QUICK REFERENCE GUIDE FOR
FACULTY

HTTP://WWW.SONOMA.EDU ➔ CLICK ON "LOGIN" TO LOG IN

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

Notes: This and other documentation can be found at http://www.sonoma.edu/it/cms/documentation