1. You can access your class roster from the Faculty Center by selecting the Class Roster link shown below.

![Class Roster Image]

2. The Class Roster page displays information about the course; Course Title, Catalog Number, Class Number, Section, Meeting Pattern, Building and Room Number, as well as three folder tabs for student information. Notice that the Class Roster defaults to display Enrolled Students. To see how many students have dropped your class, choose the Enrollment Status of Dropped. The first folder tab, Faculty Class Roster, displays the Student's Name, ID Number, Class Level, Grade, Audit, Credits (for this course), Conditional Enrollment, and Program Plan.

![Faculty Class Roster Image]
3. The second tab, Student Contact Info, displays the Student’s Name, ID Number, Email Address, Telephone and Mailing Address. To view students that have dropped or are waiting the course update the Enrollment Status.

4. The third tab, Enrollment Dates, displays the Student’s Name, ID Number, Add Date, Drop Date and Grade. To view students that have dropped or are waiting the course update the Enrollment Status.
5. Other Features of the Class Roster Include:
   View FERPA regulations, click on the View FERPA Statement link.
6. **Send Email to Class:**
   To email a selection of your students check the notify box next to the students ID, then click on the Notify Selected Students button.

7. **To email all students enrolled in the course select the Notify Listed Students button.**
8. Type your message and click Send Notification.

9. You will receive confirmation that your message was sent successfully.