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Office of the University Registrar

E-mail Announcement

Date: September 24, 2008
To: Members of the Faculty and Staff
From: Debra M. Benton, University Registrar
Subject: Faculty 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). This is a friendly reminder that effective Summer Quarter 2007-08 we no longer print class lists. To access your class lists, please use our 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/>. Online class lists are available for each instructor of record and to others with administrative access.

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 student receiving a WP/ WF grade
- 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 or 593-4183 for training.