




QUICK REFERENCE GUIDE FOR FACULTY


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

Navigation in 9.0:

Class Roster for your own classes:

Self Service > Faculty Center > My Schedule > Class Roster Icon 
(located on the right-hand side of the class)

Final Grades for your own classes:

Self Service > Faculty Center > My Schedule > Grade Roster Icon 

Student's Major & other Academic Data:

Self Service > Advisor Center > My Advisees

Click on View Student Details for someone on your list or click on the View Data For Other Students button at the top of the page to search for a student.

- Click the "Academics" tab

Student's Classes:

Self Service > Advisor Center > My Advisees

Click on View Student Details for someone on your list or click on the View Data For Other Students button at the top of the page to search for a student.

- Current Term: Click the "Student Center" tab. Click "My Class Schedule".
- Past Term: Click the "Academics" tab. Find "Term Summary". Select appropriate term.

Student Advisement:

Self Service > Advisor Center > My Advisees

Click on View Student Details for someone on your list or click on the View Data For Other Students button at the top of the page to search for a student.

- Advisor will populate under the Advisor section of the Student Center tab.
(Not all departments assign advisors)

Student's Address or Phone

Self Service > Advisor Center > My Advisees

Click on View Student Details for someone on your list or click on the View Data For Other Students button at the top of the page to search for a student.

- Address or phone will show up under the Personal Information section of the Student Center tab.

Student's Email

Self Service > Advisor Center > My Advisees

Click on View Student Details for someone on your list or click on the View Data For Other Students button at the top of the page to search for a student.

- Email will show up under the Personal Information section of the Student Center