

## 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.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

## My Schedule

Fall 2019 | Chapman University Change Term

Select display option

Show All Classes  Show Enrolled Classes Only

View Personal Data Summary  
View Textbook Summary  
My Exam Schedule  
Request a Grade Change

Icon Legend | Class Roster | Grade Roster | Gradebook | Assignments | Learning Management

**My Teaching Schedule > Fall 2019 > Chapman University**

Personalize | View All |  First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	FFC 100-14 (1577)	First-Year Foundations Course (Lecture)	25	MoWeFr 12:00PM - 12:50PM	Argyros Forum 206A	Aug 26, 2019- Dec 14, 2019
	HIST 252-01 (1491)	History and Film (Lecture)	29	Mo 4:00PM - 6:50PM	Hashinger Science Center 003	Aug 26, 2019- Dec 14, 2019
	HIST 388-01 (1513)	Tech & Media in the U.S. (Lecture)	13	MoWe 2:30PM - 3:45PM	Smith Hall 205	Aug 26, 2019- Dec 14, 2019

View Weekly Teaching Schedule Go to top

**My Exam Schedule > Fall 2019 > Chapman University**

You have no final exams scheduled at this time.

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

## Select Term

 View FERPA St

Continue

**Select a term then select Continue.**

Term	
<input checked="" type="radio"/> Fall 2019	Chapman University
<input type="radio"/> Spring 2019	Chapman University
<input type="radio"/> Interterm 2019	Chapman University

- 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.

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My Schedule | **Class Roster** | Grade Roster

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**My Teaching Schedule > Fall 2019 > Chapman University**

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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.

Class Roster View FERPA Statement

Fall 2019 | Semester | Chapman University | Undergraduate

FFC 100 - 14 (1577) Change Class

First-Year Foundations Course - Classical Influence Amer Life (Lecture)

Days and Times	Room	Instructor	Dates	Topic
MoWeFr 12:00PM-12:50PM	Argyros Forum 206A	[REDACTED]	08/26/2019 - 12/14/2019	Classical Influence on American Life

\*Enrollment Status  Enrollment Capacity 25 Enrolled 25

Select display option  Link to Photos  Include photos in list

**Enrolled Students** Personalize | Find |  First 1-25 of 25 Last

Notify	Photo	ID	Name	Drop Student	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>		[REDACTED]	[REDACTED]	<span>Drop Student</span>	Graded	3.00	Undergraduate Degree - Creative Writing BFA	Freshman
<input type="checkbox"/>		[REDACTED]	[REDACTED]	<span>Drop Student</span>	Graded	3.00	Undergraduate Degree - Performance BM	Freshman
<input type="checkbox"/>		[REDACTED]	[REDACTED]	<span>Drop Student</span>	Graded	3.00	Undergraduate Degree - Business Administration BS/University Honors Program	Freshman

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 Printer Friendly Version at the bottom on the page.

23	<input type="checkbox"/>			<a href="#">Drop Student</a>	Graded	3.00	Undergraduate Degree - Undeclared	Freshman
24	<input type="checkbox"/>			<a href="#">Drop Student</a>	Graded	3.00	Undergraduate Degree - Communication Studies BA	Freshman
25	<input type="checkbox"/>			<a href="#">Drop Student</a>	Graded	3.00	Undergraduate Degree - English BA	Freshman

[Select All](#)

[Clear All](#)

[Notify Selected Students](#)

[Notify All Students](#)

[Printer Friendly Version](#)

