

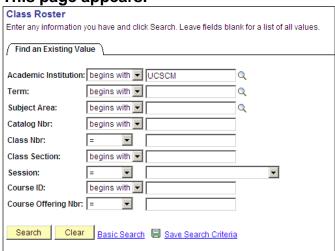
Office of the Registrar

Accessing All Class Rosters

Step 1 - Sign In

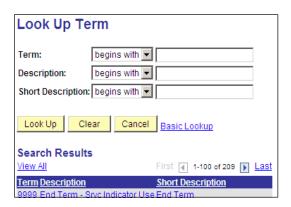
- From the Faculty home page:
 - o Go to https://my.ucsc.edu.
 - o From the Faculty home page, choose Faculty Center
 - o From your Faculty Center, choose Search All Class Rosters.
- From the Navbar:
 - o Go to https://my.ucsc.edu.
 - From the Navbar, choose Navbar > Navigator > Class Roster > Class Roster

This page appears:



Step 2 - Enter the criteria for the class you want

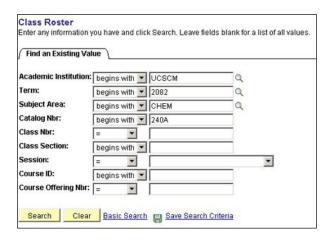
- In the Academic Institution field, type UCSCM.
- In the **Term** field, enter the code for the term you want to search. If you are not sure of the term code, click the magnifying glass to the right of the field. The **Look Up Term** page appears.



 In the **Description** field, enter the year of the term you want to access (e.g., 2009), then click the **Look Up** button. All the terms for that year appear.



 In the list, click the term that you want. You are returned to the Class Roster search page, and the term value you selected is entered in the field automatically. Enter the Subject Area, Catalog Nbr (number), and Class Section of the class you wish to access. If you do not know all of the information, enter as much as you know.



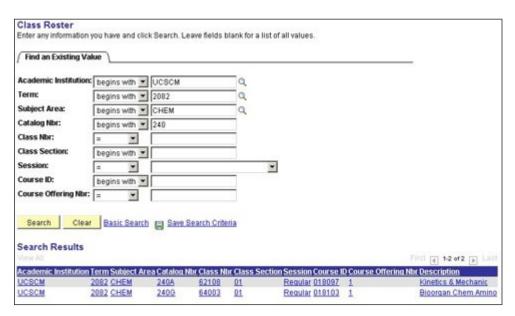
Step 3 - Run the Search

Click Search.

If you have entered sufficient information to identify a unique class section, the roster for that class appears (see next page).

If you have not entered sufficient information to identify a specific class,

you may see a list of classes that match the criteria you entered.



• Click the class section you want and the roster appears (see next page).

The All Class Rosters page functions the same way as the Class Roster in the Faculty Center.

- To display enrolled or dropped students, use the *Enrollment Status menu.
- To download the roster to Excel, click on the Excel icon. Note that your browser's pop-up blocker must be off.

Note: **Grading Basis** is displayed as **Non-Graded** on all enrollments in the secondary sections.

