

Class Email List Options in SSB9

Some of the class list options will look different than normal. These class lists provide the same information as they previously did but in a new format. You can find your CRNs by clicking on the **Faculty Schedule ((Detailed))** link first and writing down your CRNs for the term. There is not a drop down option as before when accessing these lists to choose your class, you need the CRN.

Class List Options

- Class Email List with Permits/Overrides
- Class Email List with Preferred Name
- Class List Summary
- CRN Enrollment/Location/Outstanding Permits
- Faculty Schedule (Detailed)
- Faculty Schedule (Week at a Glance)
- Teaching Assignments

The **Class Email List with Preferred Name** shows a list of all students that are active in the class, but will note if the student has dropped the class or withdrawn from the university. The list can be copied into an Excel sheet. Additionally, at the bottom of the screen there is a list of active student emails for easy copy-and-paste into an email message.

Class Email List with Preferred Name

Select a term: Enter CRN:

PSY 1410 - 001 (CRN: 10002) for Spring 2026
10002 - General Psychology

#	Student ID	Status	Full Name	Email
1	████████	Active	████████	████████@mtsu.edu
2	████████	Active	████	████████@mtsu.edu
3	████████	Withdrawn	████	████████@mtmail.mtsu.edu
4	████████	Active	████	████████@mtsu.edu
5	████████	Active	████	████████@mtsu.edu

Class email list of active students: ██████████@mtsu.edu; ██████████@mtsu.edu; ██████████@mtsu.edu; ██████████@mtsu.edu

The **Class Email List with Overrides** shows a list of all students that are enrolled in the class and if they have a permit/override, and it shows students with an active permit/override who are not enrolled. This list is to help identify if any permits need to be removed or students contacted who need to add the class. College, program, and classification are included to help identify if permits are needed or not.

Class Email List with Overrides													
Select a term:		Enter CRN:		SUBMIT									
PSY 1410 - 001 (CRN: 10002) for Spring 2026													
10002 - General Psychology													
#	Full Name	Class	College	Program	Email	Status	Permit/Override						
1	[REDACTED]	SR	BA	BS-AERO	[REDACTED]@mtsu.edu	**Registered**							
2	[REDACTED]	D1	E	EDD-ALSS:HIED	[REDACTED]@mtsu.edu	**Registered**	CREQ, ENRL, PREQ, SPEC						
3	[REDACTED]	SR	BA	BS-BIOC	[REDACTED]@mtmail.mtsu.edu	Withdrawn - No grade - fee adj							
4	[REDACTED]	SR	BU	BBA-ACTG	[REDACTED]@mtsu.edu	**Not Enrolled**	COLL., PREQ						
5	[REDACTED]	GR	E	MED-ADSU:HIED	[REDACTED]@mtsu.edu	**Registered**							
6	[REDACTED]	GS	E	MED-ADSU:HIED	[REDACTED]@mtsu.edu	**Registered**							

Class Email List Options in SSB9

The **CRN Enrollment/Location/Outstanding Permits** link shows any student NOT enrolled for a class with an outstanding permit. This is to aid in finding students who need to register still or identify permits to remove. The Capacity column lists the course capacity of the assigned room to help avoid adding closed class overrides that may be the course over capacity.

CRN Enrollment/Location/Outstanding Permits

Select a term: Enter CRN:

This data will be helpful in the following scenarios:
* To quickly view the meeting times/days/room, instructor, actual enrollment/max enrollment/room capacity, and unused permits.
* Before issuing the ENRL override, use this link to ensure you are not overbooking a classroom.
* View the room capacity to see if the room may hold more students in case you need to increase max enrollment for the section.
* To identify students who have not used an ENRL override. The email address is displayed in case you want to use it to notify students that you may be dropping the permit if not used by a certain deadline.

PSY 1410 - 001 (CRN: 10002) for Spring 2026
10002 - General Psychology

Subject	Course	Section	Enrl Less Drops	Max Enrollment	Meeting Time	Meeting Days	Building	Room	Capacity	Instructor
PSY	1410	001	4	80	9:40 am-11:05 am	TR	ACB	102	80	T Henson

Unregistered Students with Permits

#	Student ID	Full Name	Permit Code	Activity Date	Email
1	[REDACTED]	[REDACTED]	COLL	2026-01-15 00:00:00	[REDACTED]@mtsu.edu

There has been a high demand for the “Class Photo Gallery” link that was in SSB8 but not available in SSB9. Class photos are now in the Class List Summary and, while the photos are smaller, that is the way to access pictures of class members.