

To: All Faculty

From: Kenneth L. Servis, Dean of Academic Records and Registrar

Date: April 5, 2007

Subject: Web-based class rosters

I am pleased to inform you that effective immediately, all USC faculty can access their class rosters electronically from <http://roster.usc.edu>. Personnel from Marshall School of Business Information Technology, Architecture, USCard Services, Student Information Systems, and the Registrar's Office collaborated to complete the electronic rosters project. The electronic rosters provide the latest student enrollment listings, images of all students enrolled in your courses, and course enrollment totals. Faculty may choose to view the rosters with images on a Web page format, download the text data in excel format, or print class rosters.

At your convenience please login to <http://roster.usc.edu> using your USC email username and password. If you have questions or problems logging into the application you should contact Information Technology Services at (213) 740-5555. Once you log in please follow these steps:

- * Select a term from the drop-down menu
- * Click the Go button. The system will display the sections you are teaching in the selected term for which you are the instructor of record on the Student Information System.
- * Click on the View Students link to display the class roster.

If you have questions regarding student information on your roster please contact Frank Chang in the Registrar's Office by email (fjc@usc.edu) or by telephone at (213) 740-5306.