

## UConn Early College Experience INSTRUCTIONS FOR REVIEWING STATUS REPORTS & CLASS ROSTERS

### Important Information:

Class rosters are available on Student Administration starting **June 1, 2017**.

Signed final class rosters are due by **October 6, 2017**.

Please be sure to monitor your class rosters throughout the **entire** registration process.

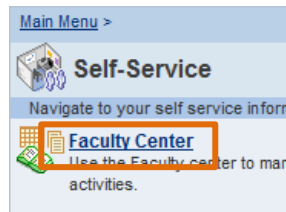
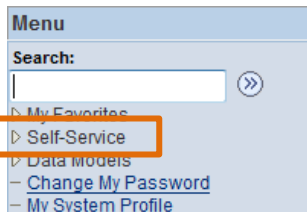
As **discrepancies appear** on your class rosters, instruct each incorrectly enrolled student to log into the Compass Enrollment Center to update his/her class schedule. Each student must update his/her own record online by **September 29, 2017**. Corrections to student records cannot be made past this date. Final class rosters are available to be printed on Student Administration starting September 30, 2017. Instructors are **required** to print final class rosters, sign on the roster that it is 100% accurate, and e-mail or fax each roster to the Early College Experience Office by **October 6, 2017**.

### Site Reps Only: [TO VIEW THE STATUS OF STUDENT APPLICATIONS, ENROLLMENTS & NETIDS](#)

- Go to **ece.uconn.edu**
- Click the **High Schools** tab
- Click **Site Reps** from the drop down menu
- Click the **Status Reports** button on the right
- **Log in** with your NetID and password
- Click on the appropriate report (**Application Report, Enrollment Report, NetID Report**)
- Export each report to **Excel** by clicking the **Export Report** icon at the top of the page

### Site Reps & Instructors: [TO VIEW & PRINT A CLASS ROSTER](#)

- Access the **Student Administration System** by navigating to: [studentadmin.uconn.edu](http://studentadmin.uconn.edu)
- Click the Login button and use your NetID and password to log in. For assistance with your NetID please visit [netid.uconn.edu](http://netid.uconn.edu) or call the UConn UITs Help Desk at 860.486.4357
- Navigate to the **Faculty Center** by clicking:
  - ▶ **Self Service** in the Menu, then click **Faculty Center**



- ▶ From the **Faculty Center**, click the green **Change Term** button located in the center of the page, select **Fall or Spring of the appropriate year** and click the **Continue** button.


Faculty Center

My Schedule




Fall 2011 | University of Connecticut

change term



My Exam Schedule  
COOP Textbook Webstore

► Click the **Class Roster** icon (  ) to the left of the class for which you wish to view. The class roster for the selected class displays.

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend:  Class Permissions Nbrs  **Class Roster**  Grade Roster

My Teaching Schedule > Fall 2011 > University of Connecticut

	Class	Class Title	Enrolled	Wait Tot	Days & Times	Room	Class Dates
	<a href="#">ENGL 1010-869 (14613)</a>	Seminar in Academic Writing (Seminar)	3	0	TBA	TBA	Aug 29, 2011- Dec 9, 2011
	<a href="#">MATH 1125Q-838 (14614)</a>	Calculus Ia (Lecture)	3	0	TBA	TBA	Aug 29, 2011- Dec 9, 2011

**PLEASE NOTE:**  
This is **NOT** the class roster link.  
Click on icons in orange boxes

► Print the **Class Roster**

**Class Roster**

Fall 2010 | Regular Academic Session | University of Connecticut | Undergraduate

**CHEM 1127Q** [change class](#)

General Chemistry (Laboratory)

Days and Times	Room	Instructor	Dates
TBA	TBA	Fatma Selamoinar-Sotzing	

\*Enrollment Status:


Enrollment Capacity: 50    Enrolled: 55

Select display option:  Link to Photos  Include photos in list

Enrolled Students

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Status	Enrollment Add Date	NetID	Phone	Email Address	Subject	Catalog	Section
[Table content truncated]														

[Printer Friendly Version](#)

For your own records, UConn ECE Class Rosters may be downloaded to Microsoft Excel by clicking the download link (  ) at the top of the roster

- Scroll to the bottom of the class roster
- Click the blue **PRINTER FRIENDLY VERSION** link
- The *Printer Friendly Class Roster* will appear
- Click **FILE- PRINT**
- Click **OK**

**NOTE:**

- To print a class roster for another course, click the blue **RETURN** link. Then click the blue **RETURN TO FACULTY CENTER** link and repeat the same steps. (The return links are located at the bottom of each page.)

**DO NOT** use the browser back button to return to a previous screen

- UConn Student Administration System Internet browser settings and printing guidelines are available at the following web address: <http://studentadmin.uconn.edu/help/administrative/browser-and-printing-guidelines/>

