QUICK REFERENCE GUIDE FOR DEANS, CHAIRS, & DIRECTORS

HTTP://WWW.SONOMA.EDU ➔ CLICK ON "FACULTY & STAFF" TO LOG IN

Navigation in 8.9:
Class Roster for your own classes:
Self Service > Faculty Center > Class Roster Icon

Class Roster for classes other than your own:
Curriculum Management > Class Roster

Final Grades for your own classes:
Self Service > Faculty Center > Grade Roster Icon

Final Grades for classes other than your own:
Curriculum Management > Grading > Grade Roster – Click on Second Tab

Student’s Major:
Self Service > Faculty Center > Advisement Tab > New Drop-In Advisees > Search
- Enter Last Name and click on Look Up
- Select Correct Student
- Under Details Dropdown, select Academic Information

Student’s Classes:
Self Service > Faculty Center > Advisement Tab > New Drop-In Advisees > Search
- Enter Last Name and click on Look Up
- Select Correct Student
- Under Details Dropdown, select Class Schedule

Student’s Address or Phone
Self Service > Faculty Center > Advisement Tab > New Drop-In Advisees > Search
- Enter Last Name and click on Look Up
- Select Correct Student
- Under Details Dropdown, select Address or phone

Student’s Email
Service > Faculty Center > Advisement Tab > New Drop-In Advisees > Search
- Enter Last Name and click on Look Up
- Select Correct Student
- Click on the hyperlink under the student’s name.

OR
Campus Community > Personal Information (Student) > Addresses/Phones > Addresses (or Phones, or Electronic Addresses)