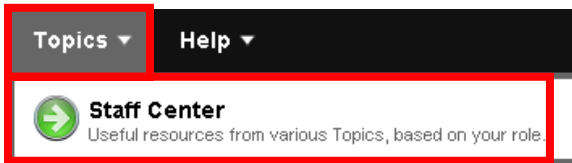


Viewing and Downloading Class Waitlist Rosters (Department Administrator Only)

The following steps outline how to view class rosters for classes where you are not the instructor for the class. This feature will allow you to:

- View the Class Roster for a class
- View the Waitlist Roster for a class
- Print the Class Roster for a class

1. From the myUMBC, select Topics, Staff Center (or Faculty Center, depending on your role in myUMBC.)



2. From the Staff Center (or Faculty Center) select the **Student Administration (SA)** link. *Note that in the Faculty Center, the link is located under the Admin Systems header.*



3. Navigate to Curriculum Management > Class Roster > Class Roster



Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Enter the following search criteria:
either

- Academic Institution
- Term
- Subject Area

or

- Academic Institution
- Term
- Class Number

[Basic Search](#) [Save Search Criteria](#)

4. Enter the search criteria, and click once on the **Search** button. The class roster detail page will be displayed. (If you receive a message stating that no search results were returned, ensure your search criteria is accurate.)

CHEM 101 - 06 Prin Of Chemistry I

Discussion (1957)

Fall 2009 | Regular Academic Session | UMBC | Undergraduate

Class Detail displays class information from the schedule of classes.

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Tu 3:00PM - 4:50PM	UNIVERSITY CENTER 201	Diana Hamilton	09/01/2009 - 12/22/2009

*Enrollment Status:

Check the **download** icon to download the roster to Excel.

Enrollment Capacity: 72 Waitlisted: 1

Waitlisted Students				
ID	Name	Program and Plan	Level	Status Note
	Melissa D	Undergraduate Degree - Biological Sciences - BA	Freshman	Pos # 1

Enrollment Status drop down list displays:
Enrolled = Class Roster
Waiting = Waitlist Roster
All = Both Class Roster and Waitlist Roster

The Waitlist order is noted here.