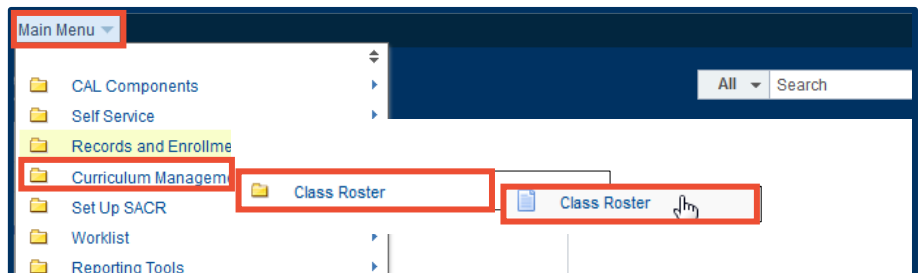


How to View Class Rosters and Waitlists

You can view the Class Roster and Waitlist for each section of a class once one student is enrolled in a class section.

NOTE: If you have a waitlist with zero students enrolled, you will need to go to the **Reporting Center** and run the “Enrollments by Class” report. The search criteria includes the ability to view “Waitlist Only” or “Include Waitlist” with your results

- Begin by navigating to the **Class Roster:**
Main Menu >
Curriculum Management >
Class Roster >
Class Roster



- Enter your class search criteria. On this page, you can search by **Subject Area** and **Catalog Nbr** or by **Class Nbr**.

Class Roster

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

Search Criteria

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

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

Search Results

[View All](#)

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	C
UCB01	2168	ENGIN	26	27876	001	Regular	10
UCB01	2168	ENGIN	26	27880	101	Regular	10
UCB01	2168	ENGIN	26	27881	102	Regular	10
UCB01	2168	ENGIN	26	27882	103	Regular	10

- Select the **Search** button.
- Choose the **Class Section** number for the roster you wish to view.

5. This roster shows enrolled students for ENGIN 26, Section 001.

The table displays additional information for each student such as their Program and Plan.

2016 Fall | Regular Academic Session | UC Berkeley | Undergraduate

ENGIN 26 - 001 (27876)
Three-Dimensional Modeling for Design (Lecture)

Days and Times	Room	Instructor	Dates
Tu 8:00AM-8:59AM	Cory 277	Kourosh Youssefi	08/24/2016 - 12/09/2016

*Enrollment Status: Enrolled

Enrollment Capacity 140 Enrolled 134

Enrolled Students Personalize | Find | First 1-134 of 134 Last

Select	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>	30	Ad	Graded	2.00	Undergrad Letters & Science - Letters & Sci Undeclared UG	Sophomore
<input type="checkbox"/>	23	All	Graded	2.00	Undergrad Engineering - Electrical Eng & Comp Sci BS	Senior
<input type="checkbox"/>	26	Al	Graded	2.00	Undergrad Engineering - Mechanical Engineering BS	Junior
<input type="checkbox"/>	26	An	Graded	2.00	Undergrad Engineering - ME/NE Joint Major BS	Senior
<input type="checkbox"/>	26	An	Graded	2.00	Undergrad Engineering - Mechanical Engineering BS	Sophomore
<input type="checkbox"/>	26	An	Graded	2.00	Undergrad Engineering -	Junior
<input type="checkbox"/>	26	As	Graded	2.00	Undergrad Engineering - Mechanical Engineering BS	Sophomore
<input type="checkbox"/>	24	Ba	Graded	2.00	Undergrad Engineering - Bioengineering BS	Senior
<input type="checkbox"/>	26	Ba	Graded	2.00	Undergrad Engineering - Mechanical Engineering BS	Junior
<input type="checkbox"/>	26	Bo	Graded	2.00	Undergrad Engineering - Engineering Undeclared UG	Junior

6. On the Enrollment Status drop list, you can choose to view "Waiting" or "All."

Class Roster

2016 Fall | Regular Academic Session | UC Berkeley | Undergraduate

ENGIN 26 - 001 (27876)
Three-Dimensional Modeling for Design (Lecture)

Days and Times	Room	Instructor	Dates
Tu 8:00AM-8:59AM	Cory 277	Kourosh Youssefi	08/24/2016 - 12/09/2016

*Enrollment Status: **Enrolled** (dropdown menu open showing All, Enrolled, Waiting)

Enrollment Capacity: **Waiting** Enrolled: 48

7. The Waitlist shows each student's position number.

The students on a waitlist for a main Enrollment section (e.g.- LEC), may be reflective of the student's waitlist status on a Non-Enroll section (e.g.- DIS or LAB).

Class Roster

2016 Fall | Regular Academic Session | UC Berkeley | Undergraduate

▼ **ENGIN 26 - 001 (27876)**
 Three-Dimensional Modeling for Design (Lecture)

Days and Times	Room	Instructor	Dates
Tu 8:00AM-8:59AM	Cory 277	Kourosh Youssefi	08/24/2016 - 12/09/2016

*Enrollment Status:

Enrollment Capacity: 140 Waitlisted: 10

Waitlisted Students Personalize Find First 1-10 of 10 Last

Select	ID	Name	Program and Plan	Level	Status Note
1	20	C	Undergrad Environmental Design - Sustainable Environ Dsgn BA	Freshman	Pos # 1
2	20	S	Undergrad Letters & Science - Letters & Sci Undeclared UG	Freshman	Pos # 2
3	20	B	Undergrad Engineering - Engineering Undeclared UG	Sophomore	Pos # 3
4	20	C	Undergrad Letters & Science - Letters & Sci Undeclared UG	Sophomore	Pos # 4
5	20	Y	Undergrad Chemistry - Chemical Engineering BS	Junior	Pos # 5

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6**)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>