



Campus Solutions - Student Records

California State University Fullerton

Business Process Guide

Viewing a Class Roster

DOCUMENT INFORMATION	
Module	Student Records
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eReference	SharePoint: Student Records, Business Process Guides, CSUF Business Process Guides, Finalized BPG's, BPG Viewing a Class Roster-FINAL

DOCUMENT HISTORY			
DATE	BY	ACTION	PAGES
08/15/2007	T Brown	Document Created	
02/06/2008	D Briggs	Testing/Proofreading	
02/06/2008	M Medina	Format Check	

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Process Overview

Class rosters can be viewed by following the directions in this business process guide. By using the internet browser print function, you are able to easily print a class roster.

Faculty can also view their own class rosters in self-service, but this guide explains how administrative staff can view any class roster.



1.0 Viewing a Class Roster

Navigation: Menu > Curriculum Management > Class Roster

Class Roster

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

Find an Existing Value

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
FLCMP	2085	MATH	105	1002	01	Regular	000001	1	Basic Algebra
FLCMP	2085	MATH	105	1010	01	Regular	000001	2	Basic Algebra
FLCMP	2085	MATH	581	1011	01	Regular	007981	1	Studies in Geometry

Step 1	Make sure that the Academic Institution field says FLCMP
Step 2	Enter the appropriate Term , Subject Area and Catalog Nbr
Step 3	Click on <input type="button" value="Search"/>
Step 4	If more than one Search Result appears (different Class Section numbers) at the bottom of the page, click on the class you wish to view.
Step 5	The Class Roster for that particular class will appear

2.0 Printing a Class Roster



Class Roster

Course ID: 000001 Basic Algebra (Lecture) CSU Fullerton
 Catalog: MATH 105 Summer 2008
 Class Nbr: 1002 Section 01 Regular Academic Session
 Instructors: SRInstructor,Joe

Class Roster Details

Total Students: 3 Enrollment Status: [Detail](#)

ID	Name	Units Taken	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
1 000000131	Quickadmit,Paul	3.00	Undergraduate Degree - Dance 1MJ 1BA	Freshman	09/13/2007	09/13/2007
2 000000742	Wilson,Sam Jacob	3.00	Extension Credit - Ex Ed Undegraduate Generic ND	Not Set	08/01/2007	
3 000000040	Woo,Ellie	3.00	Undergraduate Degree - Art/History 1MJ 1BA	Freshman	09/04/2007	

- Step 1** To print the roster, click the Print button  from your Internet Browser toolbar **OR** highlight the roster information, copy it, and then paste it into an Excel spreadsheet. **You can also download it to Excel by clicking on the  icon in the roster header.**
- Step 2** Also on the **Class Roster** page, the **Enrollment Status** drop-down box can be changed to view those students who are on the wait list (**Waiting** status) **if a Wait List is available for the class**. Also, those who have been administratively **Dropped** can be viewed as an option from this drop-down box, **if there are students who have been administratively dropped from the class**.

Class Roster Details

Total Students: 3 Enrollment Status: [Detail](#)

- Step 3** Notice the [Detail](#) link at the top. Clicking on this link will bring up a **Class Detail** page from the **Schedule of Classes**.



3.0 Class Detail

Class Detail

MATH 105 - 01 Basic Algebra
 CSU Fullerton | Summer 2008 | Lecture

[CLOSE](#)

CLASS DETAILS

Status	● Open	Career	Undergraduate
Class Number	1002	Dates	5/29/2008 - 8/10/2008
Session	Regular Academic Session	Grading	Undergraduate Graded
Units	3 units	Location	Fullerton Campus
Instruction Mode	In Person	Campus	Fullerton Campus
Class Components	Lecture Required		

MEETING INFORMATION

Days & Times	Room	Instructor	Meeting Dates
MWF 9:00AM - 9:50AM	MH 264 - Lecture Room	Joe SRInstructor	5/29/2008 - 8/10/2008

ENROLLMENT INFORMATION

Enrollment Requirements MQE Score 0-17

CLASS AVAILABILITY

Class Capacity	30	Wait List Capacity	0
Enrollment Total	3	Wait List Total	0
Available Seats	27		

[CLOSE](#)

Step 1	To search for a different Class Roster , click on the Return to Search button at the bottom of the Class Roster page.
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