

Accessing All Class Rosters

Step 1 – Sign In

- Faculty:
 - Go to <https://my.ucsc.edu>.
 - Choose **Faculty Center**.
 - Choose **Search All Class Rosters**.
- Staff using the portal:
 - Go to <https://my.ucsc.edu>.
 - In the One-Click Curriculum pagelet, choose **All Class Rosters**.
- Staff using AIS:
 - Go to <https://ais-cs.ucsc.edu>.
 - Choose **Curriculum Management**.
 - Choose **Class Roster**, and choose **Class Roster** again.

This page appears:

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	<input type="text" value="UCSCM"/>	Q
Term:	begins with	<input type="text"/>	Q
Subject Area:	begins with	<input type="text"/>	Q
Catalog Nbr:	begins with	<input type="text"/>	
Class Nbr:	=	<input type="text"/>	
Class Section:	begins with	<input type="text"/>	
Session:	=	<input type="text"/>	Q
Course ID:	begins with	<input type="text"/>	
Course Offering Nbr:	=	<input type="text"/>	

[Basic Search](#)

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.

Look Up Term

Term:

Description:

Short Description:

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

[View All](#) First [Last](#)

Term Description	Short Description
9999 End Term - Svc Indicator Use End Term	

- 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.

Look Up Term

Term:

Description: 2009

Short Description:

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

[View All](#) First [Last](#)

Term Description	Short Description
2098 2009 Fall Quarter	2009 Fall
2092 2009 Spring Quarter	2009 Spr
2094 2009 Summer Quarter	2009 Sum
2090 2009 Winter Quarter	2009 Win

- 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.

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 UCSCM

Term: begins with 2082

Subject Area: begins with CHEM

Catalog Nbr: begins with 240A

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Clear Basic Search Save Search Criteria

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.

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 UCSCM

Term: begins with 2082

Subject Area: begins with CHEM

Catalog Nbr: begins with 240

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UCSCM	2082	CHEM	240A	62108	01	Regular	018097	1	Kinetics & Mechanic
UCSCM	2082	CHEM	240G	64003	01	Regular	018103	1	Biorganic Chem Amino

- 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: If the roster for a secondary section is retrieved, the evaluation data is not available for download. Evaluation data is only accessible from the primary section for the course. **Grading Basis** is displayed as **Non-Graded** on all enrollments in the secondary sections.

***Enrollment Status menu**

Excel icon

Class Roster
CHEM 240A - 01 Kinetics & Mechanic
Lecture (62108) [Class Detail](#)
2008 Spring Quarter | Regular Academic Session | UC Santa Cruz | Graduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 11:00AM-12:10PM	N. Sci Annex 103	Sally Slug	03/31/2008 - 06/06/2008

***Enrollment Status:** [Download Eval Data](#)

Enrollment Capacity: 10 Enrolled: 7

Enrolled Students [Customize | Export](#) [First](#) | [1-7 of 7](#) | [Last](#)

ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address
1 1138963	Camilla	The	Chicken	Sat/Unsat	Graduate	CHEMPHD			F	sample_email@ucsc.edu
2 1096389	Kermit	D	Frog	Sat/Unsat	Graduate	CHEMPHD			F	sample_email@ucsc.edu
3 1107340	Gonzo	The	Great	Sat/Unsat	Graduate	CHEMPHD			M	sample_email@ucsc.edu
4 1018017	Link		Hogthrob	P/NP	Senior	CHEMBS		Oakes	M	sample_email@ucsc.edu
5 1138271	Doctor	Bunson	Honeydew	Sat/Unsat	Graduate	CHEMPHD			F	sample_email@ucsc.edu
6 1109474	Miss		Piggy	Sat/Unsat	Graduate	CHEMPHD			M	sample_email@ucsc.edu
7 1138682	Staffer	N	Waldorf	Sat/Unsat	Graduate	CHEMPHD			M	sample_email@ucsc.edu

[Return to Search](#) [Previous in List](#) [Next in List](#)