Viewing Combined Class Roster 030208

1. From the Campus Solutions menu, click the University of Maine Systems link.
2. Click the Records and Enrollment link.
3. Click the Combined Class Roster link.
4. In the Academic Institution field, enter or look up the code for the appropriate academic institution (required).
5. In the Term field, enter or look up the code for the appropriate term (required).
6. If you know the Combined Sections ID, enter it. If not, enter the catalog description in the Description field (i.e. ENG 5 ITV).
7. When all your search criteria is entered, click the Search button to open the Combined Class Roster page.
8. In the Combined Capacities section of the page, the class Enrollment Capacity and Total number of enrolled students appears.
   - Click the Search button to view the combined roster.
9. The Combined Class Roster section shows the EmplID (MaineStreet ID), Name, and class Location for each student.
   - Click the Contact Information tab to view additional information about each student.
10. The Contact Information section shows each student's Name, academic Level, number of Units taken for the class, Grade Basis for the class, and their primary Academic Plan.
   - Click the Subject/Location tab to return to that section.
11. End of Procedure.