SSB9 – Class List
Registrar Operations – Office of Registrar

Class List – The following a faculty view. In CougarNet, you must be approved as a faculty role and assigned to at least one course to view the course’s class list.

After clicking on Class List:

- Default view is for All Terms. You may want to select a specific term from the All Terms dropdown to limit the courses to that specific term.

- If you click the hyperlink Course Title or CRN, it will display the class details for that specific course.

- Click the ‘X’ to close that popup display.
- To view the class list, click on the record or row other than the hyperlinks.
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Features of the Class List –

Emailing Students

- To Email your students –
  - You can either select the Box left of Student Name to select the entire Class List or you can select the individual boxes next to the student picture to email specific students.
  - After selecting the student(s), click the email icon on the right-hand side below Summary View.

- At this time, your default PC email application will populate and the student(s) email address will be listed in the TO: line.

Exporting your Class List to Excel

- You may also export the Class List into Excel (.xls or .xlsx) file.
  - In the top, right-hand corner click Export.
  - Then select the Export file and click Export.
  - Note – This will not export student(s) emails. It will only export the data you see on the Class List.
Accessing Student’s Profile
- If you click on a student name or hover over the name, you will be able to see very limited information on the student.
  - Clicking on the student’s name, will take you to the student profile.

Viewing Wait List
- Clicking on the Wait List tab will display any students that are currently waitlisted for the course.