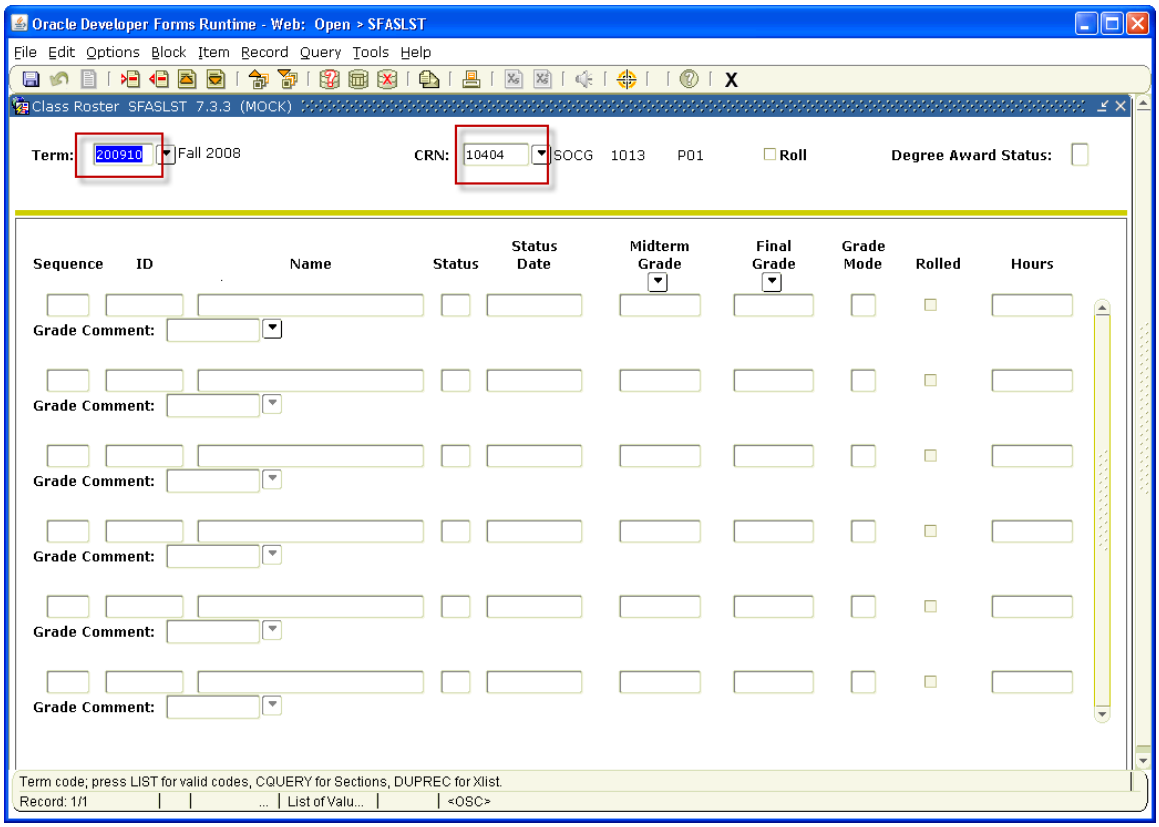
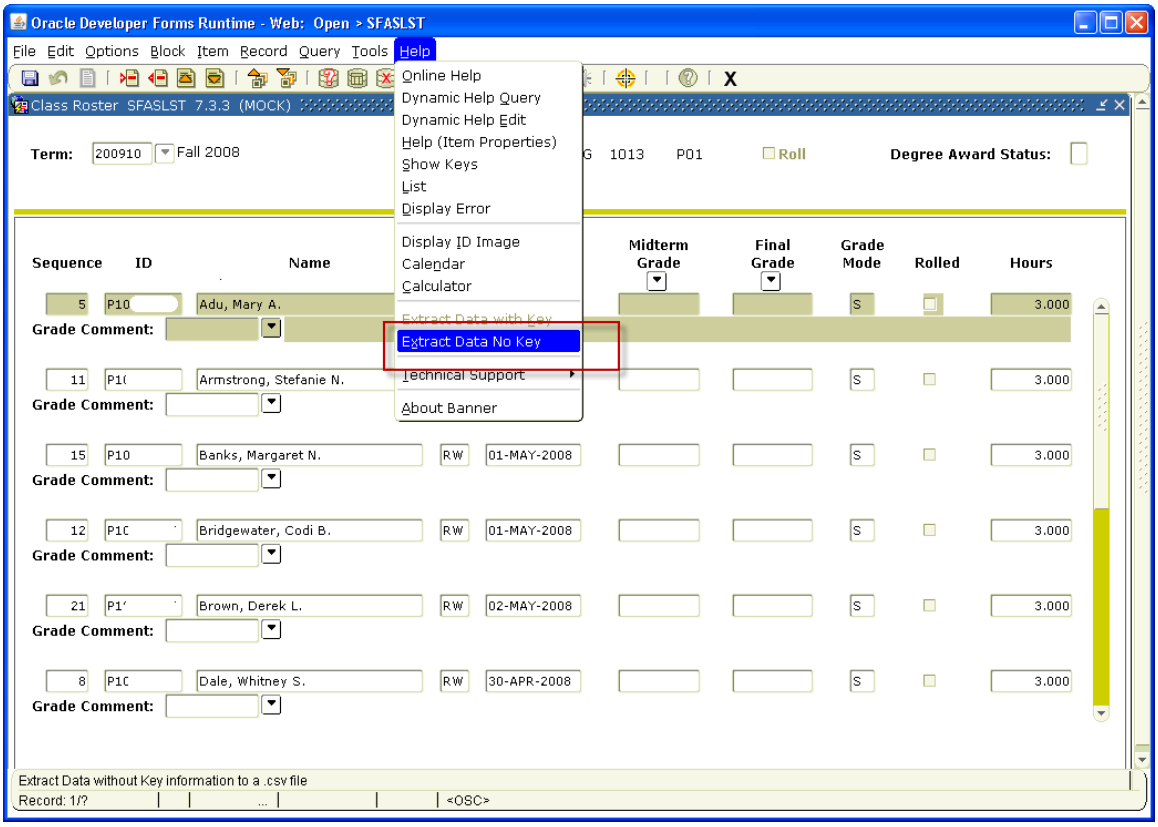
SFASLST (Class Roster)

This form lists the class roster for a particular course section. Registration date and registration type can be viewed here, as well as the midterm and final grade for a student. (Comparable to the 1G7/107 SIS screen.) Students are not listed in alpha order but in order of registration date. Registrar's office will periodically run process to place in alpha order after the initial drop.

1. Type in form name SFASLST.
2. On SFASLST, enter in Term = 200910 and course CRN. (If you do not know the CRN, use the LOV button to find the appropriate course.)



3. **Do not** touch "Roll" and "Degree Award Status".
4. Click on **Next Block**.
5. To print out your class roster, hold down the Ctrl button and click on **Help** >> **Extract Data No Key.**



6. Remain holding down the **Ctrl** button. A pop-up window will show up and click **Open**. An Excel sheet with the data will show. **Important: If you want to save this click on File>>Save As and save to your allotted university server space**. This should be drive **H:** on your machine. (**Reminder**: It is imperative that you do not save to your desktop as this file contains Student IDs.)

IMPORTANT: If the Excel file does not show up, this means that you may not have administrative rights to disable the pop-up blocker on your computer. Please contact your departmental system administrator or the HelpDesk at #2525 for assistance.

Note: Once faculty are assigned to a section they can display their course roster via Banner Panthertracks. This display is always in alpha order.