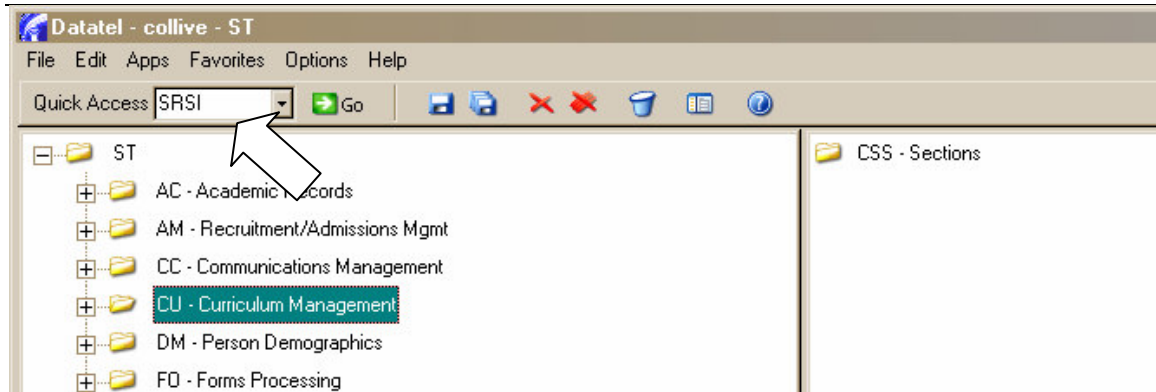# How to Access a Course Roster

Course rosters are located in the **Section Roster Inquiry** portion of Colleague. The course roster mnemonic is **SRSI**.

Step One: Access SRSI Screen

To access the Academic Roster Inquiry screen, type **SRSI** in the mnemonic box (located on the **Tool Bar**), and then click the **GO** button.

Step Two: Course Section Look Up

After you enter **SRSI** in the mnemonics box and click **GO**, you will arrive at the **Course Section Look Up** screen. Similar to student schedule, you will need to enter the **year** (ex. 2007), **semester** (ex. SU for Summer), the **course prefix** (ex. ACA), then **course number** (ex. 111), and the **course section number** (ex. 101). If you only enter the year and semester, and the course prefix, (ex. 2007FA ACA) you will have to select from a list of all ACA courses offered during the specified semester.
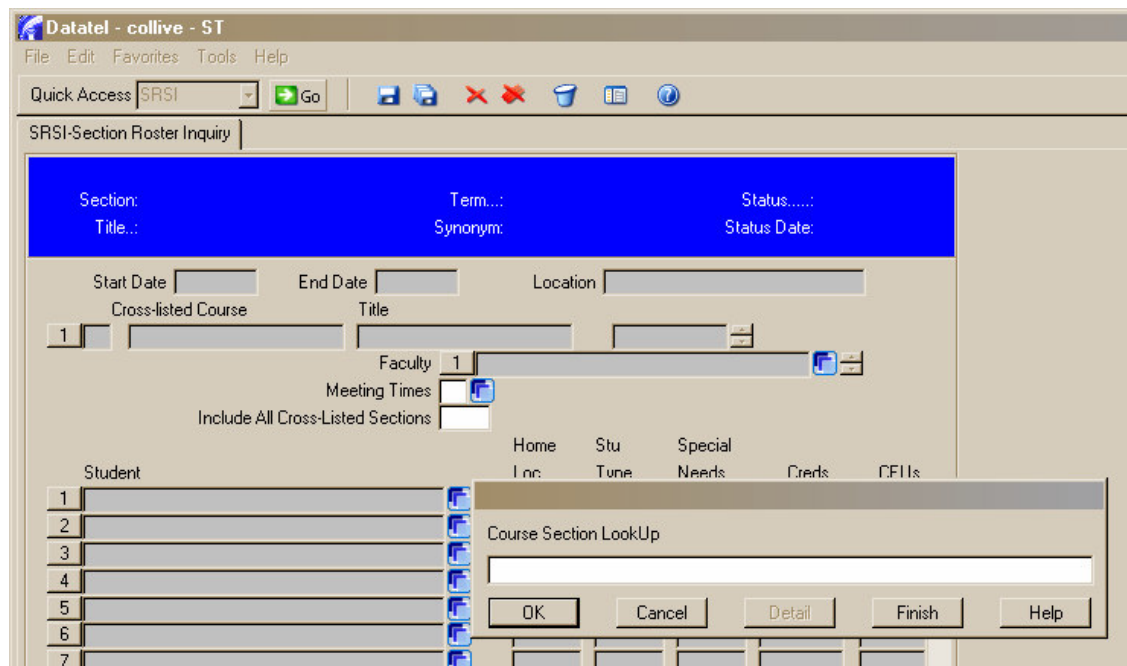
After you enter in your course selection criteria, click **OK**

Course Section LookUp

2007fa aca 111

| OK | Cancel | Detail | Finish | Help |
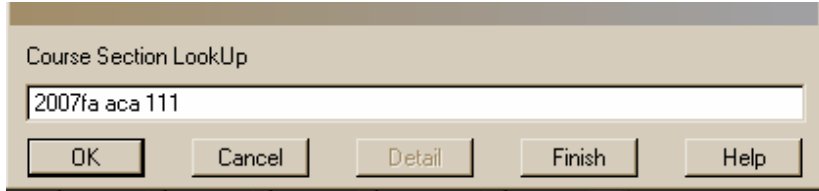
Just as you did when selecting a student's record (SPRO), you will have to select and confirm the class roster you would like to view.

Option # 1-Point & Click

First you can **left click** the white box to the left of the student's name. A **check mark** will appear confirming that this is the record that you have selected. After you have made your selection, you will need to **SAVE** your selection. Click the **SAVE** icon on the **Tool Bar** or there is a second **SAVE** icon at the bottom right hand corner of the screen. After clicking **SAVE**, you will be directly linked to the student's record.

Option # 2-Keyboard

You can also select and confirm the student's record by entering the line item number before the student's name in the white box at the bottom of the page. After you have entered the line item number, select the **Enter** key and you will be directly linked to the student's record.

Save Icon

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File Edit Favorites Tools Help

Quick Access SRSI ▾ ➡ Go   🖫 🖫 ✖ ✖ 🗑 🗐 ⓘ

SRSI-Section Roster Inquiry | SRSI-Section R... nquiry

Course ...tions Resolution
using COURSE.SECTIONS, View: COURSE.SECTIONS

	Seq: Course	Sect	Term	Course Title	Location
	Instructor			Status	Start Date
	Meeting Schedules				

Instructor's Name

1: ACA	111	004	2007FA College Student Success	Main Campus
S. Hahn			Active	10/22/07
10/22/07 12/19/07 COLL 201	CLAS F	09:00AM 10:40AM	

Checkmark

2:	07		2007FA College Student Success	Main Campus
N. Dernar			Active	10/22/07
10/22/07 12/19/07 PHIL 366	CLAS TH	12:00PM 01:40PM	

3: ACA	111	009	2007FA College Student Success	Main Campus
K. Mosley-Lyon			Active	10/22/07
10/22/07 12/19/07 COLL 203	CLAS		0PM

Line Item Number

Save Icon

Controller LookUp Resolution   Page 1/9
Seq Number,(F)lag,(S)ort/Select: [   ]   🖫 ✖

Step Three: View Course Roster

The **SRSI** screen displays a list of all students enrolled in the selected course section with their Colleague IDs and information about:

- ❑ Start and End Dates
- ❑ Location
- ❑ Instructor
- ❑ Student ID numbers and names
- ❑ How many credits or credits the student will earn upon completing the course

Step Four: Exit SRSI

After you are finished with the **Section Roster Inquiry** screen, you can select the **CANCEL ALL** icon to exit **SRSI** and return to the main menu.