Viewing a Class Roster

Business Process Guide

Updates

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Viewing a Class Roster 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.

Before You Begin

Prerequisites and Assumptions

Before you can successfully perform the Viewing a Class Roster process, it is assumed that each of the following conditions has been met:

- The class has enrollment
**Attention:** Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

### 1.0 Viewing a Class Roster

**Navigation:**  
Main Menu > Campus Solutions > Curriculum Management > Class Roster > Class Roster

Follow the navigation path listed above to access the search page for **Class Roster**.

![Class Roster search page](image)

**Steps for Viewing a Class Roster:**

1. On the search page for **Class Roster**, make sure that the **Academic Institution** field says **CWUID**.
2. Enter the appropriate **Term**, **Subject Area** and **Catalog Nbr**.
3. Click the **Search** button.
4. To clear the information you entered into the fields on this page, click the **Clear** button.
5. If more than one **Search Result** appears (different **Class Section** numbers) at the bottom of the page, click on the link for the class section you wish to view.
9.0 Viewing a Class Roster

Tips for Viewing a Class Roster:

1. To print the roster from the Class Roster page, click the Download to Excel button in the title bar. If the Class Roster does not open in Microsoft Excel, you may need to check a setting on your computer. This is explained in the section entitled Downloading to Excel in the "Introduction to PeopleSoft Reference Guide" document. When the Class Roster does open, it will be in Microsoft Excel. Print it as you would any other Excel document.

2. Also on the Class Roster page, the Enrollment Status dropdown box can be changed to view those students who are on the wait list (Waiting status) or those who have been administratively Dropped. **Please note that Waiting and Dropped will be choices under the dropdown only if there is at least one student who meets that respective Enrollment Status.** A final choice is to view All students, which includes all students associated with the Class Roster no matter what their Enrollment Status is. See the Caution note below.

Please note that waitlisted students will not properly display if you Customize the column order on the Class Roster page.

3. To view the Class Detail page for the class, click on the class section link toward the top of the page.
4. Under the **Class Details** title bar of the **Class Detail** page for **Class Roster**, you can view the **Status** of the class (**Open** or **Closed**), type of class it is (**Class Components**), grading basis for the class (**Grading**), where the class meets (**Location**), and **Campus** through which the class is offered, among other items.
5. Under the **Enrollment Information** title bar, you can view any prerequisites or co-requisites that the class may have as well as any general education requirements that the class meets, if any.

6. Under the **Class Availability** title bar, you can view the enrollment capacity (**Class Capacity**), **Enrollment Total**, **Wait List Capacity** and **Wait List Total** for the class, and any reserved seating assignments that the class may have, among other items.

7. Under the **Description** title bar, you can view the Course Catalog description for the class.

8. Under the **Textbook/Other Materials** title bar, you will see a listing of the materials needed for the class.

9. When finished with the **Class Detail** page for **Class Roster**, click on the **Return to Class Roster** link at the top or bottom of the page to return to the **Class Roster** page.

10. To search for a different **Class Roster**, click the **Return to Search** button at the bottom of the **Class Roster** page to return to the search page for **Class Roster**. Return to the directions at the beginning of section **1.0** above.