

How to use the Prerequisite Class Roster

- Go to: <https://www.sfsu.edu/login.htm>
- Select SF State Gateway and login
- Under the Faculty/Staff sidebar, select Class Services:



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FUTURE STUDENTS

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[Student success is central to Welcome Days](#)

Once students move in, they have lots of choices to make at SF State. Welcome Days is designed to help this process along.

STUDENT

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[Kendra Reimer to head Gator track program](#)

Kendra Reimer, previously head coach of the men's and women's track and field teams at Claremont-Mudd-Scipps, has been appointed as head coach of the SF State women's indoor and outdoor track and field team.

FACULTY / STAFF

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[Database offers glimpse into the lives of stars](#)

Postdoctoral scholar Natalie Hinkel has compiled the stellar abundances of nearly 3,600 nearby stars, creating an invaluable resource for astronomers and others who want to learn more about the galaxy.

- On the next screen, scroll all the way down to the bottom to see the prerequisite roster
- Hit the GO button
- You will see your class schedule. Select the class or classes you want to view the roster for, scroll down if needed to the Get Class Roster button
- Hit the Get Class Roster button. You'll see something like the following:

Selected class(es)

Class #	Class	Title	Instructor(s)	Category	Type	Units	Enrolled / Limit	Waitlisted / Limit	Room Capacity
12221	CHEM 100 [01]	PREPARATION FOR CHEMISTRY	Maura Corcoran	Regular University	Lecture	3	46 / 70	0 / 5	132

Class Roster

Enter prerequisite course: Select test type:

Search:

SF State ID	Last Name	First Name	Level	Units Enrolled
010701015	Al-Chenani	Alfred	Freshman	4.4

Features:

Enter prerequisite course: Enter the prefix and course number for the prerequisite you'd like to see. Hit the add button. The roster will update with a column with the grade a student received in the course. If they are taking the course in the Fall 2014 term, the entry will be Fall 2014. Unlike the previous roster, you won't see all grades reported if the student took the course multiple times.

You can enter one course at a time, hitting the add button between courses.

Grades are picked up for courses from transfer institutions if there is an articulation agreement, as well as from SFSU. If there is a blank, it means either that the student doesn't have the course, or that the transfer course isn't in the system. You will have to investigate this situation. You can also view permission numbers to see if the student's prereq was cleared over the summer by the department office (see show/hide columns).

Warning: *the highest grade is supposed to be reported, but I've verified that in the case of transfer students, this is not always the case. I've seen W reported for transfer students, but looking at their DARS, I see grades of C or higher in the course repeated at another transfer institute or at SFSU. You may want to look at the DARS report to investigate.*

Unless the student is an incoming transfer student, you can still look at DARS reports and unofficial transcripts through the SF State Student Information Inquiry site, <https://www.sfsu.edu/online/stuinq.htm>

Select test type: Can view ELM and Chem 115 scores with this feature

Show/Hide Columns: not at all a useful name, but a useful button. Click on this button to see a drop down menu with all kinds of information you can select about the student. I suggest you do at least the following:

- major
- email address
- permission number to see if prereqs were previously cleared by department
- enroll status - only way to determine if a student is enrolled, waitlisted or dropped

Sorting: Click on a column heading to sort by that information. To sort by multiple columns, you'll need to download to excel.

Copy Emails, Download, Print

Scroll to the bottom of the roster for buttons to copy emails, download the roster or print the roster.

GOOD LUCK!