

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

Important Information:

Class rosters are available on Student Administration starting **June 1, 2018**.
Signed final class rosters are due by **October 5, 2018**.

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

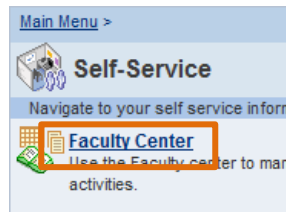
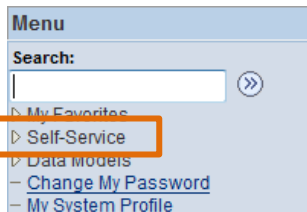
As **discrepancies appear** on your class rosters, instruct each incorrectly enrolled student to log into the Compass Enrollment Center to update his/her class schedule. Each student must update his/her own record online by **September 28, 2018**. Corrections to student records cannot be made past this date. Final class rosters are available to be printed on Student Administration starting September 29, 2018. 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 5, 2018**.

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
- Click the Login button and use your NetID and password to log in. For assistance with your NetID please visit netid.uconn.edu or call the UConn ITS 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
	ENGL 1010-869 (14613)	Seminar in Academic Writing (Seminar)	3	0	TBA	TBA	Aug 29, 2011- Dec 9, 2011
	MATH 1125Q-838 (14614)	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
Printer Friendly Version														

Select All Clear All

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/>

