Instructions for Accessing Class Lists from My Chemeketa

Login to My Chemeketa at [http://my.chemeketa.edu](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
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**

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