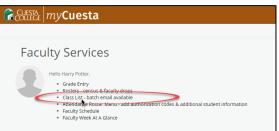
Class List

Faculty Services is part of Banner Self-Service that allows faculty to access rosters, post grades and much more. The **Class list – batch email available** option allows you to view, export and/or print a list of students registered for your courses or on the waitlist.

1. Log into <u>myCuesta</u>, and select on the **Faculty Self Service** icon. *Contact Information Technology* (x3248) for assistance.



2. Select Class List – batch email available



3. Select the class Subject name to generate the class list

Faculty & Advisors • CRN L	isting				
CRN Listing					
All Terms	*				
Select Course					
Subject	Course Title	0	CRN	¢	Enrollment Count
ECE 201, 0	Child Growth & Development		70138		39
MATH 123, 0	Elementary Algebra		73124		15
CTCH 224, 0	Wall Framing		74909		20

4. A Class List will display. Use the Waitlist tab to change to the list of students on the waitlist. Use the filter option to change the number of columns displayed. Use the Export option to export and save a copy of the list. Use the Print option to print the list.

Summer 2022 2	02205 SPAN 201	50030 ¥									
Summer 2022 - 2	02205 SPAN 201	50030 🗸									
♥ Course Infor	rmation				Enrollment	Counts					- 0
Spanish I - SI CRN: 50030						Maximum 28	Actual 11	Remaining 17			
	/13/2022 - 07/22/2022				Enrollment Wait List	28	0	21			
Status: Active	9				Cross List	0	0	0			
									Select All	1	
-	itudent Name	^ ID	C Registration Status	≎ Level	Credit Hours		term	\$	Select All	Class	
	itudent Name	∧ ID	Registration Status **Web Registered**	Credit	Credit Hours		term .ccess	\$		Class First Time 0	
	itudent Name	^ ID				No A		\$	Student Picture	-	units
	itudent Name	↑ ID	**Web Registered**	Credit	5	No A	ccess		: Student Picture	First Time 0	units
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	tudent Name	∧ ID	**Web Registered** **Web Registered** **Web Registered**	Credit Credit Credit	5 5 5	No A No A No A No A	ccess ccess ccess		Student Picture	First Time 0 Second Yhits Second Yhits	units
	tudent Name	∩ ID	**Web Registered** **Web Registered** **Web Registered** **Web Registered**	Credit Credit Credit Credit	5 5 5	No A No A No A	ccess ccess ccess ccess		Student Picture	First Time 0 Second Yhits Second Yhits Not Aveil	
	tudent Name	▲ ID	**Web Registered** **Web Registered** **Web Registered** **Web Registered** **Web Registered**	Credit Credit Credit Credit Credit	5 5 5 5 5	No A No A No A No A No A	ccess ccess ccess ccess ccess ccess	No	Student Picture Student Name D D Registration Status	First Time 0 Second Yrits Second Yrits Not Avail First Yeat	units