**Procedures for instructors to view class roster online (this is your OFFICIAL roster):**

1. Log in to Banner Self-Service.
2. Click the “Faculty Services” tab.
3. Click the “Summary Class List” link.
4. Select a term and click the Submit button.
5. From the pull-down menu, choose the course roster you wish to view and click the Submit button.
6. Displayed are the students that are enrolled in your course.
   1. If you see a student that should not be in your course, please notify Lori Richard ASAP.
   2. If a person in missing from your class roster, that should be included, please notify Lori Richard ASAP.
7. From this screen, you can also email students individually or the entire class to their Nicholls email address