

Accessing Student Phone Numbers

1. Log into mywcc and go to the Faculty Tab.
2. Choose the appropriate term and course for the student you wish to contact. At the bottom, you will see a link to “View Roster” in Self Service.

Class Roster ?

Term/Course:

Class Roster for _____ :

Enrolled Students					
ID	Name		Enrolled On	Midterm Grade	Final Grade
			11/22/2019	-	-
			11/19/2019	-	-
			11/21/2019	-	-
			11/20/2019	-	-
			11/21/2019	-	-
			11/27/2019	-	-
			12/15/2019	-	-
			11/28/2019	-	-
			11/25/2019	-	-
			11/19/2019	-	-
			11/28/2019	-	-
			11/22/2019	-	-
			12/01/2019	-	-
			11/25/2019	-	-
			11/25/2019	-	-
			12/19/2019	-	-

* indicates grade change; hover to see original grade.

Withdrawn Students					
ID	Name		Withdrawn On	Midterm Grade	Final Grade
			02/18/2020	-	-*
			03/11/2020	X	-*
			03/03/2020	-	-*
			03/18/2020	-	-*
			02/05/2020	-	-*

* indicates grade change; hover to see original grade. 21 records returned.

[View Roster on Self-Service](#) | [Submit your Midterm Grades / Final Grades on Self-Service...](#)



3. In Self Service you will once again select the correct term and course (CRN).

Select Term

Select a Term:

RELEASE: 8.7.1

Select a CRN

CRN:

4. When the roster appears each student's name will be in blue as a hyperlink.

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level Credits	Midterm	Grade Detail	Notification Expires
1	0	John Doe	12345678	**WEB REGISTER**	Credit 3.000	Enter		
2	0	Jane Smith	87654321	**WEB REGISTER**	Credit 3.000	Enter		
3	0	Bob Johnson	23456789	**WEB REGISTER**	Credit 3.000	Enter		



5. Click on the student's name, and you will see their primary address and phone number that is on file.

View Student Addresses and Phones

Information for [John Doe](#)

Addresses and Phones

Permanent Mailing Address	Phones
Current:	
