



# Wharton County Junior College

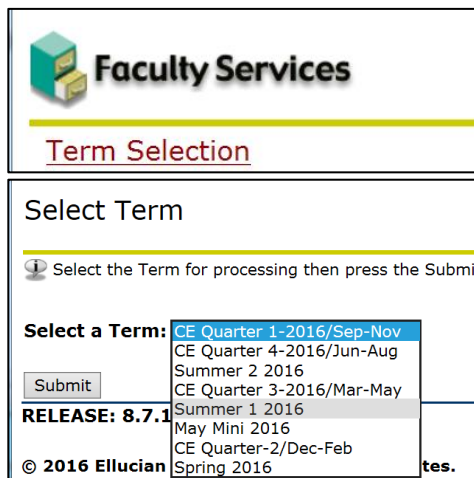
## Access - Class Roster

[Access Faculty Online Services](#)

### Step 1 Click "Faculty and Advisors"

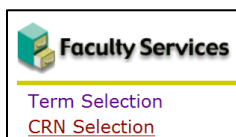
<p><b>Personal Information</b> Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.</p> <p><b>Student</b> Apply for Admission, Register, View your academic records.</p> <p><b>Financial Aid</b> Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.</p> <p><b>Faculty and Advisors</b> Enter Grades and Registration Overrides, View Class Lists and Student Information</p> <p><b>Employee</b> Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.</p>
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### Step 2 Select the Term - click "Term Selection"; click the drop down arrow, highlight the term you wish to select and click "Submit"



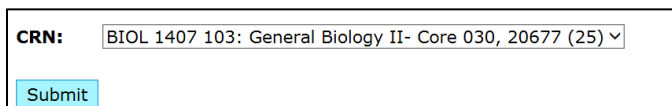
The screenshot shows the 'Faculty Services' interface. Under 'Term Selection', there is a 'Select Term' section with a dropdown menu. The dropdown is open, showing a list of terms: CE Quarter 1-2016/Sep-Nov, CE Quarter 4-2016/Jun-Aug, Summer 2 2016, CE Quarter 3-2016/Mar-May, Summer 1 2016, May Mini 2016, CE Quarter-2/Dec-Feb, and Spring 2016. The 'CE Quarter 1-2016/Sep-Nov' option is highlighted. A 'Submit' button is visible to the left of the dropdown. At the bottom left, there is a 'RELEASE: 8.7.1' notice and a copyright notice for '© 2016 Ellucian'.

### Step 3 Select the CRN – one of your classes should appear in the CRN selection window.



The screenshot shows the 'Faculty Services' interface. Under 'CRN Selection', there is a dropdown menu. The dropdown is open, showing a list of CRNs. The 'BIOL 1407 103: General Biology II- Core 030, 20677 (25)' option is highlighted. A 'Submit' button is visible to the left of the dropdown.

To change the selection, click the drop down arrow to the right of the field; highlight the appropriate CRN and click "Submit".



The screenshot shows a close-up of the CRN selection dropdown. The dropdown is open, showing the selected CRN: 'BIOL 1407 103: General Biology II- Core 030, 20677 (25)'. A 'Submit' button is visible to the left of the dropdown.

**Step 4** Select “**Summary Class List**” to display a Class Roster...



**Summary Class List**

- This page displays an alphabetical listing of students in the selected class. Summary information about the student is also displayed.
- If the user has not selected a term during the current Web session, the Select Term page is displayed first; if a term has been selected, that term will be displayed.
- Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page is displayed; if a CRN has been selected, that CRN will be displayed.

*The following fields are displayed in the Summary Class List section:*

- Record Number System = system generated record number for each student listed.
- Student Name = Student’s name, last name first, displayed as a **hyperlink**. Click the student’s name to the View Student Addresses and Phone page.

**FERPA Note:** If a student has “opted” out of having directory information released, the word “confidential” will appear by the student’s name...

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
18	Jones, Arthur	Confidential	@00112233	**Web Registered**	Undergraduate	3.000	Enter

- ID = Student’s Banner ID (begins with the ‘@’ sign).
- Registration Status
- Level (Undergraduate)
- Credits
- Final (Grade)
- Email Link – The blue envelope appearing at the far right of the “Grade Detail” indicates the student’s preferred email address (if one was submitted for them). To email the student, click the envelope. After the list of students, the “Email Class” option is given with another envelope. Click this link to email every student who has submitted a preferred email address.

**Step 5** Click “Return to Previous” or “Return to Menu” to go back to the Faculty Services menu.