Viewing Class Lists
This document lists the steps required to view and print your class lists using Self-Service Banner.

Navigation

SalukiNet > MyCourses Tab > Banner Student Information System link > Faculty and Advisors link

Summary Class List

- Click Summary Class List link.

- Select Term window opens.
- Select appropriate term from pick-list – as of August 20, 2009, only Fall 2009 is available.
- Click Submit button.

- Select a CRN window opens.
- Only the CRNs for the classes that you teach are available.
- Select desired CRN.
- Click Submit button.

IMPORTANT: Once you select a CRN, all information returned is related to that CRN until you select a different one.
• The **Summary Class List** appears.

• **Course Information** is listed first.
  – Course name
  – CRN
  – Duration
  – Status

• **Enrollment Counts** are listed second.
  – Maximum allowed
  – Number enrolled
  – Seats remaining

• Scroll down the window to see a list of the student names; they appear in alphabetical order.
  – Names have been blocked for privacy.

• Clicking on a student’s name opens a window that gives the details on the student – phone, address, etc. Some may be marked **Confidential**.

• At the end of the row for each student is a link to his/her e-mail.
  – **NOTE:** All students are issued an @siu.edu e-mail account. That e-mail address is used with this link. Remind students to check this e-mail account regularly.

• **Summary Class Lists** may be printed using standard printing features.

• The very bottom of this page contains an **E-mail** link to the entire class.

• Navigation links are also provided:
  – Term Selection
  – CRN Selection
  – Detailed Class List
  – Final Grades
  – Faculty Detail Schedule

**IMPORTANT:** If you have more than 100 students in your class, you may have difficulty using this link due to the maximum number of emails you are allowed to transmit at one time.

If you prefer to view the **Detailed Class List** first, follow the same Navigation steps noted for retrieving the Summary Class List. The Detailed Class List is in alphabetical order and provides all of the information pertaining to each student including their registration number, i.e., the order in which they registered. Below is an example of

  – Current Program Bachelor of Science Level:
  – Undergraduate Program: Radiologic Sciences
  – Admit Term: Summer 2009
  – Admit Type: Re-entry
  – Student Catalog Term:
  – Fall 2009 College: Applied Sciences and Arts Major and Department: Radiologic Sciences, Allied Health
  – Class: Senior
  – Credits: 4.000

Clicking on the student’s name on the Detail Class List gives you the student’s address, phone, etc.

**Note:** If the Registrar’s Office has not run a specific program, the students may appear in the order in which they registered, rather than alphabetically.