

Viewing Waitlist

Navigation: **Note:** If you do not have access to view class rosters through this navigation reach out to IT Help Desk and request the ZZ CM Class Roster role. You **cannot** get the dropdown “Enrollment Status” menu through the Class Roster in Faculty Center.

NavBar  → Navigator  → Curriculum Management → Class roster → Class roster

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of a

[Find an Existing Value](#)

Search Criteria

Academic Institution 

Term 

Subject Area 

Catalog Nbr

Class Nbr

Class Section

Session

Course ID

Course Offering Nbr

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

- Enter Academic Institute WA150. (WA140 is Clark College, and is used in the page snapshots)
- Enter Term example: 2203 Spring 2020
- Enter Subject Area: Example ENGL&
- Enter Catalog Number: Example 101
- Enter Class Number: Example 9065
- Click on Search

Class Roster

SPRING 2020 | Regular Academic Session | Clark College | Academic Career

ENGL& 101 - D01D (9065)
English Composition I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online	Jesse Morse	04/06/2020 - 06/12/2020

***Enrollment Status**

Enrollment Capacity 20 Enrolled 20

Enrolled Students Personalize | Find |  |  First 1-20 of 20 Last

Select	ID	Name	Grade Basis	Units	Program and Plan	Level
1			Graded	5.00	Academic - Academic Transfer AA DTA	Freshman

The Class Roster will open with enrollment states “Enrolled” visible

Class Roster

SPRING 2020 | Regular Academic Session | Clark College | Academic Career

ENGL& 101 - D01D (9065)
English Composition I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online	Jesse Morse	04/06/2020 - 06/12/2020

*Enrollment Status **Waiting**

Enrollment Capacity 20 Waitlisted 1

Waitlisted Students | Find |  | First 1 of 1 Last

Select	ID	Name	Program and Plan	Level	Status Note
1			Academic - Business DTA/MRP	Freshman	Pos # 1

Select All Clear All

Notify Selected Students



Click on arrow in dropdown box and select Waitlist.

This will display students on the waitlist.

Use the **grid** icon to save the list to an excel file.

Note: All files containing student information should be stored on One Drive or the college shared drive. Do not save student data to your desktop or thumb drives.

Class Roster

SPRING 2020 | Regular Academic Session | Clark College | Academic Career

BIOL& 160 - F02C (5318)
General Biology W/Lab (Laboratory)

Days and Times	Room	Instructor	Dates
MoWe 9:00AM-10:50AM	Columbia Tech Cnt 0305 - Chem	Lora Crampton	04/06/2020 - 06/12/2020

*Enrollment Status **Waiting**

Enrollment Capacity 20

Waitlisted 7

Waitlisted Students | Personalize | Find |  | First 1-7 of 7 Last

Select	ID	Name	Program and Plan	Level	Status Note
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