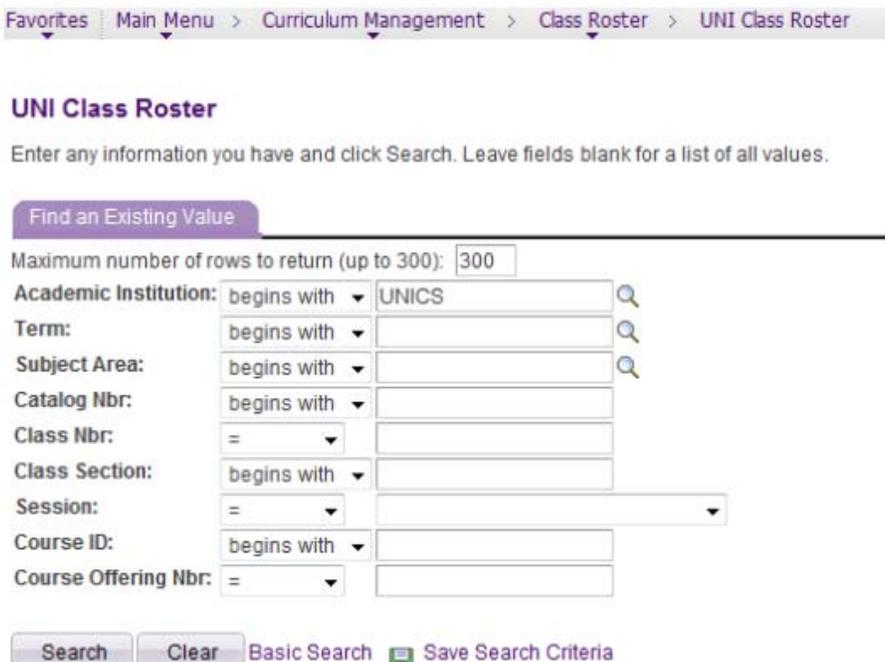


Viewing Class Rosters and Wait Lists

Purpose: The following instructions describe how to view class rosters and wait lists in Campus Solutions.

Step	Action
1.	<p>In Campus Solutions, navigate to the Class Roster page: Main Menu > Curriculum Management > Class Roster > UNI Class Roster</p> 
2.	<p>Enter the appropriate criteria. Complete the following:</p> <ul style="list-style-type: none"> • Academic Institution – Enter UNICS (tip: set a user default to automatically display UNICS. Main Menu > Set Up SACR > User Defaults) • Term – Enter the appropriate term (e.g. 2112 for Fall 2011) • Subject Area – Enter or select the subject area (e.g. MGMT - Management) • Catalog Nbr – Enter if known, otherwise leave blank and click Search to view all courses within that subject area and select the appropriate course. • Class Nbr – Enter if known. This is the 5-digit system generated unique class section id (e.g. 30339) <p><i>Note:</i> If Search Results doesn't display all courses, click View All at top left of Search Results list.</p>

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3.	<p>Click the Search button.</p> <p><i>Result:</i> The Class Roster page displays.</p> <div data-bbox="354 457 1401 1375" style="border: 1px solid black; padding: 5px;"> <p>Class Roster</p> <p>FALL 2012 Full Semester University of Northern Iowa Undergraduate</p> <p>▼ MGMT 3154 - 01 (30179) Operations Management (Lect/Disc)</p> <table border="1" data-bbox="407 646 1360 737"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TuTh 8:00AM-9:15AM</td> <td>Curriss Business Building 320</td> <td>Haihao Jin</td> <td>08/20/2012 - 12/07/2012</td> </tr> </tbody> </table> <p>*Enrollment Status: <input type="text" value="Enrolled"/></p> <p>Enrollment Capacity: 30 Enrolled: 33</p> <table border="1" data-bbox="370 919 1390 1354"> <thead> <tr> <th colspan="7">Enrolled Students</th> </tr> <tr> <th colspan="7">Customize Find First 1-33 of 33 Last</th> </tr> <tr> <th>ID</th> <th>Name</th> <th>Grade Basis</th> <th>Units</th> <th>Program and Plan</th> <th colspan="2">Level</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Appleseed, Jonathan</td> <td>Graded</td> <td>3.00</td> <td>Business Admin-Undergraduate - Management: Human Resource</td> <td colspan="2">Junior</td> </tr> <tr> <td>2</td> <td>Boop, Betty</td> <td>Graded</td> <td>3.00</td> <td>Business Admin-Undergraduate - Management: Business Admin</td> <td colspan="2">Junior</td> </tr> <tr> <td>3</td> <td>Duck, Donald</td> <td>Graded</td> <td>3.00</td> <td>Business Admin-Undergraduate - Management: Business Admin</td> <td colspan="2">Senior</td> </tr> <tr> <td>4</td> <td>Farmer, Fanny</td> <td>Graded</td> <td>3.00</td> <td>Business Admin-Undergraduate - Accounting/Finance</td> <td colspan="2">Senior</td> </tr> <tr> <td>5</td> <td>Finn, Huckelberry</td> <td>Graded</td> <td>3.00</td> <td>Business Admin-Undergraduate - Management Information Systems</td> <td colspan="2">Junior</td> </tr> </tbody> </table> </div>	Days and Times	Room	Instructor	Dates	TuTh 8:00AM-9:15AM	Curriss Business Building 320	Haihao Jin	08/20/2012 - 12/07/2012	Enrolled Students							Customize Find First 1-33 of 33 Last							ID	Name	Grade Basis	Units	Program and Plan	Level		1	Appleseed, Jonathan	Graded	3.00	Business Admin-Undergraduate - Management: Human Resource	Junior		2	Boop, Betty	Graded	3.00	Business Admin-Undergraduate - Management: Business Admin	Junior		3	Duck, Donald	Graded	3.00	Business Admin-Undergraduate - Management: Business Admin	Senior		4	Farmer, Fanny	Graded	3.00	Business Admin-Undergraduate - Accounting/Finance	Senior		5	Finn, Huckelberry	Graded	3.00	Business Admin-Undergraduate - Management Information Systems	Junior	
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4.	<p>If the class has a waitlist, select <i>Waiting</i> in the Enrollment Status field to view the wait list.</p> <p>*Enrollment Status: <input type="text" value="Waiting"/></p> <p><i>Note:</i> <i>Waiting</i> will only appear as an option in the Enrollment Status field if there are students on the wait list.</p>																																																																

Tip: Printing the Class Roster

- Using Internet Explorer, Chrome, or Safari –Click the **Print** button on the browser toolbar or select File, Print. If the roster is cutting off, try highlighting the entire roster and printing the selected area.
- Using FireFox – Right-click on the roster, select **This frame, Print frame.**