



# QUICK REFERENCE GUIDE FOR FACULTY

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[HTTP://WWW.SONOMA.EDU](http://www.sonoma.edu) → CLICK ON "ONLINE SERVICES" TO LOG IN


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## *Navigation in 8.9:*

*Class Roster for your own classes:*

Self Service > Faculty Center > Class Roster Icon  (located on the right-hand side of "Enrolled" column)

*Final Grades for your own classes:*

Self Service > Faculty Center > Grade Roster Icon 

*Student's Major:*

Self Service > Faculty Center > Advisement Tab > New Drop-In Advisees > Search

- Enter Last Name and click on Look Up
- Select Correct Student
- Under Details Dropdown, select Academic Information

*Student's Classes:*

Self Service > Faculty Center > Advisement Tab > New Drop-In Advisees > Search

- Enter Last Name and click on Look Up
- Select Correct Student
- Under Details Dropdown, select Class Schedule

*Student Advisement:*

Self Service > Faculty Center > Advisement > View Advisees Information (or)

Self Service > Faculty Center > Advisement > New Drop In Advisees

*Student's Address or Phone*

Self Service > Faculty Center > Advisement > View Advisees Information > (or)

Self Service > Faculty Center > Advisement Tab > New Drop-In Advisees > Search

- Enter Last Name and click on Look Up
- Select Correct Student
- Under Details Dropdown, select Address or phone

*Student's Email*

Service > Faculty Center > Advisement Tab > New Drop-In Advisees > Search

- Enter Last Name and click on Look Up
- Select Correct Student
- Click on the hyperlink under the student's name.

OR

Campus Community > Personal Information (Student) > Addresses/Phones > Addresses (or Phones, or Electronic Addresses)

Notes: This and other documentation can be found at <http://www.sonoma.edu/cms/documentation>