

Summary

Academic administrators such as department secretaries, program coordinators, department chairs, and deans who need to access class rosters for faculty in their department/school/college may pull rosters using option 1, 2, or 3 below.

Option 1 – Class Roster in Argos (Expanded)

- Go to [Academic Department Argos Reports](#)
- Open Class Roster
- Enter CRN(s)
- Click Display Results
- To export results to excel, click gear icon in lower left corner.

Option 2 – Class Roster in Banner (Expanded)

- Go to Banner Admin page GWRSQJ>Go
- Enter EXACT name of query: STU_ROSTER
- Enter Value 1: Term_YYYY (ex. Fall_2022)
- Enter Value 2: R for Registered or W for Waitlisted
- Enter Value 3: 1st CRN
- Enter Value 4: 2nd CRN or leave blank
- Enter Value 5: 3rd CRN or leave blank
- Enter Value 6: 4th CRN or leave blank
- Enter Value 7: 5th CRN or leave blank
- Click Save Parameter Set As
- Save

You will receive an email in 1-3 minutes with an excel file of the roster(s).

Class Rosters for Staff

Option 3 – Class Roster in Banner (Basic)

Important: For INTERNAL LOOK UP REFERENCE, NOT TO BE SHARED since legal name and chosen name are both displayed.

- Go to Banner Admin page SFASLST
- Enter the Term
- Enter CRN
- Click 'Go'

Southern Class Roster SFASLST 9.3.24 (PROD)											
Term: 202310 Fall 2022 CRN: 10543 COM 101 04 Roll: Degree Award Status: Select... Start Over											
CLASS ROSTER											
Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	
1			RW	04/13/2022			U			3.000	
2			RW	04/13/2022			U			3.000	
4			RW	04/18/2022			U			3.000	
8			RW	06/21/2022			U			3.000	
9			RW	08/08/2022			U			3.000	
10			RW	08/12/2022			U			3.000	
11			RW	08/12/2022			U			3.000	
12			RW	08/15/2022			U			3.000	

Southern Process Submission Controls GJAPCTL 9.3.21 (PROD)		
Process: GWRSQJ SQL Report Submission Process Parameter Set:		
PRINTER CONTROL		
Printer DATABASE	Submit Time	
Special Print	MIME Type None	
Lines	PDF Font	
PARAMETER VALUES		
Number *	Parameters	Values
01	EXACT name of query.	STU_ROSTER
02	Value 1	Fall_2022
03	Value 2	R
04	Value 3	12330
05	Value 4	
06	Value 5	
07	Value 6	
08	Value 7	
LENGTH: 30 TYPE: Character O/R: Optional M/S: Single Refer to the documentation for your query.		
SUBMISSION		
<input checked="" type="checkbox"/> Save Parameter Set as		Hold / Submit <input type="radio"/> Hold <input checked="" type="radio"/> Submit
Name	Description	
SAVE		