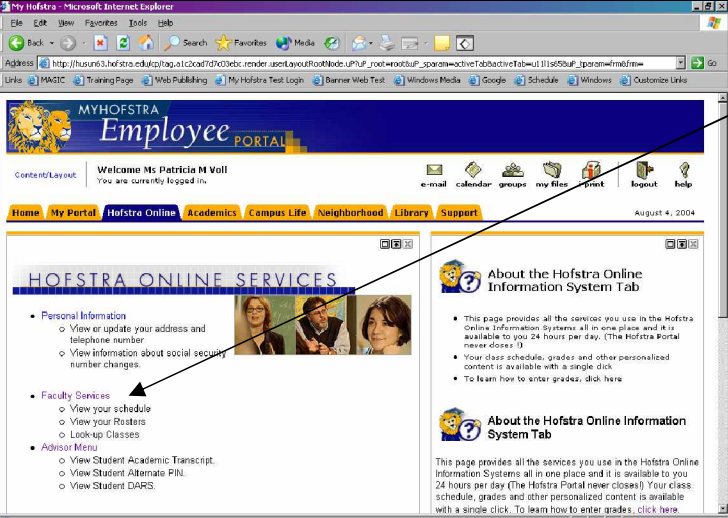
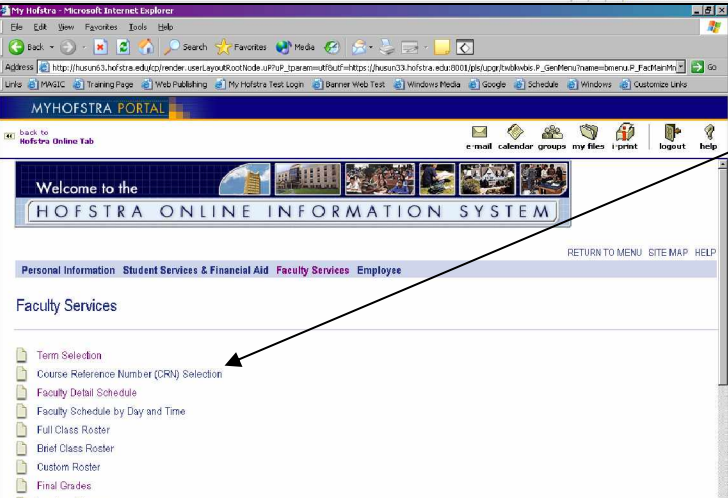
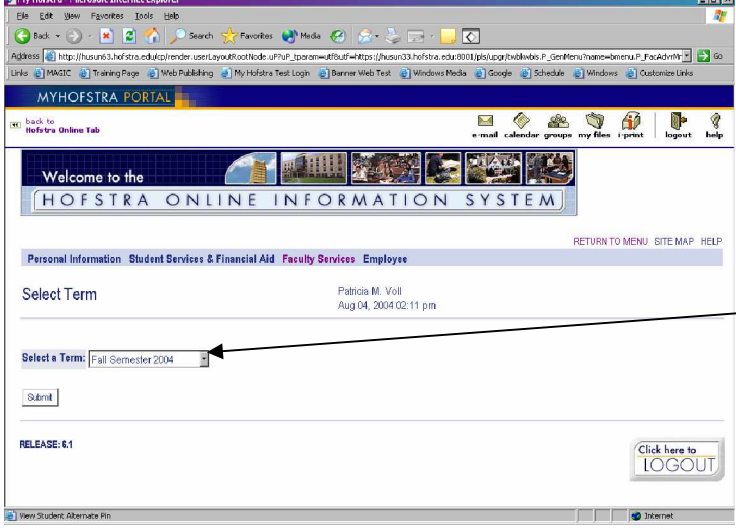
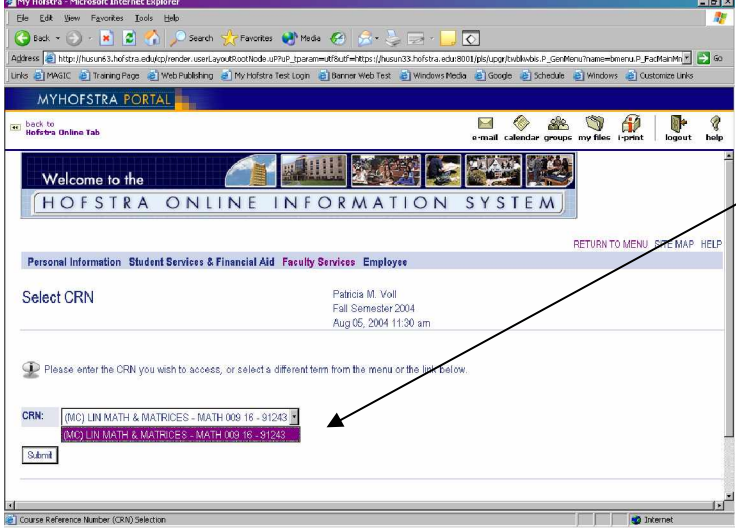


HOW TO SELECT A COURSE REFERENCE NUMBER (CRN)

Required when posting Final Grades, viewing Full Class Roster, Brief Class Roster, or creating Custom Rosters

| Form/Function | Step. | Procedure |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>The screenshot shows the 'MY HOFSTRA Employee PORTAL' with a navigation bar including 'Home', 'My Portal', 'Hofstra Online', 'Academics', 'Campus Life', 'Neighborhood', 'Library', and 'Support'. The 'Hofstra Online' section is expanded to show 'HOFSTRA ONLINE SERVICES'. Under 'Faculty Services', the 'View your Rosters' option is highlighted with a black arrow.</p> | 1) | To choose a Course Reference Number or CRN, click Faculty Services Menu within the Hofstra Online tab of the MY HOFSTRA portal. |
|  <p>The screenshot shows the 'HOFSTRA ONLINE INFORMATION SYSTEM' with a navigation bar including 'Personal Information', 'Student Services & Financial Aid', 'Faculty Services', and 'Employee'. The 'Faculty Services' section is expanded to show a list of options: 'Term Selection', 'Course Reference Number (CRN) Selection', 'Faculty Detail Schedule', 'Faculty Schedule by Day and Time', 'Full Class Roster', 'Brief Class Roster', 'Custom Roster', 'Final Grades', and 'Look-up Classes'. The 'Course Reference Number (CRN) Selection' option is highlighted with a black arrow.</p> | 2) | Next click on Course Reference Number (CRN) Selection . NOTE: CRNs consist of a one digit semester prefix (the first month of the semester) plus a four digit session identifier. |

| | |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>3) If a semester has not already been chosen, you will be prompted to do so. Use the drop down arrow, make your choice and click SUBMIT.</p> <p>Note: The semester you choose will remain as your default semester until select another. Click on the TERM SELECTION option from any menu to change the semester.</p> |
|  | <p>4) Use the drop down arrow to display information, choose your selection and click the SUBMIT button.</p> <p>Note: The CRN you choose will remain as your default CRN during this session when entering grades, viewing or creating rosters. Clicking the CRN Selection link on the bottom of most pages will easily allow you change the CRN.</p> |