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Office of the University Registrar

## E-mail Announcement

**Date:** June 17, 2008  
**To:** Members of the Faculty and Staff  
**From:** Debra M. Benton, University Registrar  
**Subject:** Elimination of Printed Class Lists

The Office of the University Registrar has historically provided one copy of a printed class list before the opening of a quarter and another after the fifteenth day of a quarter (the last day to add a class). Beginning Summer Quarter 2007-08 class lists will no longer be printed.

As you are aware, printed class lists are out of date as soon as they leave the printer. Departments have routinely indicated they do not distribute these printed lists to faculty and subsequent discussions through e-mail were conducted in early September 2007 with the Chairs/Directors Council; Faculty Senate Executives; Office of Information Technology; and William Willan, Associate Vice President, University Outreach, representing the regional campuses. The consensus was to stop printing class lists.

Since June 2000 the Office of the University Registrar, with the support of the Office of Information Technology, has provided an online class list for each instructor of record and to others with administrative access. To access the online Faculty Class List application select Faculty Class Lists <http://www.ohio.edu/registrar/fac.cfm> on the University Registrar Web site <http://www.ohio.edu/registrar/>. There are several advantages to the online class list:

- It is updated every evening
- Users may select from the four most recent quarters and from a list of classes to retrieve student name, ID number, e-mail, standing, college, major program, hours, V.A. status, and student photograph
- It enables instructors to e-mail enrolled students individually or as an entire class
- It indicates if the student was registered by Class Permission Slip
- It includes the student's final grade (if class is graded) and includes the class drop date for any students for whom a WP/ WF grade was assigned
- It may be printed.

If you need assistance, please contact your department/school/regional campus office. The Office of the University Registrar is also available to provide training to you or support staff. Please contact Mike Wickham, Assistant Registrar for Registration, at [wickham@ohio.edu](mailto:wickham@ohio.edu) or 593-4183 for training.