

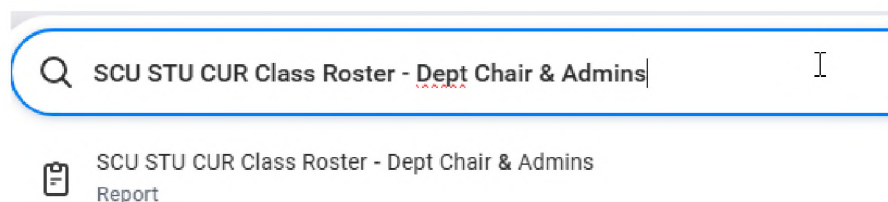
View Course Roster

Overview

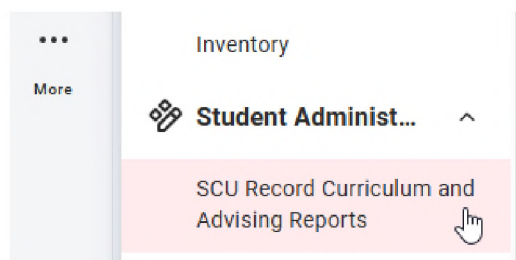
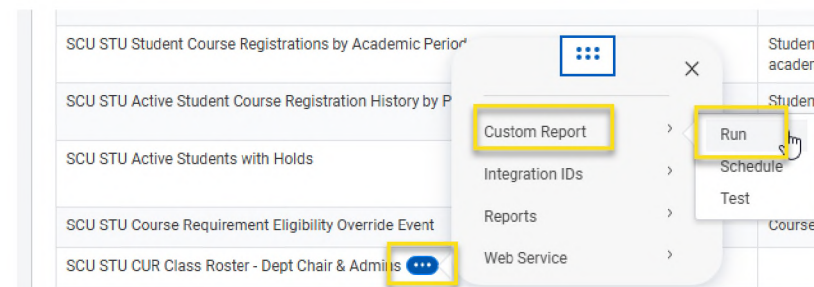
This quick reference guide will cover how to view a course section roster.

Process

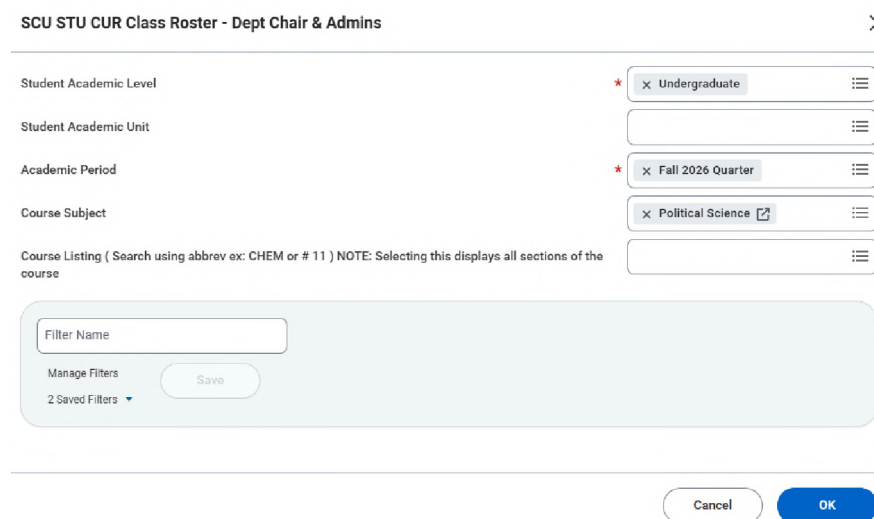
1. In the Workday **Search Bar**, type **SCU STU CUR Class Roster - Dept Chair & Admins**.



2. Or from the **SCU Record Curriculum and Advising Reports** hub, locate the **SCU STU CUR Class Roster - Dept Chair & Admins** report, click on the related actions, then **Custom Report** and then **Run**.

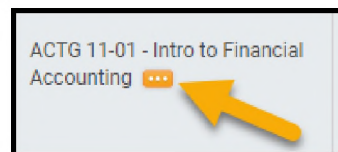
3. Enter **Student Academic Level**, **Academic Period** and **Course Subject**. This will return all of the course sections for the Academic Period and Course Subject. Click **OK**.



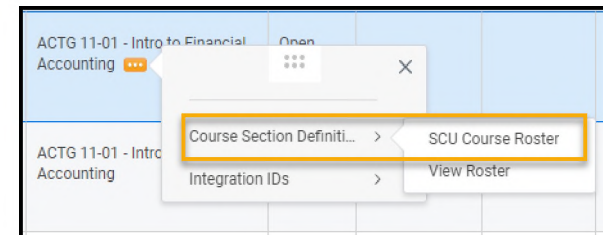
View Course Roster

Academic Level	Undergraduate	Course Subject	Accounting		
Academic Period	Fall 2021 Quarter				
555 Items					
Academic Period	Course Section Acad Per Start Date	Course Section Acad Per End Date	Subject	Course Section(s) Incl Definition	Status
Fall 2021 Quarter	09/20/2021	12/10/2021	Accounting	ACTG 11-01 - Intro to Financial Accounting	Open
Fall 2021 Quarter	09/20/2021	12/10/2021	Accounting	ACTG 11-01 - Intro to Financial Accounting	Open
Fall 2021 Quarter	09/20/2021	12/10/2021	Accounting	ACTG 11-01 - Intro to Financial Accounting	Open
Fall 2021 Quarter	09/20/2021	12/10/2021	Accounting	ACTG 11-01 - Intro to Financial Accounting	Open
Fall 2021 Quarter	09/20/2021	12/10/2021	Accounting	ACTG 11-01 - Intro to Financial Accounting	Open

- To pull a single course section roster, locate the section in the **Course Section(s) Incl Definition** column. At the end of the title there is an orange brick that displays when the cursor is on it. This is called the related actions button.



- Click on the related action button and choose **Course Section Definition** and then **SCU Course Roster**.



- On the next prompt, there's an option to **Include Student on the Section Waitlist**. Click **OK**.

SCU Course Roster [Close]

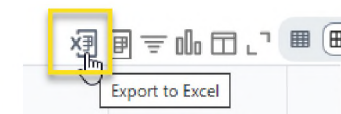
Include Student on the Section Waitlist ☐

Course Section Definition

✕ POLI 1-1 - Introduction to U.S. Politics (-) [More] [Menu]

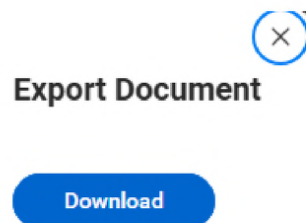
[Cancel] [OK]

- This will return a roster for that specific course section. Click the **Export to Excel** icon to export this list into Excel. The icon is located at the top right of the report. Note: Pictures do not display in the Excel file.

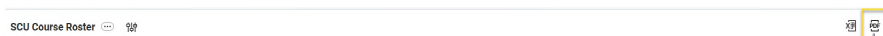


View Course Roster

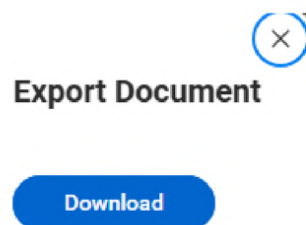
8. An **Export Document** box will appear. Click the **Download** button.



9. An Excel file will download onto your computer. View the roster in Excel.
10. To download the roster in a PDF format, click the PDF icon located at the top right of the screen.



11. An **Export Document** box will appear. Click the **Download** button.



12. A PDF file will download onto your computer. View the roster as a PDF.