Department Admin – How to View Outstanding or Certified Rosters

1. Log in location in Self Service Banner or Class Roster System to view class roster reports.
2. Click on Dept Adm Rosters Not Cert or Dept Adm Cert Rosters under Reports.
3. Current term will be defaulted.
4. Choose Session Code to view or All.
5. Choose your department.
6. Click on Submit.
7. You can change your page size to match record count is desired.
8. These reports are real time and on demand.
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[Image of the Class Rosters screen with the Department Admin Report - Not Certified Rosters selected. The form is set for a term of Summer 2013, with options to select a session code and department.]
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You can change Page Size to match Record Count to view all at once.