**UCONN EARLY COLLEGE EXPERIENCE**
**INSTRUCTIONS FOR REVIEWING STATUS REPORTS & CLASS ROSTERS**

**Important Information:**

Class rosters are available on Student Administration starting August 11, 2020.
Signed final class rosters are due by **October 9, 2020**.

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, 2020**. Corrections to student records cannot be made past this date. **Final** class rosters are available to be printed on Student Administration starting October 1, 2020. 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 9, 2020**.

**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.
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.

Print the **Class Roster**

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.

a. Scroll to the bottom of the class roster
b. Click the blue **PRINTER FRIENDLY VERSION** link
c. The Printer Friendly Class Roster will appear
d. Click **FILE-PRINT**
e. 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/](http://studentadmin.uconn.edu/help/administrative/browser-and-printing-guidelines/)