

**A-State Concurrent Enrollment Program  
Roster Correction Form  
Fall 2020**

Initial Check  
(4<sup>th</sup> day)  
Second Check  
(9<sup>th</sup> day)  
**Final Check\***  
(12<sup>th</sup> day)

Instructor \_\_\_\_\_

School \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b> Signed/dated final roster rec'd _____
---------------------------------------------------------------------

CRN	Course		Class Period (if applicable)

- Please use a separate form for **each** of your A-State Concurrent Enrollment Program courses that needs enrollment changes.
- Rosters should be checked on the following dates:

Initial Check Date	Second Check Date	Final Check Date*
Friday, Aug 28, 2020	Friday, Sep 4, 2020	Wednesday, Sep 9, 2020
<b>NO ROSTER NEEDED</b>	<b>NO ROSTER NEEDED</b>	<b>SIGNED AND DATED ROSTER REQUIRED</b>
<b>FOURTH DAY OF CLASS</b>	<b>NINTH DAY OF CLASS</b>	<b>TWELFTH DAY OF CLASS</b>
		<ul style="list-style-type: none"> <li>If changes aren't made by this date, students will be charged for courses they don't want.</li> <li>No roster changes can occur after this date except through course withdrawal.</li> <li>Please use the CEP Course Drop form for withdrawals.</li> </ul>

**\*Please print, sign and date a copy of your FINAL roster and include with the FINAL Roster Correction Form.**

- After checking your roster, please mark any of the following that apply:

As of \_\_\_\_\_, my high school roster matches the official A-State roster.  
(date)

Please make the following course corrections:

These students should be <b>ADDED</b> to my roster		<b>FOR OFFICE USE ONLY</b>		
Name	ASU ID (if known)	Score Verification(s)	Override?	Date Enrolled

These students should be <b>REMOVED</b> from my roster		<b>FOR OFFICE USE ONLY</b>
Name	ASU ID (if known)	Date Dropped

\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS FORM AND THE CORRESPONDING ROSTER (only required for final roster check)  
TO YOUR HIGH SCHOOL COUNSELOR WHO WILL EMAIL IT TO  
the Concurrent Enrollment Program at CEP@astate.edu.**