completion of the class.

Seats "Taken" only counts registered students

Dropped Students

PPRD DB - 04/20/06  
Fall 2008  
Full Term

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
70806	CAOA	269	3.00	DREAMWEAVER WEB PUB
INSTRUCTOR(S) - (Primary)				
Landers, Sean (P)				
	TYPE	DAYS	TIME	BLDG. ROOM
	Lecture/Lab	T	0700-0950pm	400 N2411
	Lecture/Lab	T	0500-0650pm	400 N2411
CRITICAL DATES				
Start Date: 18-AUG-08		Last Date to drop without a "W": 13 SEP 2008		
End Date: 19-DEC-08		Last Date to drop with a "W": 08 NOV 2008		
Last Date to add class: 14-AUG-08		Census Date: 09/02/08		
Last Date to drop with a refund: 31-AUG-08				

  

Seats Taken Available Waitlisted				As of: 25-SEP-2008 10:46:49																													
30	5	25	0	Date																													
Student Name	ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S
1 Jones, Alexandria		RE	3.00																														
2 McGhee, Mary		DW	3.00																														
3 Pimentel, Kristin		RE	3.00																														
4 Smith, Vicki		DW	3.00																														
5 Workman, Burma		RE	3.00																														
6 Einstein, Albert		RW	3.00																														
7 Graham, William		RE	3.00																														
8																																	
9																																	
10																																	

Instructor's Signature \_\_\_\_\_

***What do those “Reg” codes mean?***

<b>Reg Code</b>	<b>Explanation</b>
<b>RW</b>	Registered on the web
<b>RE</b>	Registered in person
<b>DW</b>	Student dropped/withdrew. They will receive a “W” on their record
<b>IW</b>	Instructor initiated drop. Student will receive a “W” on their record
<b>D?</b> <b>I?</b>	If you see “D or I” in front of another letter, the student was dropped from your course.

***Caution When Posting Grades!***

Faculty using grade books with students pasted from a downloaded roster will need to exercise caution when posting grades at the end of the semester since the downloaded roster list (in their grade book) may not match the list on the Post Grades screen. The students listed on the Post Grades screen will include dropped students receiving a “W” on their record.

Only the primary instructor can post grades for the course. To determine who the primary instructor for the class, look on the roster and under the “Instructor” field header you will see a (P) next to the instructor. This indicator is the primary instructor.

***Short Courses***

You can post grades when the short course is finished, instead of waiting at the end of the term.

**Remember, the primary instructor can only post the grades for the course.**