![University of California Santa Cruz — Office of the Registrar]

Accessing All Class Rosters

Step 1 – Sign In

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

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 ▼	UCSCM 🔍
Term:	begins with ▼	🔍
Subject Area:	begins with ▼	🔍
Catalog Nbr:	begins with ▼	
Class Nbr:	= ▼	
Class Section:	begins with ▼	
Session:	= ▼	▼
Course ID:	begins with ▼	
Course Offering Nbr:	= ▼	

Search   Clear   Basic Search   💾 Save Search Criteria

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.

*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: Enrolled ▼

Enrollment Capacity: 10   **Enrolled:** 7

Enrolled Students   Customize | Find | 📊   First ◀ 1-7 of 7 ▶ Last

	Section	ID	First Name	Middle Name	Last Name	Grade Basis	Level	Major 1	Major 2	College	Gender	Email Address
1	01	1138963	Kermit	D	Frog	Sat/Unsat	Graduate	CHEMPHD			F	test@ucsc.edu
2	01	1096389	Camilla	The	Chicken	Sat/Unsat	Graduate	CHEMPHD			F	test@ucsc.edu
3	01	1107340	Gonzo	The	Great	Sat/Unsat	Graduate	CHEMPHD			M	test@ucsc.edu