How do I access my assigned class rosters, add codes and wait lists?

Class rosters will no longer be printed by the Admissions and Records Office. To access your class roster click **Faculty** tab. On the **Faculty** tab you should see channels that are directed towards faculty. You can access your assigned classes and rosters in several ways through the **My Faculty Stuff** channel and/or the **Course Manager** channel.

**My Faculty Stuff Channel**

To view your classes and rosters on the **My Faculty Stuff** channel, click **Faculty** tab and then go to the **My Faculty Stuff** channel.

1. To see your class roster click **My Rosters (Summary Class List)** link or the class list icon in the **Course Manager** channel.

2. If you use the My Rosters link, select the term and click Submit. Select your class and click **Submit**. You can also enter a CRN directly by clicking **Enter CRN Directly**.
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3. You should see a summary of your class along with course information, enrollment counts, and Summary Class List. Under the **Summary Class List** heading you will see the students that are registered in your class.

   ![Summary Class List](image)

   If a student had been on the wait list for the class, the column, Notification Expires, has the date and time that wait list notification would have expired. If the student is on the Summary Class list, they have successfully registered for the class even if there is a date and time in this column.

4. If you click on your class title it will take you to the **Class Schedule Listing** webpage.

5. If you click on the CRN number it will take you to the **Detail Class List** webpage.
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![Detailed Class Information](image)

### How do I email my students?

1. To send an email to an individual student, click on the email icon on the summary class list on the line with their name.

2. You can email all your students in a class by clicking at the bottom of the page of the Summary Class list page.

3. A textbox titled **Class List Email Listing** will appear with all the student’s email addresses. Be sure to copy all the email address and paste them into the BCC field of your email. By pasting them in the BCC field students will NOT see each other's email addresses.

### How does wait list work?

1. From the summary class list, you can see your wait list for the active class by clicking on **Summary Wait List** (at the bottom of the webpage).

2. If you have students on your Wait List they will be listed here. If there are no students on the Wait List you will see the following screen.

   ![Summary Wait List](image)

3. To see another class, click **CRN Selection** at the bottom of the webpage.
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4. You can also view your wait list by clicking *My Wait Lists (Summary Wait List)* in the *My Faculty Stuff* channel or the wait list icon in the *Course Manager* channel. See the first page of this document for a screen shot.

5. The wait list position is reflected in the first column. The displayed list may or may not be in the same order as the wait list position. A position of 1 means that student will be the next to be notified, etc.

6. A position of 0 (zero) means that the student has been notified and now has 24 hours in which to register for this class.

7. The Notification Expires column indicates when the last wait list notification for that student expired. If there is a date in the past, the student was dropped and then re-added to the wait list. If there is no date and time listed, the student has not yet been notified.

8. The email icons and work the same as the Summary Class List.
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How do I download and print my roster?

Class rosters will no longer be printed by the Admissions and Records Office. You can download and print your rosters by clicking *Class Roster Search* in the *My Faculty Stuff* channel.

1. Select a term and click **Set Term**. It takes a few minutes to display, so be patient.

2. You can selection by CRN, Instructor, and/or Subject. If you know the CRN, it is easiest to type your CRN directly using the Fast Lane option. Then choose your option: Printable Roster, Excel Download, or Email Class.
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3. When you print the roster, you need to select landscape mode on your printer for all days to be visible on the printed sheet.

4. The Authorization Add codes will be listed below the class list.

5. Authorization add codes may be issued to students early, but they are only valid once the course actually begins (the class start date - not the start of term). Authorization add codes are not required unless the class becomes full.

If you have question regarding the downloading or the use of Authorization Add codes contact the Admissions and Records office at ext. 3248.

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6. There is a section in the Class Roster Search which lists the dropped students.

<table>
<thead>
<tr>
<th>Seats Taken Available</th>
<th>Week</th>
<th>Dropped Students As of: 10-DEC-2010 08:17:13</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. The registration status field indicates the waitlist priority order for that student. A student with status WL-1 would be the next student to be notified after any pending notifications have expired and there is an opening in the class.

<table>
<thead>
<tr>
<th>Seats Taken Available</th>
<th>Week</th>
<th>Waitlisted Students As of: 13-DEC-2010 11:46:38</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To see the meaning of the registration status codes, click on Registration Codes in the information channel.

Information:
- Final Exam Schedule - Fall
- Final Exam Schedule - Spring
- Final Grades Submission
- Registration Codes
- Registration Updates
- Summer Final Exam Schedule

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