

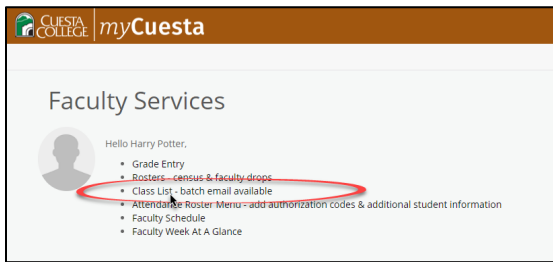
Class List

Faculty Services is part of Banner Self-Service that allows faculty to access rosters, post grades and much more. The **Class list – batch email available** option allows you to view, export and/or print a list of students registered for your courses or on the waitlist.

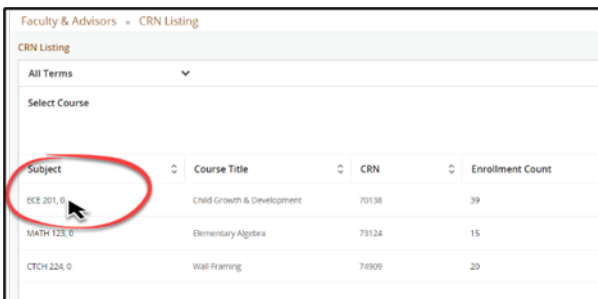
1. Log into [myCuesta](#), and select on the **Faculty Self Service** icon. *Contact Information Technology (x3248) for assistance.*



2. Select **Class List – batch email available**



3. Select the class **Subject** name to generate the class list



4. A Class List will display. Use the Waitlist tab to change to the list of students on the waitlist. Use the filter option to change the number of columns displayed. Use the Export option to export and save a copy of the list. Use the Print option to print the list.

