CHAPMAN UNIVERSITY

REFERENCE GUIDE TO CLASS ROSTERS

FACULTY CENTER - MY.CHAPMAN.EDU

1. Log in to the Faculty Self Service through my.chapman.edu. Click on the Faculty Center link.

2. The Faculty Center opens to the My Schedule tab.

   This displays the courses you are assigned to teach. The Term will default to the last term in which you were assigned classes. The schedule can be downloaded to Excel by clicking on the spreadsheet icon. To change the term, click on the green **change term** button.

A list of available terms will display. You will be able to select other terms and click the **Continue** button to display other terms.

3. To view class rosters, click on the icon next to the course. You can also click on the Class Roster tab at the top of the screen.

4. Class details and the roster are displayed. The FERPA statement is at the top of all class rosters, you can click on the link to view the statement. Click on the **change class** button to change to another class in your schedule.

The **Enrollment Status** defaults to "Enrolled". As enrollment progresses, you can select other options, All, Dropped and Waitlist (if your class has a waitlist).

You can download the roster to Excel by clicking on the spreadsheet icon. NOTE: You can download a PDF version by clicking on <u>Printer Friendly Version</u> at the bottom on the page.

23	☐	🔍	████████████	Drop Student	Graded	3.00	Undergraduate Degree - Undeclared	Freshman
24	☐	🔍	████████████	Drop Student	Graded	3.00	Undergraduate Degree - Communication Studies BA	Freshman
25	☐	🔍	████████████	Drop Student	Graded	3.00	Undergraduate Degree - English BA	Freshman

Select All	Clear All

Notify Selected Students	Notify All Students

Printer Friendly Version