



SONOMA STATE UNIVERSITY  
COMMON MANAGEMENT SYSTEM  
STUDENT ADMINISTRATION

# QUICK REFERENCE GUIDE FOR DEANS, CHAIRS, & DIRECTORS

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[HTTP://WWW.SONOMA.EDU](http://www.sonoma.edu) → CLICK ON "FACULTY & STAFF" TO LOG IN

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## 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)