Class List

Faculty Members can view all courses they are teaching, or have taught, within the selected Semester.

Courses the faculty member is associated with will display the Course ID, Subject, Number, Section, and Title. A link from the Course ID of the course will display the Class Roster.

Change Semester

Faculty can change the semester so they can view the courses they taught within a different semester. The list of available semesters to choose from are based on what terms that the faculty member has taught. Any term that they have taught at least one course will be displayed in the selection list.

Click on the drop down list from **Year/Term** field.
Then choose the year term by clicking on the year term name.

⚠️ **NOTE:** The default semester is the current semester. If it is between semesters the default semester will be the previous, most recent term that the faculty member has taught courses.

⚠️ **NOTE:** A newly hired faculty member may not be assigned to any term courses yet, but they can access the faculty e-services. The course listing page will not display the semester parameter. There will be a message displayed. [No Classes Exist]

**Class Roster**

Click on the **Course ID** link that is underlined to see a roster of students registered for the desired course.
The class roster lists all students enrolled in the selected course and includes the following information for each student: Tech ID, Student Name, Major, Classification, Credits, Grading Method, Grade, Last Date Attended and Advisor.

You can click on the student’s name to view their contact information. Review the documentation on Last Date Attended (LDA) for complete details on using this process. A grade of "W" without a required "Last Date of Attendance" signifies a student initiated the withdrawal.
This Roster displays the Semester of the course on the top of the page. Under the Course ID title, a description about the course is provided: the Primary Instructor name (last name, first name), the time of the course, location, campus (site) and number of enrolled students, maximum number of possible enrollment and remaining seats available. An * Indicates additional meeting times/rooms.

**NOTE:** You can click on the student's name to view their contact information.

**NOTE:** A grade of “W” without a required “Last Date of Attendance” signifies a student initiated the withdrawal.

**NOTE:** The student names are sorted alphabetically by student's last name. (Does not differentiate between lower and upper case letters.)
**Roster Contact Information**
Click on [Tech ID] link.

The Roster Contact Information Screen will display. This screen contains the Student ID and Name of student (Last Name, First Name and Middle Name), Permanent Address and Email Addresses of the student.

![Roster Contact Information Screen](image)

To return to the *Class List* select the browser back button.