



# QUICK REFERENCE GUIDE FOR DEANS, CHAIRS, AND DIRECTORS

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

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## **Navigation in 9.0:**


*Class Roster for your own classes:*

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

*Class Roster for classes other than your own:*

Curriculum Management > Class Roster > Class Roster

*Final Grades for your own classes:*

Self Service > Faculty Center > My Schedule > 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 > 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 bottom of the page to search for a student.

- Click on 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 bottom of the page to search for a student.

- Click My Class Schedule in the Academics section (not the tab at the top) of the Student Center

*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 bottom of the page to search for a student.

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

*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 bottom of the page to search for a student.

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

OR

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