

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

Important Information:

Class rosters are available on Student Administration starting **August 15, 2019**.

Signed final class rosters are due by **October 4, 2019**.

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

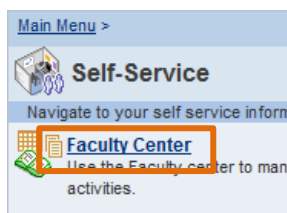
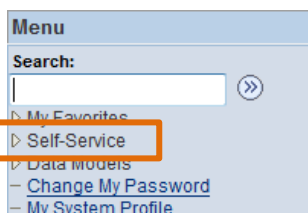
As **discrepancies appear** on your class rosters, instruct each incorrectly enrolled student to log into the Compass Enrollment Center to update their class schedule. Each student must update their own record online by **September 30, 2019**. Corrections to student records cannot be made past this date. Final class rosters are available to be printed on Student Administration starting October 1, 2019. 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 Program Office by **October 4, 2019**.

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

- Go to **ece.uconn.edu**
- Click the **High Schools & Site Reps** button
- Click the **Status Reports** button
- **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 enter your NetID and password. 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 2019 | 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-Sobzing, | |

*Enrollment Status:

Enrollment Capacity: 30 Enrolled: 33


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 obscured] | | | | | | | | | | | | | | |

Select All Clear All

[notify selected students](#) [notify all students](#) [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/>

