To Obtain a Class Roster

**Faculty:** After logging into zzusis click on "Go to my Faculty Center" in the center column.

If you do not see Faculty Center on your zzusis main page there are other optional pathways...

**Instructors** follow this route:
- Main menu
- Self Service
- Faculty Center
- My Schedule

Once you are in the Faculty Center, continue through this tutorial.

**Department staff pathway:**
- Main menu
- Curriculum management
- Class roster
- Class roster

To continue the tutorial, please skip to page 4 of this document.

On the “my schedule” tab you should see all class sections listed for which you are the instructor of record.

Click on the Class Roster icon next to the section that you want to see the list of enrolled and/or waitlisted students.
If there are students on the waitlist, the drop down menu will have “All” or “Waiting” as options.

- If you want to see ALL students (officially enrolled and those on the waitlist) choose **All**.
- To see only officially enrolled student, select **Enrolled**.
- Choosing the **Waiting** option will display only those students who are on the waitlist.

If there are no waitlist students, **Enrolled** is the only option that will appear in the dropdown menu.

To view another class list, click on the green change class button.

A student’s position on the waitlist is shown on the roster. **Important**: Students on the waitlist are NOT officially registered for the course. Do not allow a student to attend class until he/she is officially enrolled.
To see details about a class section (i.e., day, time, location, enrollment summary, etc.) click on the Class link.

Class details (class number, credits/units, grading, etc.)

Class meeting information (day, time, classroom, etc.)

Enrollment information (course prerequisites and class attributes such as GER/UCORE designation)

Class Availability (class cap, enrollment, available seats, waitlist capacity, waitlist total)

Course description

Faculty & Instructors – Your tutorial ends here!
Enter the search criteria to find the appropriate class roster(s). It is recommended you include the following items in your search as populated in this screen shot:

- Institution
- Term
- Subject
- Catalog
- Section
- Campus

Click the Search button.

HINTS: Enter fewer search criteria to broaden your results or more to refine the search. For example, if you want to see all English courses do not enter a specific course number. If you want to see all sections of 402, do not enter a specific section number.

NOTE: If you do not know the term code or the subject abbreviation you can click on the looking class to see the list of options for each field.

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- If you want to see ALL students (officially enrolled and those on the waitlist) choose All.
- To see only officially enrolled student, select Enrolled.
- Choosing the Waiting option will display only those students who are on the waitlist.

If there are no waitlist students, Enrolled is the only option that will appear in the dropdown menu.
A student’s position on the waitlist is shown on the roster. **Important:** Students on the waitlist are NOT officially registered for the course. A student should not be allowed to attend class until he/she is officially enrolled.

Questions? Contact us!
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