Instructions for Viewing Class Rosters

1. Login to MyHSC with your EUID and password.

2. Click on the “Faculty Center” icon

3. Underneath “My Schedule” you should see the current semester. If you do not see the current semester, click the green icon marked “change term” and select the term needed.

4. Click on the radial button next to "Only classes with enrollment." The list you see will now change to be only those courses in which students have enrolled.

5. In the first column of the table that appears, you should see an icon next to each course number. Clicking this icon will take you to the class roster. The class roster will provide you with a list of the students enrolled in the course and information concerning each student’s degree program and major.

6. Please review each class roster to check for registration errors (ie, students not in your lab registering for Individual Research, Thesis, Dissertation, etc.). Report any errors to Office of the Registrar (Registrar@unthsc.edu)

7. Click on the "My Schedule" icon to return to your list of courses.

8. Repeat the above steps to each roster.