Sign on to SCORE using your GHC ID and pin
Select Faculty Services

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Final Grades
Registration Overrides
Registration Add/Drop

Select any Type of Class Listing
Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall Semester 2007

Submit

Select CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: Compensatory Reading - 80301

Submit

Select a Course
Summary Faculty Class List

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Course Information
Compensatory Reading - RGTR 0198 1
CRN: 80301
Status: Active

Enrollment Counts

<table>
<thead>
<tr>
<th></th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>25</td>
<td>35</td>
<td>-10</td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

You may not see this page, depending on your selection, but you will see something similar.

Course Information
Compensatory Reading - RGTR 0198 1
CRN: 80301
Status: Active

Enrollment Counts

<table>
<thead>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Final Grade</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An</td>
<td>9000</td>
<td>&quot;Registered&quot;</td>
<td>Undergraduate - semester</td>
<td>2.000</td>
<td></td>
<td>Enter</td>
</tr>
<tr>
<td>2</td>
<td>Bz</td>
<td>9000</td>
<td>&quot;Registered&quot;</td>
<td>Undergraduate - semester</td>
<td>2.000</td>
<td></td>
<td>Enter</td>
</tr>
<tr>
<td>3</td>
<td>Ba</td>
<td>9000</td>
<td>&quot;Registered&quot;</td>
<td>Undergraduate - semester</td>
<td>2.000</td>
<td></td>
<td>Enter</td>
</tr>
<tr>
<td>4</td>
<td>Ba</td>
<td>9000</td>
<td>&quot;Registered&quot;</td>
<td>Undergraduate - semester</td>
<td>2.000</td>
<td></td>
<td>Enter</td>
</tr>
</tbody>
</table>

If you need to only email a certain student, select the envelope icon next to the student’s information. (Circled icon in the image above.)
If you would like to email the entire class, click on the envelope icon located at the bottom of the form labeled Email Class (Circled icon on the image above).

A window similar to the above opens up.
It is suggested that you cut the names out of the body of the message and put them into the Bcc field. Some students would like for their email addresses to remain private.

Complete your letter.

Your email address in the To: field and put your message in the body of the letter. You may send your letter once completed.