

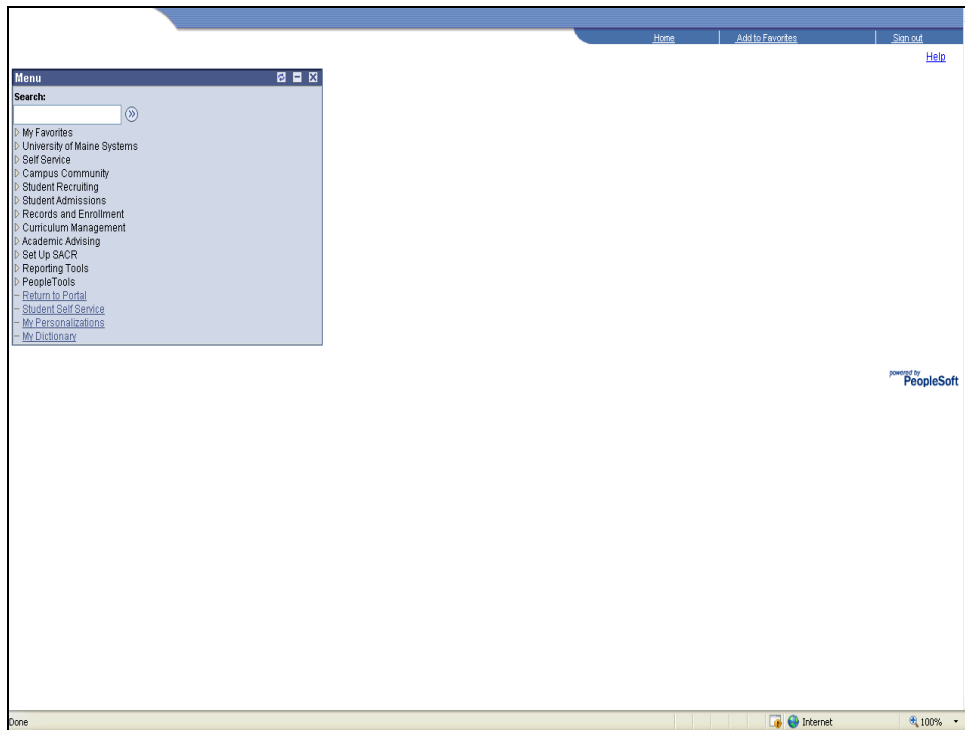
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Viewing a Combined Class Roster

Concept

This topic covers how to create a single class roster for a class that has combined sections.

Procedure



Step	Action
1.	From the Campus Solutions menu, click the University of Maine Systems link. <input type="text" value="▶ University of Maine Systems"/>
2.	Click the Records and Enrollment link. <input type="text" value="▶ Records and Enrollment"/>
3.	Click the Combined Class Roster link.

Process Document

Viewing Combined Class Roster



Combined Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: =

Term: =

Session: =

Combined Sections ID: begins with

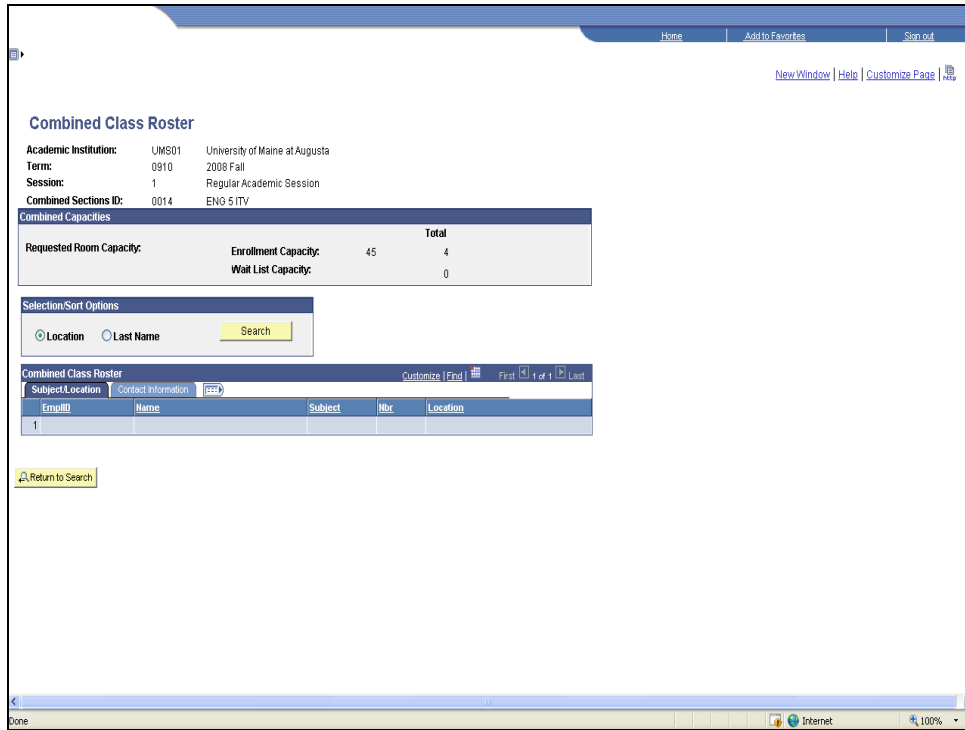
Description: begins with

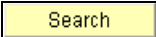
Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

Step	Action
4.	In the <i>Academic Institution</i> field, enter or look up the code for the appropriate academic institution (<i>required</i>).
5.	In the <i>Term</i> field, enter or look up the code for the appropriate term (<i>required</i>).
6.	If you know the Combined Sections ID , enter it. If not, enter the catalog description in the <i>Description</i> field (i.e. ENG 5 ITV).
7.	When all your search criteria is entered, click the <i>Search</i> button to open the Combined Class Roster page. <input type="button" value="Search"/>



Step	Action
8.	<p>In the <i>Combined Capacities</i> section of the page, the class <i>Enrollment Capacity</i> and <i>Total</i> number of enrolled students appears.</p> <p>Click the <i>Search</i> button to view the combined roster.</p> 

Process Document

Viewing Combined Class Roster



Combined Class Roster

Academic Institution: UMS01 University of Maine at Augusta
Term: 0910 2008 Fall
Session: 1 Regular Academic Session
Combined Sections ID: 0014 ENG 5 ITV

Combined Capacities		
		Total
Requested Room Capacity:	Enrollment Capacity: 45	4
	Wait List Capacity:	0

Selection/Sort Options
 Location Last Name

Combined Class Roster Customize | Find | First ◀ 1-4 of 4 ▶ Last

Subject	Location	Contact Information	EmpID	
EmpID	Name	Subject	Nbr	Location
1 0641041	Foofram,Horatio Xerxes	ENG	5	Augusta UMA Campus
2 0641040	Foofram,Hepzibah	ENG	5	Bangor UMA Campus
3 0641037	Foofram,Hiram C	ENG	5	Bath
4 0641039	Foofram,Hortense Zenobia	ENG	5	Bath

Step	Action
9.	The Combined Class Roster section shows the <i>EmpID</i> (MaineStreet ID), <i>Name</i> , and class <i>Location</i> for each student. Click the Contact Information tab to view additional information about each student. Contact Information



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Combined Class Roster

Academic Institution: UMS01 University of Maine at Augusta
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Combined Sections ID: 0014 ENG 5 ITV

Combined Capacities			
Requested Room Capacity:	Enrollment Capacity:	45	Total
	Wait List Capacity:		4
			0

Selection/Sort Options

Location
 Last Name

Combined Class Roster
 Customize | Find | First 1-4 of 4 | Last

Subject/Location		Contact Information	Phone	Email Address	Level	Units	Grade Basis	Plan
1	Foofram,Horatio Xerxes				First Year	3.00	No Earn Cr	AS - Criminal Justice
2	Foofram,Hepzibah				First Year	3.00	No Earn Cr	Non-Degree UGrad
3	Foofram,Hiram C				First Year	3.00	No Earn Cr	Non-Degree UGrad
4	Foofram,Hortense Zenobia				First Year	3.00	No Earn Cr	AA - Liberal Arts

Step	Action
10.	<p>The Contact Information section shows each student's <i>Name</i>, academic <i>Level</i>, number of <i>Units</i> taken for the class, <i>Grade Basis</i> for the class, and their primary <i>Academic Plan</i>.</p> <p>Click the Subject/Location tab to return to that section.</p> <p>Subject/Location</p>
11.	End of Procedure.