

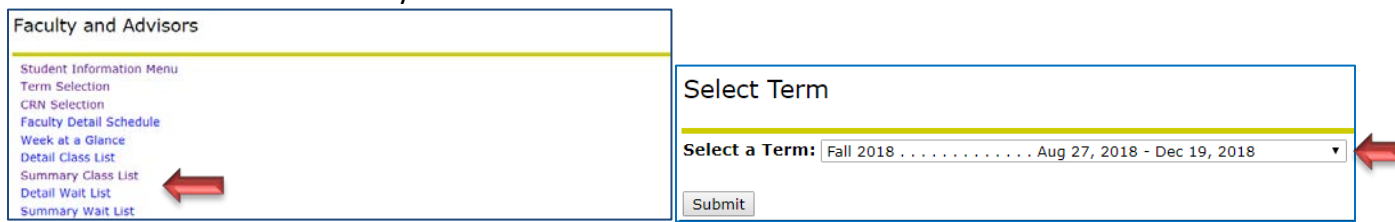


PLEASE REVIEW THE BANNER SSB LOGIN AND SEARCH INSTRUCTIONS BEFORE YOU BEGIN.

SSB: Class Lists and Wait Lists (Rosters)

Class Lists and Wait Lists provide information about students enrolled or waiting to enroll in classes.

1. Click on the Faculty Services tab.
2. If you are the INSTRUCTOR for the class, select Summary Class List. If you are NOT the Instructor for the class, you must then Enter the CRN Directly (CRN=Course Registration Number). You can look up the CRN in Class Schedule under Faculty Services.



The current term appears as the default selection but you can change the term by clicking on the dropdown arrow next to Select a Term. Select the term and then click Submit.

Click on the dropdown arrow to select one of the courses that you are teaching for that term **or** click on Enter CRN Directly near the bottom of the screen for other course sections.

Once the course is submitted you will be returned to the main menu and can choose between Summary Class List, Detail Class List, Summary Wait List, or Detail Wait List.

3. You can print any screen as a screenshot - right click and select Print. You can also print your rosters from Argos or print Picture Rosters (**Argos – Course Roster Instructions** or **Picture Rosters Instructions** are on *myCharger* under the Technology Training link).

Please note: *Do not use the back button on your web browser as this will not show you the most-up-to-date information.* Use the links at the bottom of the SSB screen or menu links or Return to Menu at the top of the screen to access the most up-to-date student information.

Contact for additional assistance using any system: Lisa Scranton lscranton@newhaven.edu 203.932.7485

Contact the Registrar's Office with questions about the information in SSB records at registrar@newhaven.edu 203.932.7309.

Updated April 11, 2018