FACULTY SELF-SERVICE: VIEWING YOUR CLASS ROSTER

1. Login to the MyUTRGV portal using an approved web browser.
   Banner 9 Faculty Self-Service is recommended on Chrome web browser:

2. Select the Application ASSIST.

3. Click on Faculty Class List.
4. Your assigned courses will be listed in descending order by term. *(Class rosters from prior semesters are only available in Assist for the last 12 months. Any prior classes or rosters needed can be accessed through Managed Reporting).*

*Note: If you notice any courses missing from the list for an upcoming term or receive a message “No courses available at this time to view the Class List” it may be due to one of the following: 1) There are not any students currently registered for the course. The class lists are generated based on existing student enrollment. 2) You are not listed as the instructor of record and your department needs to submit a Class Schedule Change Request (CSCR).*

5. You may use the **term** drop down menu to view your courses under a specified term.
6. Select the class roster you wish to view by clicking on the class under the Subject column.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>CRN</th>
<th>Enrollment Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2301, 90L</td>
<td>Intro to Financial Acc</td>
<td>62303</td>
<td>365</td>
</tr>
</tbody>
</table>

7. Your class roster will appear on the next page.

8. Click on **CRN Listing** at the top of the page to return to your course list.