Viewing Class Rosters

This guide will cover:

- How to access and view a single class roster for a specific class section.

Step One

- Navigate to the Class Roster page using the following breadcrumb:

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Main Menu › Campus Solutions › Curriculum Management › Class Roster › Class Roster
```

Step Two

- On the search page enter search criteria for the class section then click **Search**.

```
Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value]

[Search Criteria]

Academic Institution: begins with UCINN
Term: begins with 2156
Subject Area: begins with HIST
Catalog Nbr: begins with 1001
Class Nbr: =
Class Section: begins with 015
Session: =
Course ID: begins with
Course Offering Nbr: = 28
```

NOTE: Academic Institution and Term are the minimum required search fields; however, only the first 300 results will be returned. It is recommended to use the fields shown above to limit the search results to a more specific class section within a term. **Course Offering Nbr** is equivalent to the college number this course has been scheduled for.
Step Three

- The top section of the Class Roster displays information about the class section including:
  - Subject and catalog number
  - Section number
  - Course name
  - Meeting days and times
  - Facility room
  - Instructor name
  - Beginning and end dates for the session type (e.g. Full Semester, Half Semester)

- Click the hyperlink of the Subject and Catalog to view more detailed information about the course.

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[Image of Class Roster]

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Step Four

- Use the Enrollment Status drop-down to view students who are currently Enrolled, Dropped, or select a display of All students.
Fields on the class roster include:

- **Enrollment Capacity**: displays total number of available seats.
- **Enrolled**: displays total number of students currently enrolled.
- **Dropped**: displays total number of students who were enrolled in the class but are now in a "dropped" status.
- **ID**: The student’s Catalyst ID.
- **Name**: Preferred name appears by default. If no preferred name exists, the primary name appears.
- **Grade Basis**: The grading basis of enrolled students.
- **Units**: The number of units that the student took for the class.
- **Program and Plan**: The student’s primary academic program and any associated academic plans for that program.
- **Level**: The student’s current academic level.
- **Status**: The student’s current enrollment status in the class.

You have now completed the steps for accessing and viewing a class roster.