## **Department Major/Minor Rosters**

From your Faculty Center page, select the Tab at the top labelled "students by major/minor"—arrow #1.

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<ul> <li>My Personalizations</li> <li>My Dictionary</li> </ul>	Class	Class Name	Enrol	ed Days and Time	III Class Dates							
	SEM 80327	Why Do Reople Dance? (Seminar)	16	TuTh 1:10PM - 2:25PM	Schmucker Hall	Aug 31, 2009-						
	MUS CLAS 141-A	Theory I (Lecture)	24	TuThFr 9:00AM - 9:50AM	Schmucker Hall 215	Aug 31, 2009- Dec 11, 2009						
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**Department Drop-down Menu**—See arrow #2 below. If you are a member of one department, the default selection will be your department's majors and minors. If you are a member of more than one department, select the department whose lists you wish to view.

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Payroll b Recruiting Activities		5459553	Amrhein, Elizabeth Diana	BA	History Music			Junior	15.000	Spring, 2012	410/842-5563	Campus Box 005:
- Faculty Center		5355633	Andrews, Charles Donald	BA	Music Theatre Arts			Senior D	26.200	Spring, 2010	NONE	Campus Box 0075
<ul> <li>Class Search/Browse</li> <li>Catalog</li> </ul>		5368930	Angelio, Sarah Margaret	BA	Music Political Science			Senior (1996)	26.200	Spring, 2010	631/805-7514	Campus Box 008:
D Set Up SACR		5361642	Baldasarre, Laura Elizabeth	BA	Music	Music		Junior	16.000	Spring, 2012	240/625-7255	Campus Box 008:
D Worklist D Reporting Tools		5361642	Baldasarre, Laura Elizabeth	BA	Music	Music		Junior	16.000	Spring, 2012	240/625-7255	Campus Box 008:
D PeopleTools = My Personalizations		5452503	Bembridge, Laura Louisa	BA	Music			Sophomore	9.000	Spring, 2012	732/573-5088	Campus Box 016:
- My Dictionary		5433520	Bomgardner, Amy Elizabeth	BA	Mathematics Music			Junior	19.000	Spring, 2011	610/309-3316	Campus Box 0211
		5468531	Borgstrom, Valerie Bryn	BMUS	Music Performance			Sophomore	14.000	Spring, 2012	520/360-0328	Campus Box 023(

**Display Majors box** – arrow #3 and **Display Minors box**—arrow #4: The default setting shows BOTH the majors and minors for your department. If you wish to display ONLY majors or ONLY minors, click the appropriate box to unselect or select as needed. Then select the Yellow Refresh button—arrow #5.

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<ul> <li>Emergency Contact</li> <li>Advisement</li> </ul>	Notify	ID	Name	Degree	Majors	Minors	Concentrations	Class G	PA Mato GPA	r Credits	Grad Date	Cell	Mallbox
<ul> <li>Payroll</li> <li>Recruiting Activities</li> </ul>		5459553	Amrhein, Elizabeth Diana	BA	History Music			Junior		15.000	Spring, 2012	410/842-5563	Campus Box 005:
- Faculty Center		5355633	Andrews, Charles Donald	BA	Music Theatre Arts			Senior		26.200	Spring, 2010	NONE	Campus Box 0075
<ul> <li>Class Search/Browse</li> <li>Catalog</li> </ul>		5368930	Angelio, Sarah Margaret	BA	Music Political Science			Senior		26.200	Spring, 2010	631/805-7514	Campus Box 008:
D Set Up SACR		5361642	Baldasarre, Laura Elizabeth	BA	Music	Music		Junior		16.000	Spring, 2012	240/625-7255	Campus Box 008:
D Reporting Tools		5361642	Baldasarre, Laura Elizabeth	BA	Music	Music		Junior		16.000	Spring, 2012	240/625-7255	Campus Box 008:
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- My Dictionary		5433520	Bomgardner, Amy Elizabeth	BA	Mathematics Music			Junior		19.000	Spring, 2011	610/509-5516	Campus Box 021!
		5468531	Borgstrom, Valerie Bryn	BMUS	Music Performance			Sophomore		14.000	Spring, 2012	520/360-0328	Campus Box 0230

**Sort by Headings**—arrow #6: you can use the any of the Headings at the top of the columns—e.g., Class, GPA, Major GPA—to sort the information displayed.

**Download Display to Excel**—arrow #7: select this symbol to download the displayed information to an Excel spreadsheet.

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<ul> <li>Payroll</li> <li>Recruiting Activities</li> </ul>	History Music			Junior	P		15.000	Spring, 2012	410/842-5563	Campus Box 0053	Hoke, Sharon Kay Hancock, Scott	
- Faculty Center	Music Theatre Arts			Senior	j i		26.200	Spring, 2010	NONE	Campus Box 0079	Kim, Yeon-Su Hanson, Jerome O.	
- Class Search/Browse Catalog	Music Political Science			Senior	ē.		26.200	Spring, 2010	631/805-7514	Campus Box 0081	Swigger, Jocelyn Anne Tannenbaum PhD, Donald G.	
D Set Up SACR	Music	Music		Junior	þ		16.000	Spring, 2012	240/625-7255	Campus Box 0087	Swigger, Jocelyn Anne	
D Reporting Tools	Music	Music		Junior	P		16.000	Spring, 2012	240/625-7255	Campus Box 0087	Swigger, Jocelyn Anne	
<ul> <li>PeopleTools</li> <li>My Personalizations</li> </ul>	Music			Sophomore	þ		9.000	Spring, 2012	732/573-5088	Campus Box 0162	Natter, Robert	
- My Dictionary	Mathematics Music			Junior	į,		19.000	Spring, 2011	610/509-5516	Campus Box 0215	Kennedy, Benjamin Bartlett Swigger, Jocelyn Anne	
	Music Performance			Sophomore	j i		14.000	Spring, 2012	520/360-0328	Campus Box 0230	Natter, Robert	