

# Academic History Rollover Checklist

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1. Log into Current Year
2. Academic History - Rollover Routine
3. Order Does Not Matter
4. Uncheck all but Main Info, Address, and Auxiliary (Can re-roll later to update graduation date, etc. re-roll will also update active/inactive in academic history)
5. Roll Valid Grades
6. Roll Header
7. Roll Marking Periods
8. Roll Courses – May or may not roll non-credit courses rolled (initially rolled only credit-bearing courses)
9. 'Update Existing' should be checked