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.

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 Enrollment Status defaults to “Enrolled. As enrollments progress you can select other options All, Dropped and Waitlisted (if you class has a waitlist).

5. To email students, scroll to the bottom of the page and click on Notify All Students.

6. Verify your chapman email. Update the subject. Compose you message (please note you can not to attachments). When you are ready to send the email click on Send Notification.