

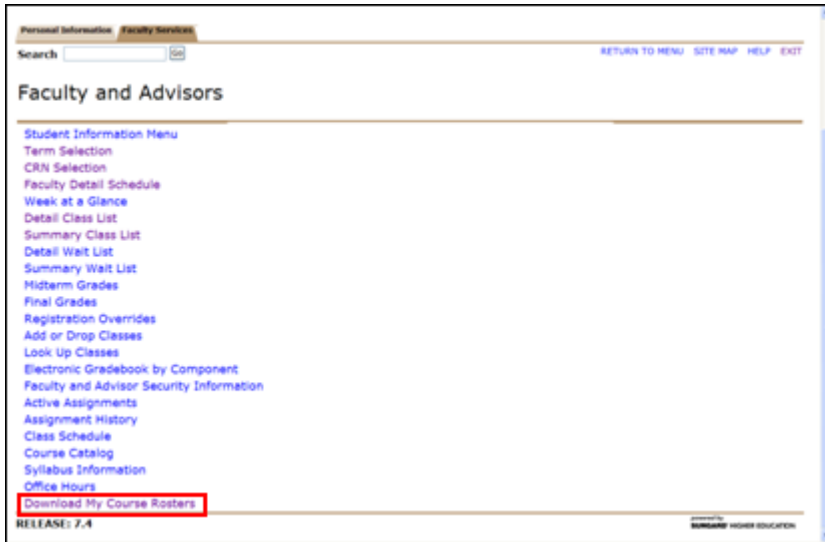
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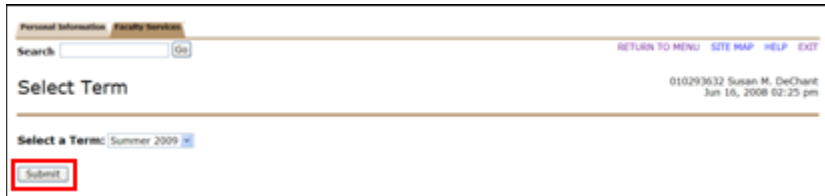
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SSB Faculty Roster Download

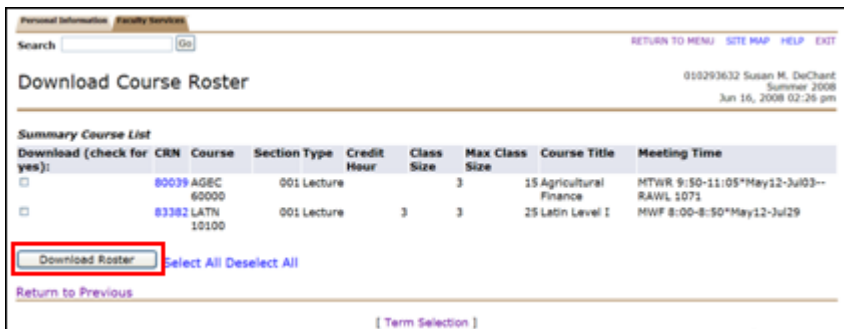
From the Faculty Services menu, click on Download My Course Rosters.



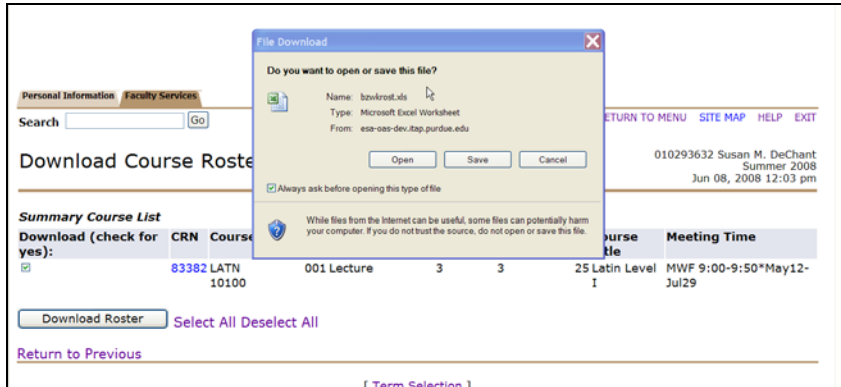
Use the drop down to select the desired term and click the Submit button.



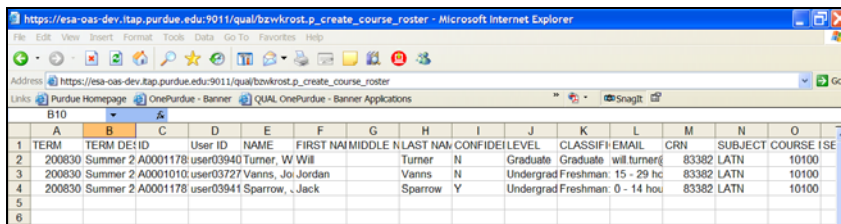
Click the check box or use the Select All link for the desired sections to download. Then, click the Download Roster button or hit enter.



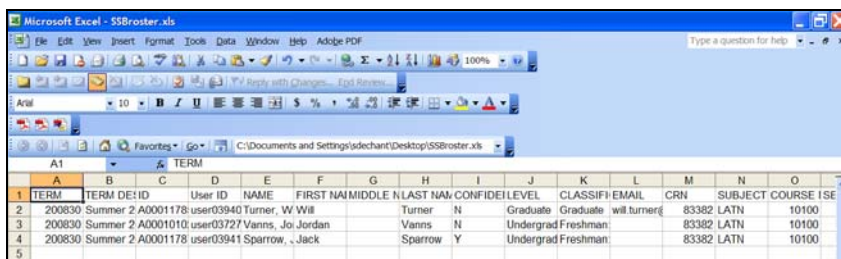
Choose to save the file in your desired location. It will download as a Comma Separated Values (CSV) file, which you may import into any spreadsheet program. The .CSV format is used to expand compatibility for those running non-Windows platforms without Excel or with a different version of Excel. For Microsoft Office users, the file will open in Excel by default. Microsoft users may also save the file in .CSV format and open it in WordPad to just obtain raw data.



If choosing to open the file, it will open as a spreadsheet in your browser window.



If choosing to save, you will then be able to name the file, specify the destination to which to save, and open the file in your spreadsheet application.



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Roster Data Fields

The downloaded roster contains the following data fields:

TERM	VARCHAR2(6)	Banner term code for the section.
TERM DESCR	VARCHAR2(30)	Banner term code description for the section.
ID	VARCHAR2(9)	Student's PUID.
User ID	VARCHAR2(55)	Student's user ID.
NAME	VARCHAR2(90)	Student's full name.
FIRST NAME	VARCHAR2(15)	Student's first name.
MIDDLE NAME	VARCHAR2(15)	Student's middle name.
LAST NAME	VARCHAR2(60)	Student's last name.
CONFIDENTIAL	VARCHAR2(1)	'Y' indicates this student's information is confidential.
LEVEL	VARCHAR2(30)	Student's level: undergraduate, graduate, professional.
CLASS CODE	VARCHAR2(2)	Student's classification code
CLASSIFICATION	VARCHAR2(30)	Student's classification description.
EMAIL	VARCHAR2(60)	Student's email address.
CRN	VARCHAR2(5)	Course Request Number; unique identifier of the section.
SUBJECT	VARCHAR2(4)	Course subject.
COURSE NUMBER	VARCHAR2(5)	Course number.
SECTION	VARCHAR2(3)	Section identifier
COURSE TITLE	VARCHAR2(30)	Course title of the section.
CREDIT HR	NUMBER(7,3)	Number of credit hours for which the student is registered.
SCHEDULE TYPE	VARCHAR2(3)	Type of instruction for the section.
CAMPUS	VARCHAR2(30)	Campus offering the section.
COLLEGE CODE	VARCHAR2(2)	Code of College (or School) offering the section.
COLLEGE	VARCHAR2(30)	College (or School) offering the section.
PROGRAM DESCR	VARCHAR2(30)	Student's program description.
MAJOR DESCR	VARCHAR2(30)	Student's major description.
REG STATUS	VARCHAR2(30)	Student's registration status.
GRADABLE INDICATOR	VARCHAR2(1)	Indicates whether the section is gradable, Y or N.
GRADE MODE	VARCHAR2(1)	Grade mode for the student.
GRADE MODE DESCR	VARCHAR2(30)	Grade mode description, e.g., Regular, Audit, etc.
CANDIDATE	VARCHAR2(1)	Indicates student's candidacy for graduation this term, Y or N.

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