

Instructions for Accessing Class Lists from My Chemeketa

Login to My Chemeketa at <http://my.chemeketa.edu>.

Enter your user name and password and click Login. (If you have misplaced this information, please call the Technical Assistance Center (Help Desk) at 503-399-7899.)

Only those designated in Banner as the “assigned instructor” for a course will be able to view and print the class list for a specific CRN. **Contact your director or coordinator if you are not seeing all of the classes assigned to you.**

Class Lists

Check your class lists both at the start of the term, the end of the second week, and the 8th week of each term to ensure that your students are properly registered. Also, college policy allows you to drop students who have not attended and open up space for other students to add your class. There is a limited time frame for these changes. Check with your director’s office for information on No-Show Drop procedures.

From the default Faculty tab:

1. Select the current term from the drop down list
2. Click on the Class List link next to the specific CRN and Class Title

Class	Class Title (click to set URL)	Class List	E-mail Class
XBA9000A (39322)	New Employee Orientation	Class List	E-mail
XBA9000A (39496)	New Employee Orientation	Class List	E-mail
XBA9502N (39463)	Employee Development Seminar	Class List	E-mail

From the Class Lists & Wait Lists Menu

1. Click on **Summary or Detailed Class List**
2. Select the current **term** and click **Submit**
3. Select a **CRN** and click **Submit**

Classes Services Studying Employee

Home Schedule Faculty Calendar FAQ

Assigned Classes

Term: Fall 2013


Assigned Classes

Student information

Class lists & wait lists

Summary class list

Detailed class list

 Select a term from the list and then click the "Submit" button.

Select a Term:

RELEASE: 8.5.4.3

NOTE: Class lists can be printed for taking role by clicking the the print icon in the Summary Class List.


Summary Faculty Class List

KU0101314 Cynthia A. Scott
Fall 2013
Dec 16, 2013 03:55 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.



Any grades shown below (when displayed from a previous term) reflect the final grade submitted by the assigned instructor during the grade entry period. This list does not reflect any grade changes made since that time.

 **FERPA Reminder:** All student personal information is confidential. If the word "Confidential" appears next to a student's name, you are not to release any information about that student—including directory information.

You may click on the student's name to view his/her address and phone information.

Print the list for taking role.