



UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

Faculty and Advisor

Self Service Banner

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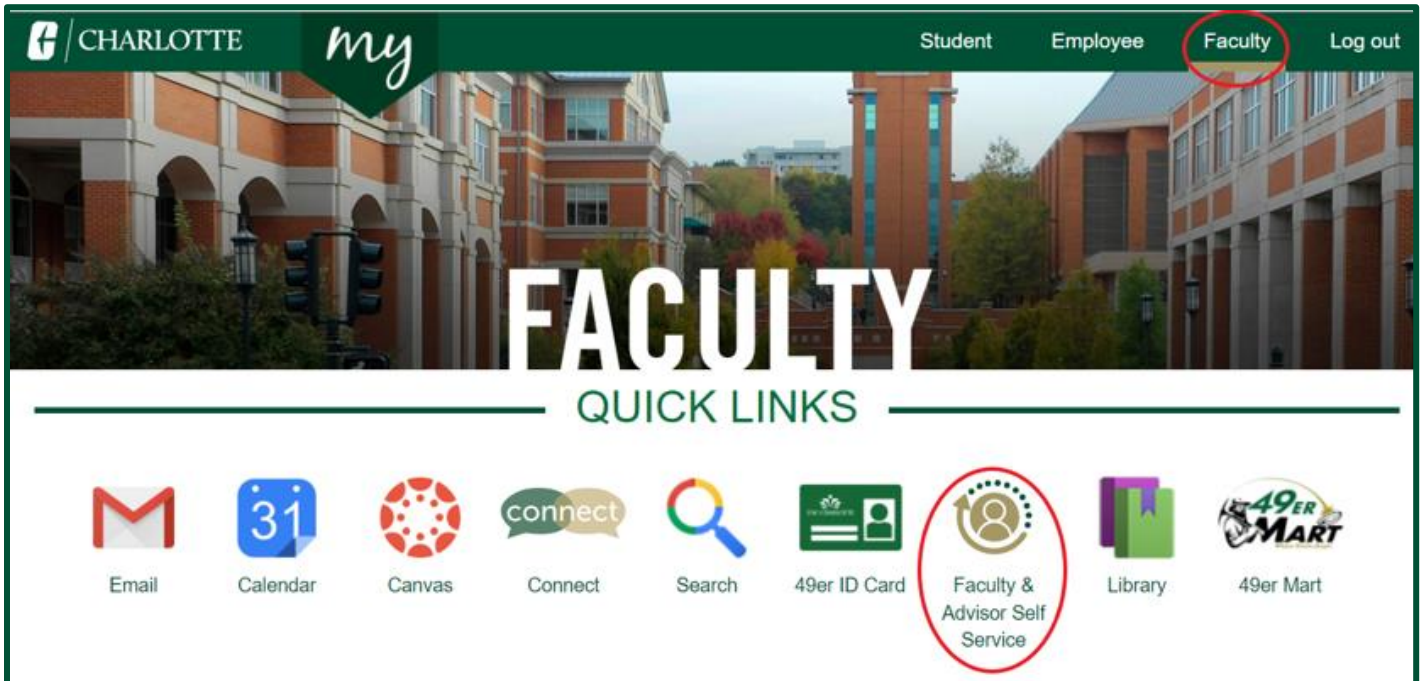
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Faculty & Advisor Self Service Access

To access Faculty & Advisor functions within Banner Self Service you must be granted Faculty or Advisor access.

- Supervisors may request advisor access for their employees by using the [Banner Student Access](#) request form found on the [Enrollment Technologies website](#).
- Faculty access is provided by Academic Personnel.

To access Faculty & Advisor Self Service, log into My.Charlotte.edu. On the Faculty tab, you will click the Faculty & Advisor Self Service icon.



Faculty & Advisor Self Service Navigation

Landing Page

The Faculty & Advisor Self Service landing page is where you will find links to various information. Clicking on the links will take you to the appropriate Self Service page. Based on your role at the University you may not be able to access all the pages within Self Service Banner.

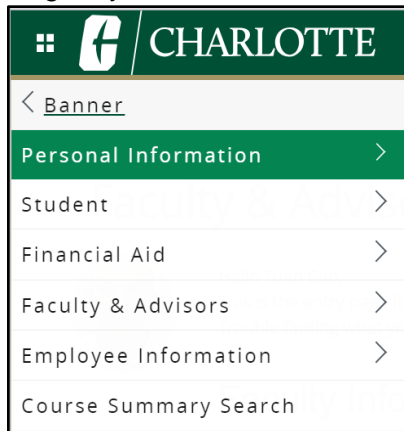
The screenshot shows the 'Faculty & Advisor Self Service' landing page. At the top left is a user profile icon and the text: 'Hello Norma Niner, This is the entry page for Faculty and Advisors. You can navigate to the below pages depending on your role at the University. Trouble finding what you need? Use the four-square menu in the upper-left corner to access all self service options.' Below this are four main sections: 'Faculty Information' with links like 'Class List', 'Faculty Course Assignments', 'Faculty Detail Schedule', 'Faculty Week at a Glance', 'Grading - Midterm / Final', and 'Grading - Grade or LDA Change' (with sub-links for 'Grade or LDA Change Request' and 'Grade Change Approval/Denial'); 'Faculty or Advisor Information' with links like 'Student Search', 'Grade Replacement', 'Guest Access Authorizations', 'Schedule Planner Advisor Mode', 'Student Registration History', and 'Student Registration Overrides'; 'Course Catalog & Registration' with links like 'Browse Schedule of Classes', 'Course Catalog', and 'Registration & Planning'; and 'Additional Links' with links like 'Academic Petition', 'Training materials coming soon!', and 'Undergraduate Admissions Transfer Credit Advisor'. At the bottom, it says 'If you have any questions, please email the Office of the Registrar.'

Four-Square Navigation Menu Button

The four-square navigation menu button, found in the top left corner of your browser window, allows you to navigate between Self Service pages without having to use the landing page. The new 'four-square' navigation button allows you to locate any self-service tool that may not be available on your Faculty & Advisor Self Service Dashboard. Based on your role at the University you may not be able to access all the pages within Self Service Banner.



Clicking the four-square navigation menu button provides a list of menu options (menu options may vary depending on your role with the University).

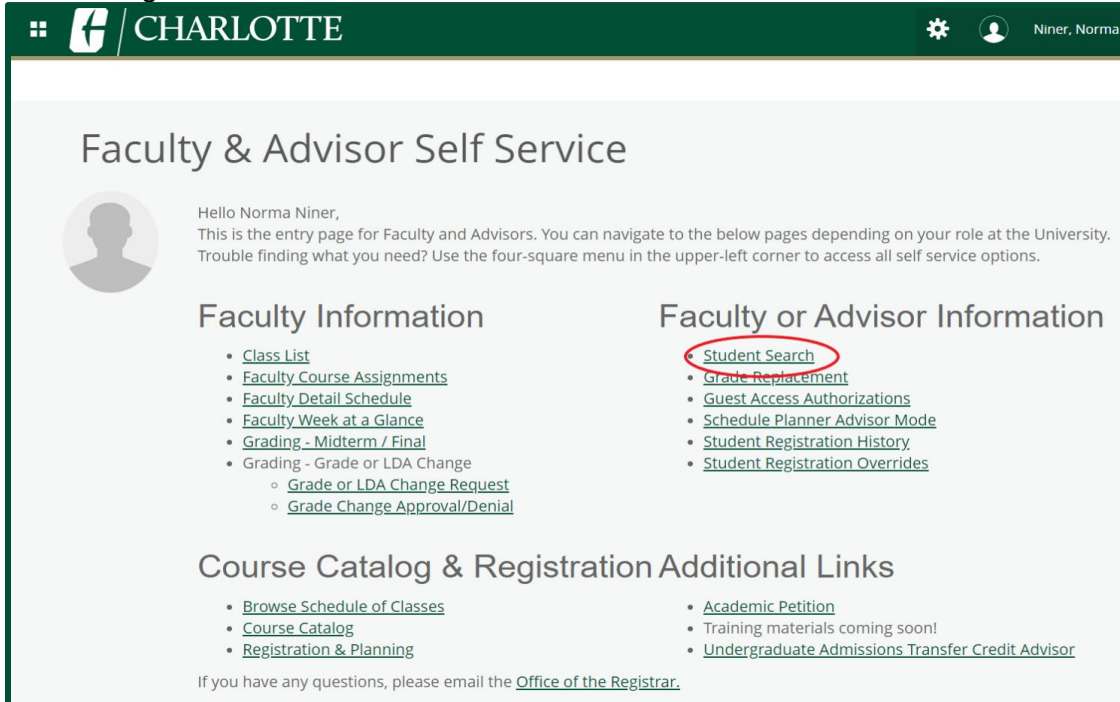


Advisor

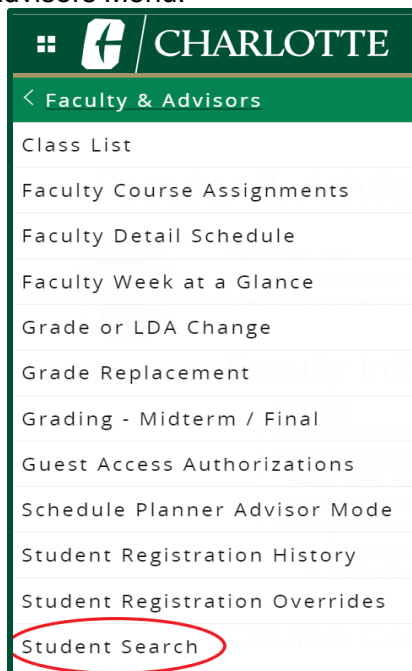
Student / Advisee Search

The Student search page is used by advisors to search for a student to view their information. You may search for an individual student or a list of all your advisees.

1. The **Student Search** link can be found in the following places:
 - a. On the Faculty & Advisor Self Service landing page under the Faculty or Advisor Information heading



- b. **Student Search** can be found in the four-square navigation menu, under the Faculty & Advisors Menu.




2. Select the **Term** for your student/advisee search.

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall 2023 

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

Searching for an Advisee

1. In the **View advisee listing, or search by** section, select the appropriate radio button and enter the information that corresponds with the option chosen.
 - a. **Student ID** - default selection
 - b. **Student Email** - enter the complete “@uncc.edu” email address for the search.
Note: “@charlotte.edu” email addresses are not recognized at this time.
 - c. **Student Name** - enter the student's name using Last Name, First Name, Middle Name format. You must enter at least 3 characters of the last name before a name search takes place.
Note: Searching by Preferred name is not available at this time.
2. Select the result or press the **Tab** button on your keyboard. The **View Profile** button will change to green.
 - a. When no match is found, a message is displayed.
 - b. When searching by name, if the student is not returned in the list for the term:
 - i. Scroll down to the My Student is not listed option at the bottom of the list.
 - ii. Click the option for “My Student is not listed” to perform a search for a student across all terms. If your search returns a valid result, after selecting the student, the most recent effective term record for that student will be displayed. This allows you to easily find the student by selecting their effective term.

Student Name

Search

nin

Email: [redacted]

[redacted]

ID: [redacted]

Email: [redacted]

My student isn't listed

Select this to search all terms

To search for a student enter their name: Last, First Middle e.g. Smith, John Martin

- c. When a student has a Confidential indicator you will see that information beside their name.
- d. When a student is deceased, when searching by Student ID or email, a message is displayed that information is not available and to contact the Student Records office. When searching by Name, if a student is deceased, no results are returned.

3. Click **View Profile** to access the Student's Profile page.

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall 2023

View advisee listing, or search by

Student ID

Student Email

Student Name

Student ID
800490049

CONFIDENTIAL Niner, Goldie G.

View Profile [View My Advisee Listing](#)

4. To select a different student, click the four-square navigation menu button to return to the **Student Search**.

CHARLOTTE

< Faculty & Advisors

Class List

Faculty Course Assignments

Faculty Detail Schedule

Faculty Week at a Glance

Grade or LDA Change

Grade Replacement

Grading - Midterm / Final

Guest Access Authorizations

Schedule Planner Advisor Mode

Student Registration History

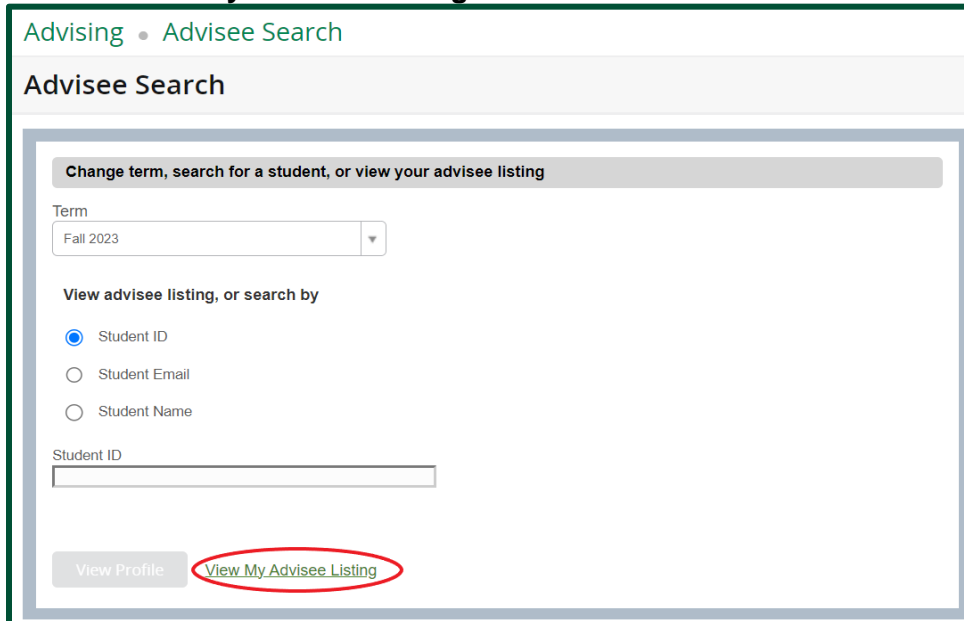
Student Registration Overrides

Student Search

View All Your Advisees

The Advisee Listing provides overview information about all advisees assigned to you for the selected term. From this list you will be able to see each advisee's program, catalog term, primary advisor, student type, advisor holds, admit type, and academic standing. The data on this page may be sorted.

1. Click the **View My Advisee Listing** link.



Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall 2023

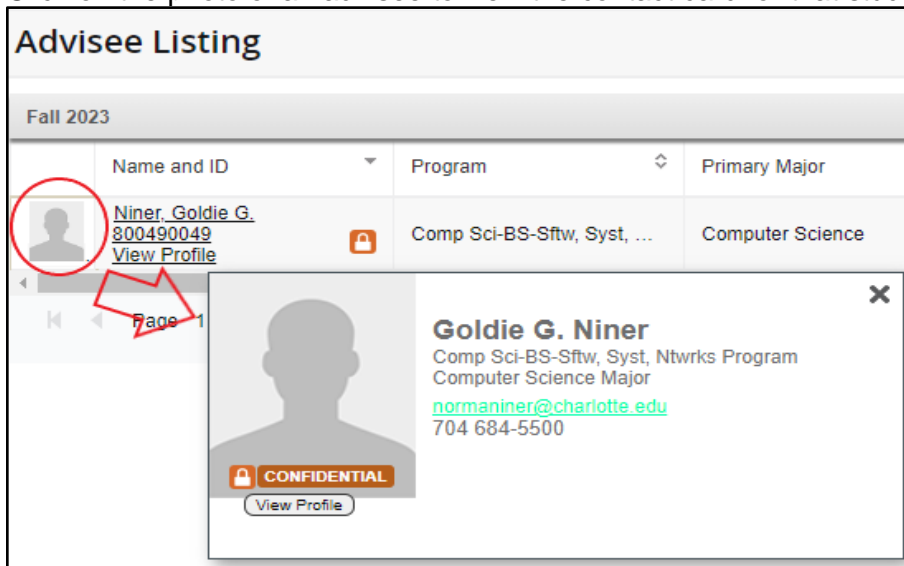
View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID


[View Profile](#) [View My Advisee Listing](#)

2. The list of advisees will be displayed.
3. Click on the photo of an advisee to view the contact card for that student.



Advisee Listing

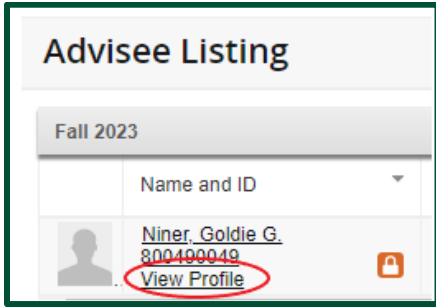
Fall 2023

Name and ID	Program	Primary Major
 Niner, Goldie G. 800490049 View Profile	Comp Sci-BS-Sftw, Syst, ...	Computer Science

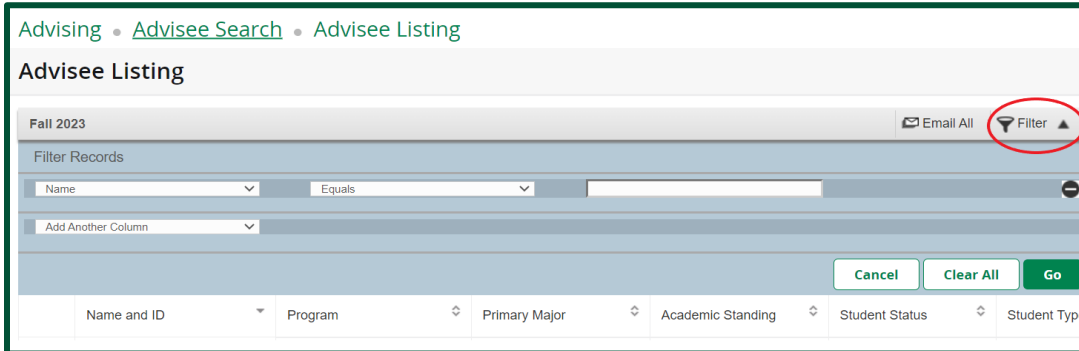
Goldie G. Niner
Comp Sci-BS-Sftw, Syst, Ntwrks Program
Computer Science Major
normaniner@charlotte.edu
704 684-5500

CONFIDENTIAL
[View Profile](#)

4. Click **View Profile** under the **Name and ID** field to access the student's profile page.



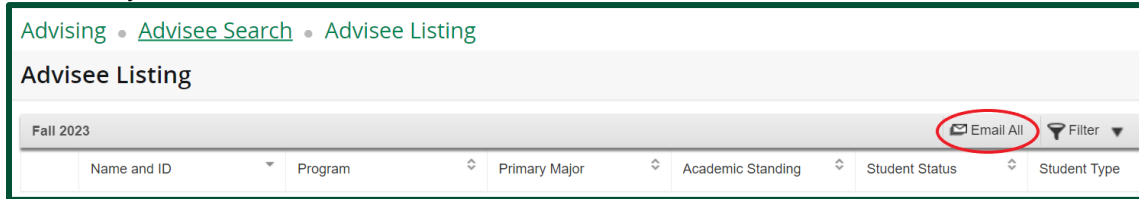
5. You may filter data on the advisee list. Click the **Filter** button and enter the criteria in which you wish to filter.



6. Click **Go**.

Email Advisees

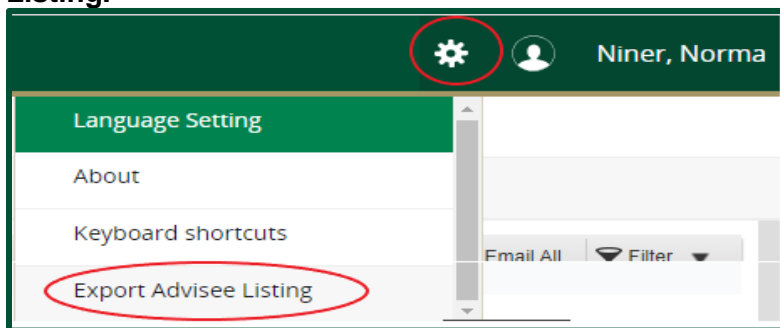
1. To email your advisees, select the **Email All** button.



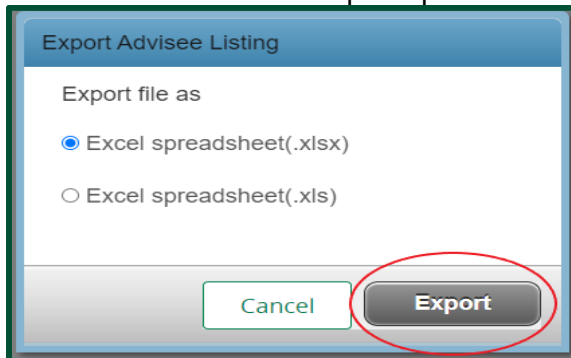
2. A pop-up window will be displayed asking you to choose an application, select **Gmail**.
3. A new message window will appear. Type your message and hit **Send**.
Note: When a filter is in use, only students on the filtered list are emailed.

Export Your Advisee List

1. To export your advisee list to a spreadsheet, click the **Settings** button and select **Export Advisee Listing**.



2. Select the Excel format export option and click **Export**.

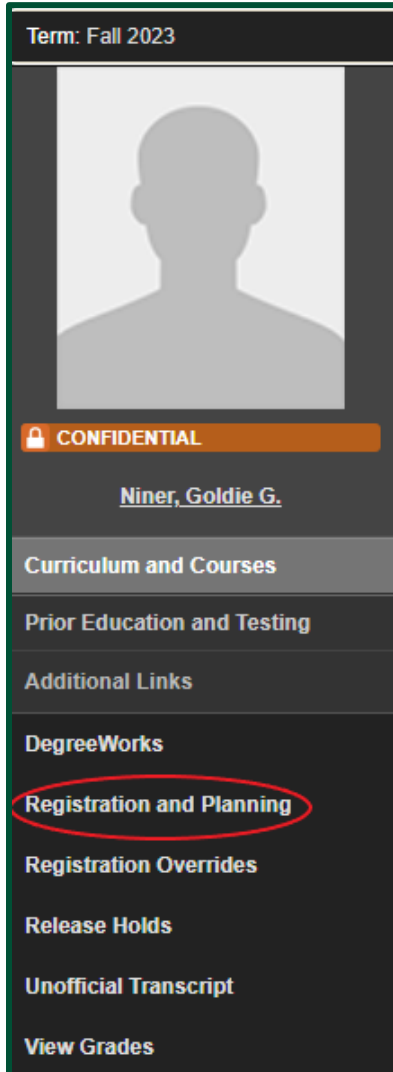


3. The file will automatically download, and you can view the file in your Downloads folder.
Note: When a filter is in use, only the filtered list is exported.

Registration and Planning

The Registration and Planning link allows you to view student schedules and ungraded classes. You may also browse the course catalog, use the Advisor Plan Ahead feature, or browse classes.

1. From the Faculty & Advisor Self Service landing page, click **Student Search**.
2. Select the term and enter the student search information.
 - See the “Student / Advisee Search” section for instructions for how to search for a Student / Advisee.
3. In the **Additional Links** section in the Student Profile, click **Registration and Planning**.



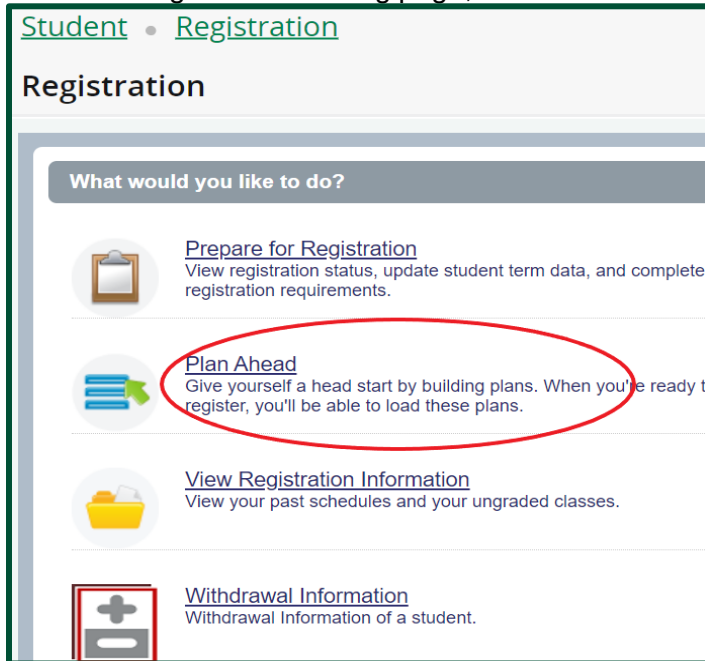
Plan Ahead

The Plan Ahead link is used to create and manage registration plans for students. Plans can be saved in the **Plan Ahead** section and then later used for registration in the **Register for Classes** section. Plans can be created using courses (**Browse Courses**) or class sections (**Find Classes**).

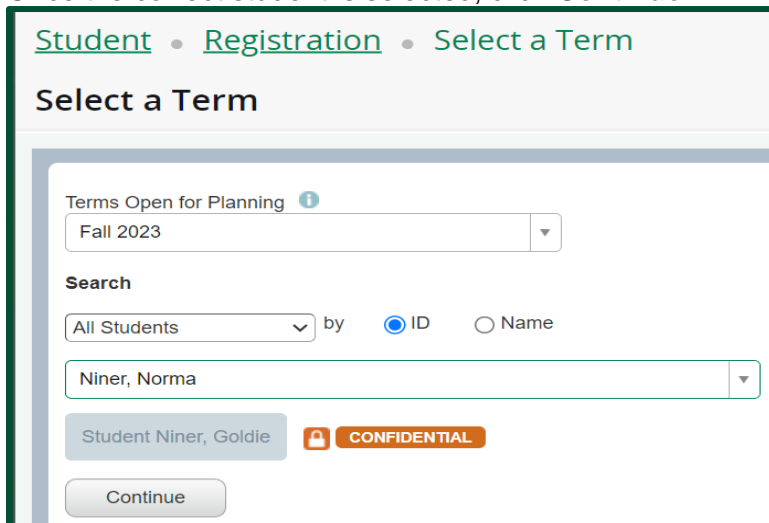
In the **DegreeWorks** tab, DegreeWorks plans can also be used to add courses or class sections to the student registration.

Note: DegreeWorks plans are currently only available to Undergraduate students.

1. From the Registration landing page, click **Plan Ahead**.



2. Select a **Term** and search for a student by name or ID number.
3. Once the correct student is selected, click **Continue**.



4. From the **Select A Plan** page, a new Self Service Banner plan can be created or an existing plan can be edited. DegreeWorks plans for the student would also be visible on this page.
 - a. Students can have up to five (5) Self Service Banner plans each term.
 - b. Terms are open for planning when the Schedule of Classes is available.
 - c. DegreeWorks plans are currently only available to Undergraduate students.

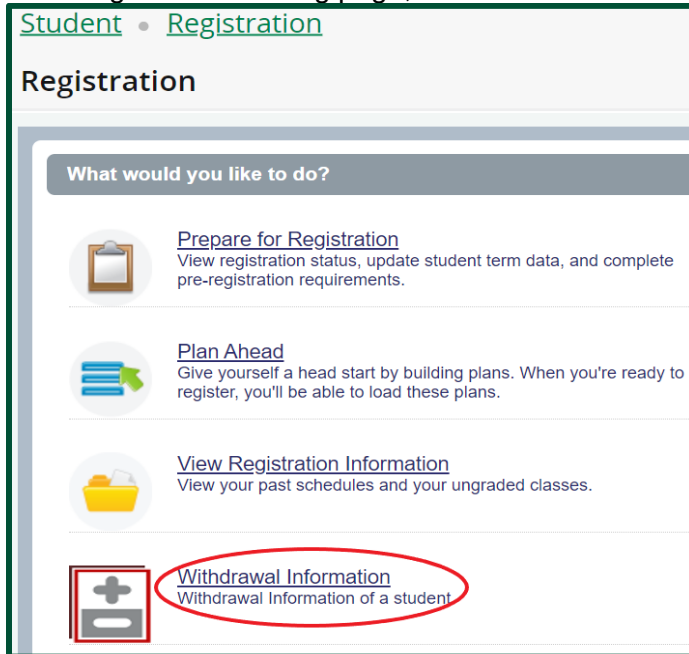
5. To create or edit a Self-Service Banner plan, search for courses and add them to the plan.
6. Click **Save Plan** when finished.

7. Clicking the arrows in the middle of the page will hide / show different sections.

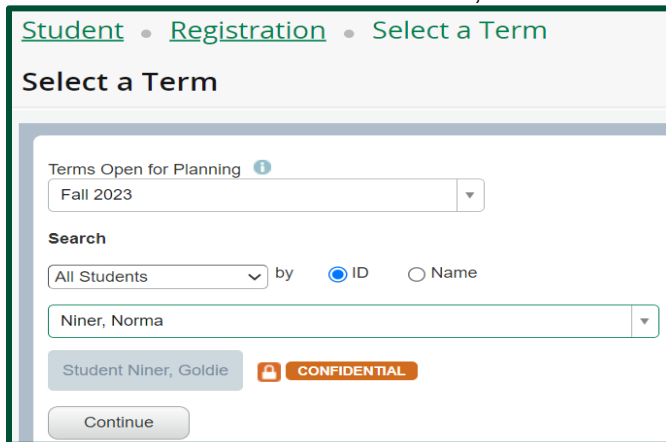
Withdrawal Information

Undergraduate students may receive a grade of W for no more than 16 credit hours during their Academic Careers. Students and Advisors can see used and remaining Withdrawal credits.

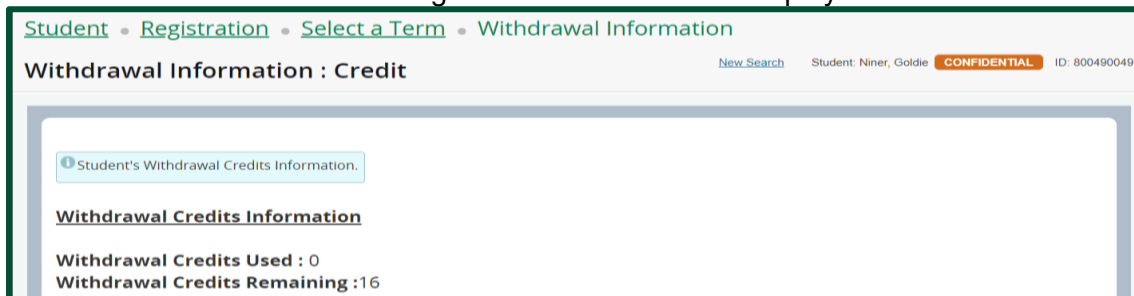
1. From the Registration landing page, click **Withdrawal Information**.



2. Select a **Term** and search for a student by name or ID number.
3. Once the correct student is selected, click **Continue**.

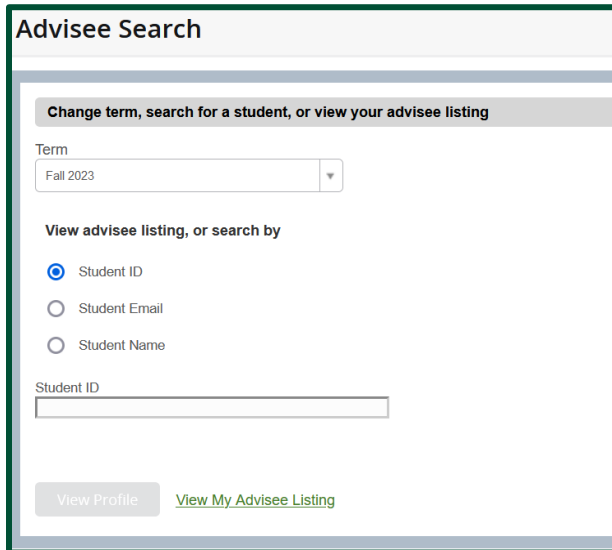


4. The student's used and remaining withdrawal credits are displayed.



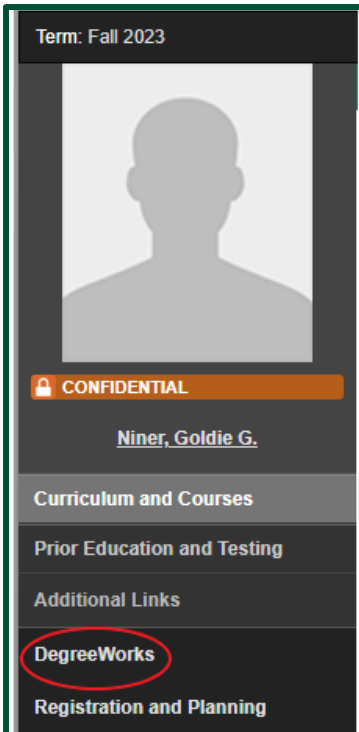
View a DegreeWorks Audit

1. From the Faculty & Advisor landing page, click **Student Search**.
2. Select the term and enter the student search information.
 - See the “Student / Advisee Search” section for instructions for how to search for a Student / Advisee.



The screenshot shows the 'Advisee Search' interface. At the top, it says 'Advisee Search'. Below that is a header bar with the text 'Change term, search for a student, or view your advisee listing'. Underneath, there is a 'Term' dropdown menu currently set to 'Fall 2023'. Below the dropdown is the text 'View advisee listing, or search by' followed by three radio button options: 'Student ID' (which is selected), 'Student Email', and 'Student Name'. Below these options is a text input field labeled 'Student ID'. At the bottom of the form, there are two buttons: 'View Profile' and 'View My Advisee Listing'.

3. In the **Additional Links** section in the Student Profile, click **DegreeWorks**.



The screenshot shows a student profile page. At the top, it says 'Term: Fall 2023'. Below that is a placeholder for a student photo. Underneath the photo is a red banner with a lock icon and the word 'CONFIDENTIAL'. Below the banner is the student's name 'Niner, Goldie G.'. Below the name are several menu items: 'Curriculum and Courses', 'Prior Education and Testing', 'Additional Links', 'DegreeWorks', and 'Registration and Planning'. The 'DegreeWorks' item is circled in red.

4. [DegreeWorks](#) will open in a new tab and the student’s audit will load automatically.
5. Additional information regarding DegreeWorks can be found on the [Office of the Registrar’s website](#).

Advisor / Faculty

Student Profile

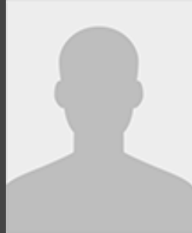
The Student Profile displays the following information for each selected student. The information will vary based on your role at the University.

- ❖ Advisors access the Student Profile page from the **Student (Advisee) Search** page.
- ❖ Faculty access the Student Profile page from the **Grading - Midterm / Final** page by clicking the student's name.
 - Biographical information
 - Curriculum information
 - DegreeWorks (*Advisors only*)
 - GPA and Overall Hours (*Advisors only*)
 - Prior Education and Testing (*Advisors only*)
 - Registration information for each term selected
 - Registration Notices (*Advisors only*)
 - Registration Overrides
 - Registration and Planning (*Advisors only*)
 - Release Holds
 - Student Grades (*Advisors only*)
 - Unofficial Transcript

Advising • [Advisee Search](#) • Student Profile

Student Profile - Niner, Goldie G. (800490049) CONFIDENTIAL

Term: Fall 2023 | Standing: Good Standing, as of Spring 2023 | Overall Hours: 87 | Overall GPA: 3.80 | Registration Notices: 4



CONFIDENTIAL

Niner, Goldie G.

Curriculum and Courses

Prior Education and Testing

Additional Links

DegreeWorks

Registration and Planning

Registration Overrides

Release Holds

Unofficial Transcript

View Grades

Student Information | Notes: 0

Bio Information

Email: normanlner@charlotte.edu

Phone: 704 684-5500

Date of Birth: 08/23

Citizen: Yes

Citizenship: United States Citizen

Emergency Contact: Niner, Norm

Emergency Phone: 704 687-8622

General Information ⓘ

Level: Undergraduate

Class: Junior

Status: Active

Student Type: Continuing

Residency: In state Resident

Campus: Main Campus or Dubois Campus

First Term Attended: Fall 2022

Matriculated Term: Not Provided

Last Term Attended: Spring 2023

Leave of Absence: Not Provided

Graduation Information

Advisors

Primary / Major Advisor: [Niner, Norma](#)

CURRICULUM, HOURS & GPA

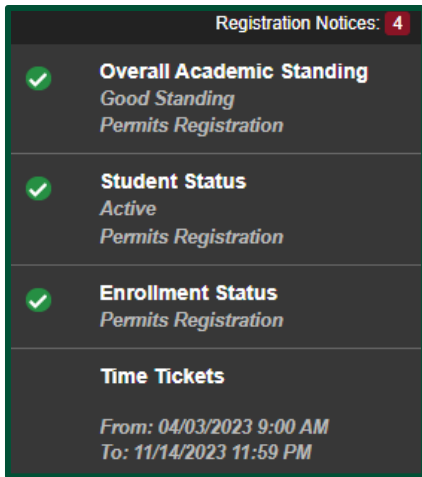
Primary	Secondary	Hours & GPA
Degree:		Bachelor of Science
Level:		Undergraduate
Program:		Comp Sci-BS-Sftw, Syst, Ntwrks
College:		Computing and Informatics
Major:		Computer Science
Department:		Computer Science
Concentration:		Software, Systems & Networks
Minor:		Not Provided
Concentration:		Not Provided
Admit Type:		Not Provided
Admit Term:		Fall 2022
Catalog Term:		Fall 2022

REGISTERED COURSES

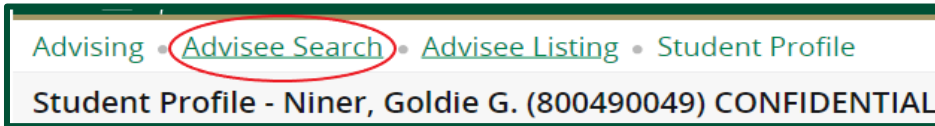
Course Title	Details	CRN	Hours	Registration Status
Topics in AMST: History of NC ...	AMST 2050 ...	14606	3	Registered
Global Connections in English ...	ENGL 1502 ...	16506	3	Registered

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

- As an Advisor, you may view Registration Notices by clicking **Registration Notices**, in the upper right-hand corner.



- For advisors, the Term displays the description of the term selected on the **Student (Advisee) Search** page.
 - To change the term, use the breadcrumb trail at the top of the page to navigate back to the **Student (Advisee) Search** page.



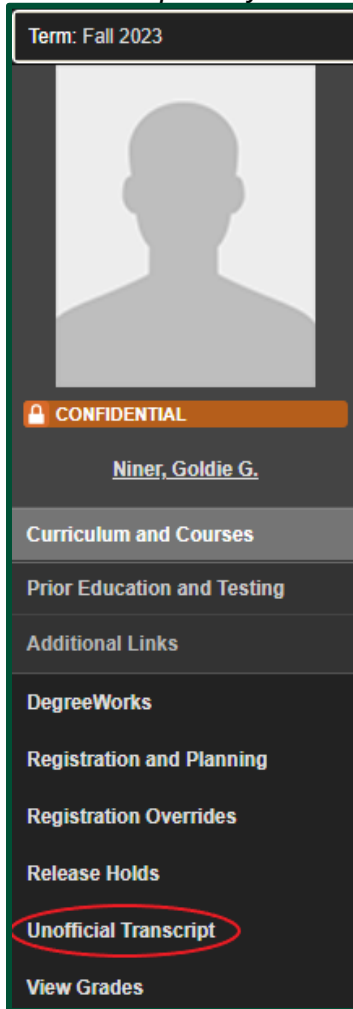
- Use the back button or the four-square navigation menu button to return to the Faculty & Advisor Self Service landing page.



Unofficial Transcript

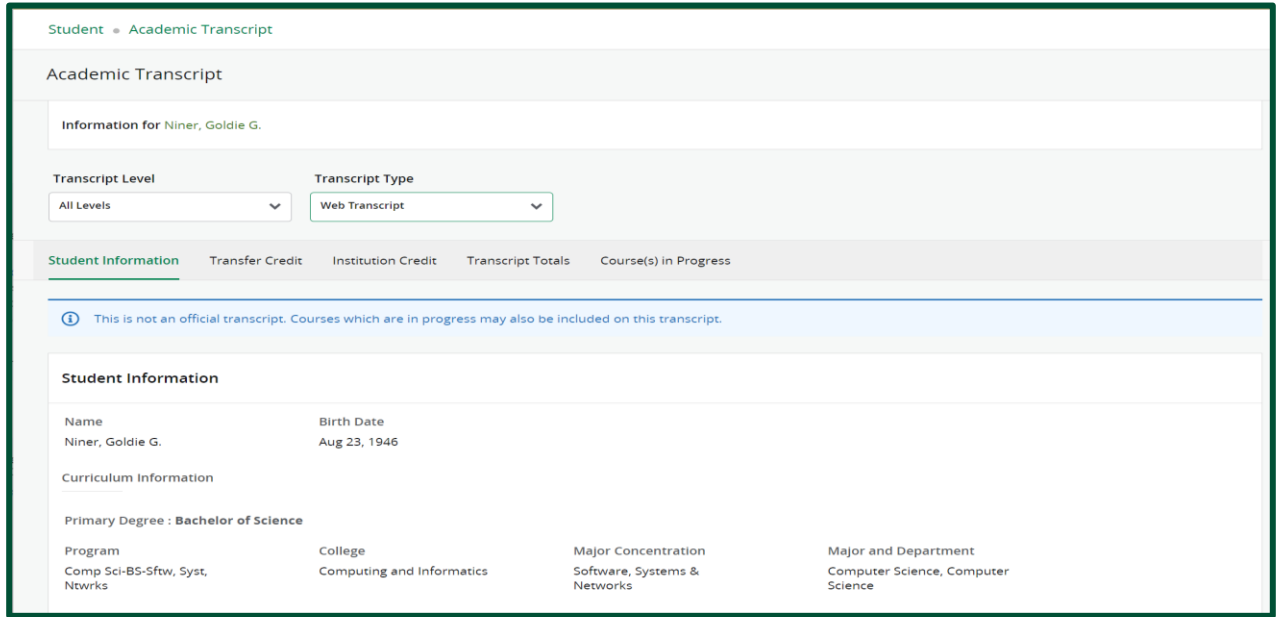
1. From the Faculty & Advisor Self Service landing page, click **Student Search**.
2. Select the term and enter the student search information.
 - a. See the “Student / Advisee Search” section for instructions for how to search for a Student / Advisee.
3. In the **Additional Links** section in the Student Profile, click **Unofficial Transcript**.

Note: The options you see under Additional Links may vary based on your role at the University.



4. Select the **Transcript Level** and **Transcript Type** from the drop-down menu.

- You can navigate to different parts of the transcript using the links at the top of the page:
 - Student Information
 - Institutional Credit
 - Transcript Totals
 - Course(s) in Progress



Student • Academic Transcript

Academic Transcript

Information for Niner, Goldie G.

Transcript Level: All Levels
Transcript Type: Web Transcript

Student Information | Transfer Credit | Institution Credit | Transcript Totals | Course(s) in Progress

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Student Information

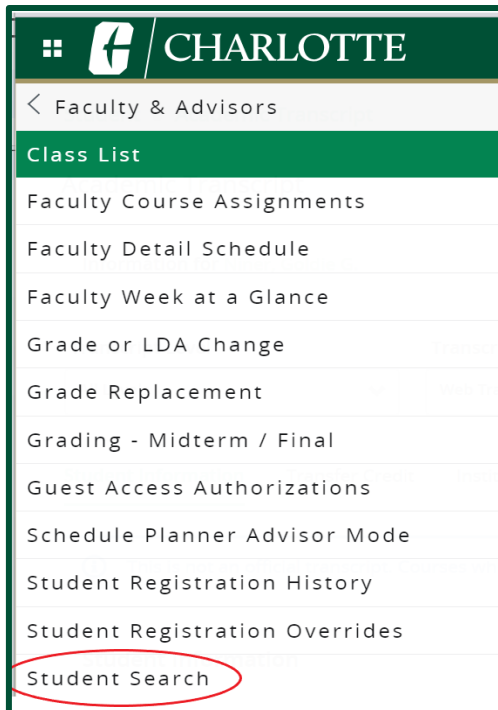
Name: Niner, Goldie G. | Birth Date: Aug 23, 1946

Curriculum Information

Primary Degree : Bachelor of Science

Program Comp Sci-BS-Sftw, Syst, Ntwrks	College Computing and Informatics	Major Concentration Software, Systems & Networks	Major and Department Computer Science, Computer Science
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- To select a different student, click the four-square navigation menu button to return to the **Student Search**.



CHARLOTTE

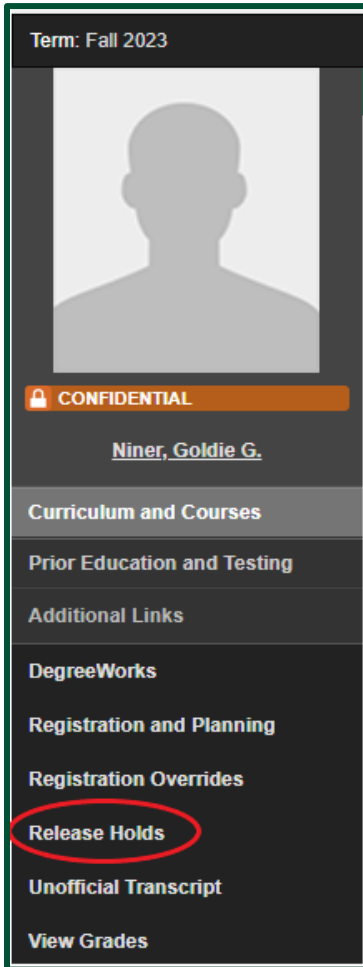
< Faculty & Advisors

Class List

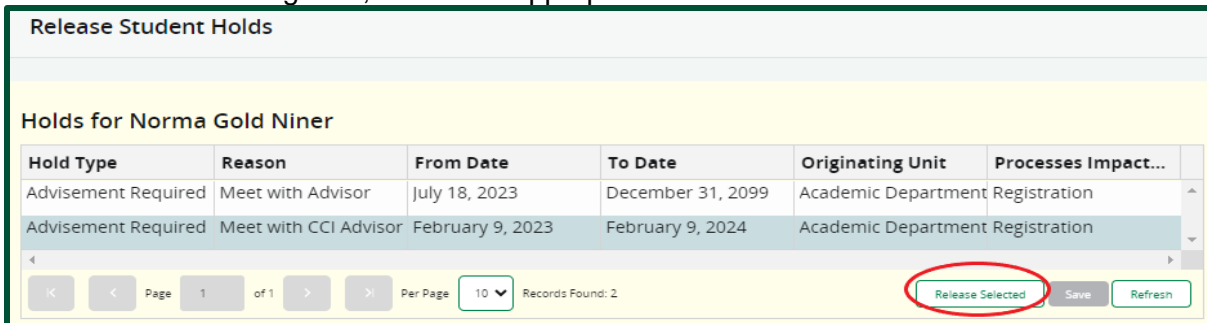
- Faculty Course Assignments
- Faculty Detail Schedule
- Faculty Week at a Glance
- Grade or LDA Change
- Grade Replacement
- Grading - Midterm / Final
- Guest Access Authorizations
- Schedule Planner Advisor Mode
- Student Registration History
- Student Registration Overrides
- Student Search**

Releasing Advising Holds

1. From the Faculty & Advisor landing page, click **Student Search**.
2. Select the term and search for a student. Alternatively, you may select **View My Advisee Listing** to display a list of your advisees for the term selected. If you select this option, click on a student's name to open their Student Profile.
 - See the "Student / Advisee Search" section for instructions for how to search for a Student / Advisee.
3. In the **Additional Links** section in the Student Profile, click **Release Holds** to view the advising holds for the selected student.



4. To release an advising hold, select the appropriate hold and click the **Release Selected** button.



5. When released, the selected hold will be removed from the list.

6. Click **Save**. A message will appear that the hold has been released.

Hold Type	Reason	From Date	To Date	Originating Unit	Processes Impact...
Advisement Required	Meet with Advisor	July 18, 2023	December 31, 2099	Academic Department	Registration

Page 1 of 1 Per Page 10 Records Found: 2

Release Selected **Save** Refresh

7. Click the four-square navigation menu button to return to the **Student Search** to select another student.

- Faculty & Advisors
- Class List
- Faculty Course Assignments
- Faculty Detail Schedule
- Faculty Week at a Glance
- Grade or LDA Change
- Grade Replacement
- Grading - Midterm / Final
- Guest Access Authorizations
- Schedule Planner Advisor Mode
- Student Registration History
- Student Registration Overrides
- Student Search**

Faculty / Instructor

Viewing Your Class List and Wait List

The Class List page displays the course information, enrolment count, class roster and waitlist roster for which you are assigned as faculty. You can use the **Search** box to search for students by student name, student ID, or student level.

1. From the Faculty & Advisor landing page, click **Class List**.
2. You may filter by term, search for a specific course, select the course to see the class list, or get more course details by clicking on the Course Title or CRN.

Note: The only sections where you are listed as the faculty of record will be displayed.

The screenshot shows the 'Faculty & Advisors - CRN Listing' interface. A dropdown menu for 'Filter by Term' is set to 'All Terms'. A search box is labeled 'Search (Alt+Y)'. A table lists course sections with columns: Subject, Course Title, CRN, Enrollment Count, Status, Duration, and Term. One row is highlighted: ENGL 1502, D01, Global Arts/Humanities, 16506, 6, Active, 08/21/2023 - 12/14/2023, Fall 2023 (202380). Two pop-up windows are shown: 'Course Details for ENGL 1502, Global Arts/Humanities: Global Connections in English...' and 'Class Details for Global Connections in English Studies English 1502 D01'. Red arrows point from the course title and CRN in the table to their respective pop-up windows.

3. To view the class list, select the appropriate course. Summarized information about the student's registration is displayed.
4. Use the Class List and Wait List tabs to switch between the class list and waitlist roster.

The screenshot shows the 'Course Information' for 'Persuasion - COMM 3101 001' (CRN: 10227, Duration: 08/21/2023 - 12/14/2023, Status: Active). To the right is an 'Enrollment Counts' table:

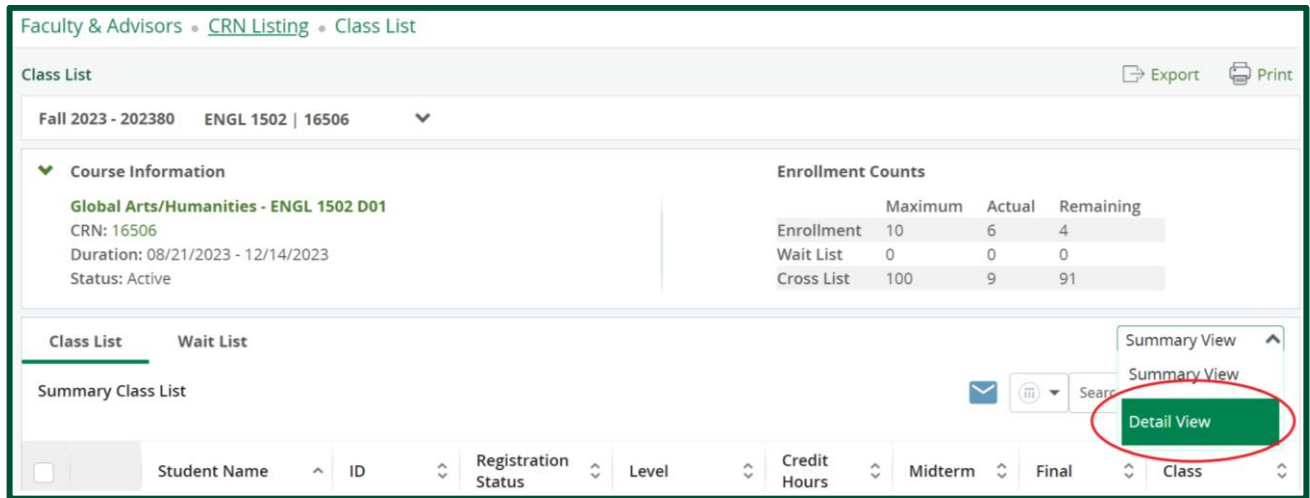
	Maximum	Actual	Remaining
Enrollment	30	30	0
Wait List	3	3	0
Cross List	0	0	0

Below the enrollment counts are tabs for 'Class List' and 'Wait List'. A red arrow points to the 'Wait List' tab. The 'Summary Wait List' section shows a search box and a table with columns: Student Name, ID, Registration Status, Level, Credit Hours, Waitlist Position, Notification Expires, and Class. One student is listed with the registration status '***Waitlist-Not Registered***', level 'Undergraduate', credit hours '0', and waitlist position '1'.

Viewing Your Detail Class List or Wait List

The Detail Class List page displays all the student records associated with the selected course. The information is displayed in an expanded view to show the student's curriculum details.

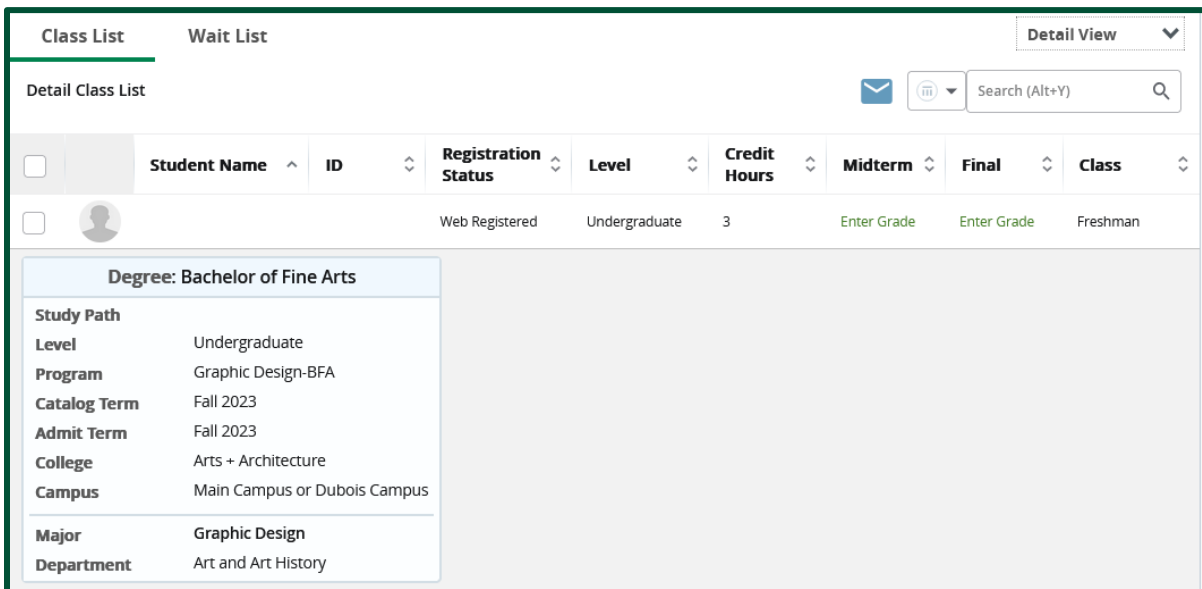
1. In your class list, click the drop-down arrow next to "Summary View", and select "**Detail View**"



The screenshot shows the 'Class List' page for 'Fall 2023 - 202380 ENGL 1502 | 16506'. It includes a 'Course Information' section for 'Global Arts/Humanities - ENGL 1502 D01' and an 'Enrollment Counts' table. A dropdown menu is open, showing 'Summary View', 'Summary View', and 'Detail View' (highlighted in green and circled in red).

	Maximum	Actual	Remaining
Enrollment	10	6	4
Wait List	0	0	0
Cross List	100	9	91

2. Detailed information about the student will be displayed when clicking on the student's name.



The screenshot shows the 'Detail Class List' page for a student. The student's name is highlighted, and a dropdown menu is open, showing 'Detail View'. The student's profile information is displayed below the table.

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
[Profile Icon]		Web Registered	Undergraduate	3	Enter Grade	Enter Grade	Freshman

Degree: Bachelor of Fine Arts

Study Path	Undergraduate
Level	Undergraduate
Program	Graphic Design-BFA
Catalog Term	Fall 2023
Admit Term	Fall 2023
College	Arts + Architecture
Campus	Main Campus or Dubois Campus
Major	Graphic Design
Department	Art and Art History

3. From this page you may email the student, print or export the class list or wait list.

Printing Your Class List or Wait List Detail View

Faculty can print the “Detail View” of a class list or wait list. The **Class List or Wait List Detail View** mode prints the curriculum information for all students. The first curriculum details displayed will always be the primary curriculum followed by secondary curriculum(s).

1. Select either the **Class List** or **Wait List** tab.
2. Click the drop-down arrow next to “Summary View”, and select “**Detail View**”
3. Click the **Print** icon.

Faculty & Advisors • CRN Listing • Class List

Class List Export Print

Fall 2023 - 202380 ENGL 1502 | 16506

Course Information: Global Arts/Humanities - ENGL 1502 D01
CRN: 16506
Duration: 08/21/2023 - 12/14/2023
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	10	6	4
Wait List	0	0	0
Cross List	100	9	91

Class List **Wait List** Detail View

Detail Class List Search niner

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Niner, Goldie G. <small>CONFIDENTIAL</small>	800490049	Registered	Undergraduate	3	Enter Grade	Enter Grade	Junior

Degree: Bachelor of Science

Study Path	Undergraduate
Level	Undergraduate
Program	Comp Sci-BS-Sfw, Syst, Ntwrks
Catalog Term	Fall 2022
Admit Term	Fall 2022
College	Computing and Informatics
Campus	Main Campus or Dubois Campus
Major	Computer Science
Department	Computer Science
Concentration	Software, Systems & Networks

4. The print page will open and the class list or wait list details are printed. All the students displayed in the Class List or Wait List page will be printed.
5. PDF is the default supported printing option. You may print in other formats supported by the default printer dialog.
Note: The Print hyperlink option will be disabled if there are no students enrolled, no students on the waitlist, or if the search criteria return no results.

Viewing a Student Profile from your Class List

The Student Profile displays additional information for a specific student. Only students that are registered in your class will be available to view.

1. To access the Student Profile for a specific student, hover the mouse over the student's name and the Student Card will display in a pop-up window.
2. Click the **View Profile** button.

The screenshot shows the 'Class List' interface for 'Fall 2023 - 202380 ENGL 1502 | 16506'. It includes course information, enrollment counts, and a summary class list table. A student profile pop-up is visible for Goldie G. Niner, with a 'View Profile' button circled in red.

Enrollment	Maximum	Actual	Remaining
Enrollment	10	6	4
Wait List	0	0	0
Cross List	100	9	91

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
Niner, Goldie G.	800490049	Registered	Undergraduate	3	Enter Grade	Enter Grade	Junior

3. Faculty can view a student's advising holds, but only an academic advisor has the ability to release advising holds.

The screenshot shows the 'Student Profile' page for Goldie G. Niner (800490049). It includes bio information, general information, curriculum details, and a list of registered courses.

Course Title	Details	CRN	Hours	Registration Status
Topics in AMST: History of NC ...	AMST 2050 ...	14606	3	Registered
Global Connections in English ...	ENGL 1502 ...	16506	3	Registered

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0

Viewing Your Faculty Course Assignments

The Faculty Course Assignments page displays a list of your class assignments.

There are two tabs:

- **Active Assignments** - Displays active courses where you are listed as faculty
- **Assignment History** - History of courses where you are listed as faculty

1. From the Faculty & Advisor Self Service landing page, under the Faculty Information heading, click **Faculty Course Assignments**.
2. Scroll to the appropriate course and click the **Class List** link for that specific course.

Faculty and Advisors • Assignments

Assignments

Active Assignments Assignment History

ⓘ The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

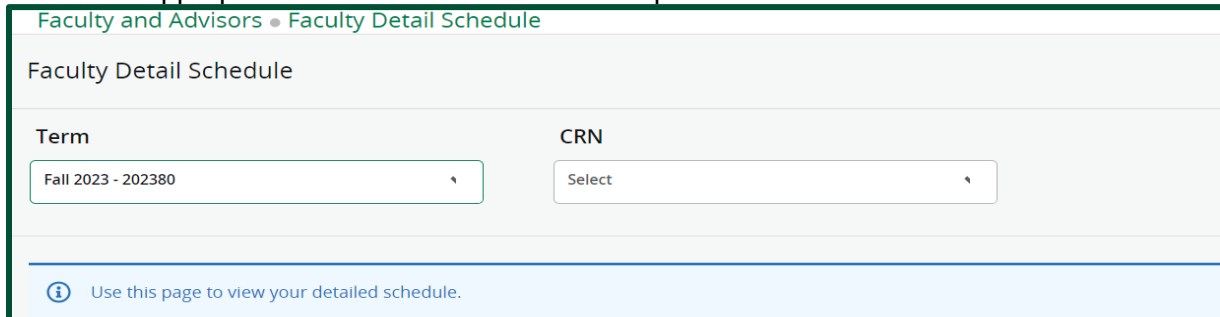
Course:

Associated Term	CRN	Status	Schedule Type
		Active	Lecture
Instructional Method	Campus	Available for Registration	Credits
	Main Campus or Dubois Campus		3.000
Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display
Grade Mode	Course Level		
Audit	Undergraduate		
Pass/No Credit (Student)			
Standard Letter			

Viewing Your Faculty Detail Schedule

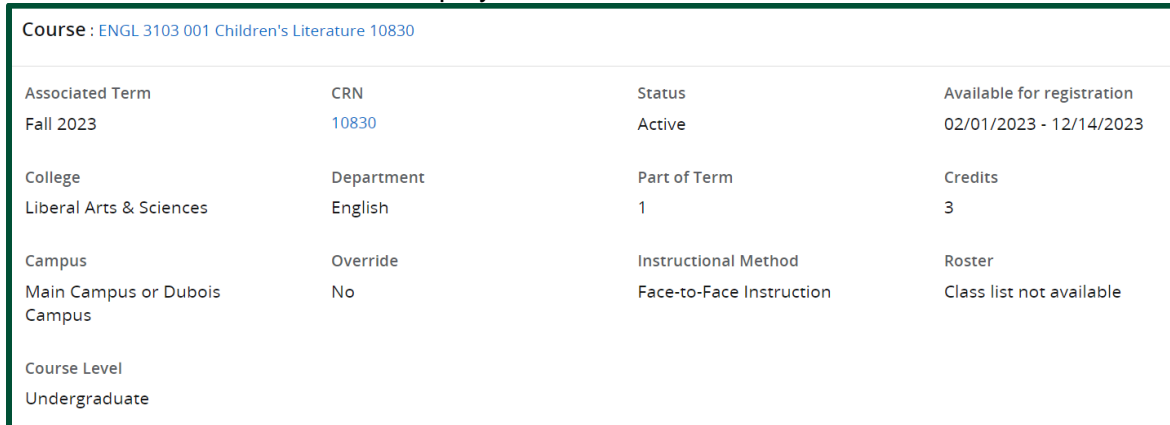
The Faculty Detail Schedule page displays the faculty's schedule for the selected term. Both primary and non-primary faculty with class assignments have access this page.

1. From the Faculty & Advisor landing page, click **Faculty Detail Schedule** or **Faculty Week at a Glance**.
2. Select the appropriate term and CRN from the drop-down menus.



The screenshot shows the 'Faculty and Advisors' navigation path, followed by 'Faculty Detail Schedule'. Below the title, there are two dropdown menus: 'Term' with 'Fall 2023 - 202380' selected, and 'CRN' with 'Select' selected. A blue information bar at the bottom contains an 'i' icon and the text 'Use this page to view your detailed schedule.'

3. Your detailed schedule will be displayed.



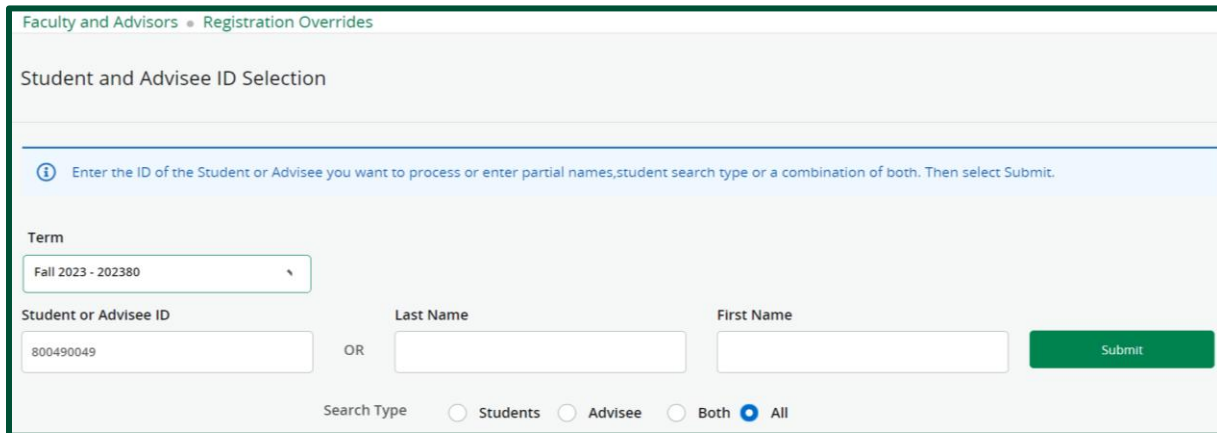
The screenshot displays the course details for ENGL 3103 001 Children's Literature 10830. The information is organized into a table with four columns: Associated Term, CRN, Status, and Available for registration. Below this, there are four rows of details: College, Department, Part of Term, Credits; Campus, Override, Instructional Method, Roster; and Course Level.

Associated Term	CRN	Status	Available for registration
Fall 2023	10830	Active	02/01/2023 - 12/14/2023
College	Department	Part of Term	Credits
Liberal Arts & Sciences	English	1	3
Campus	Override	Instructional Method	Roster
Main Campus or Dubois Campus	No	Face-to-Face Instruction	Class list not available
Course Level			
Undergraduate			

Registration Overrides

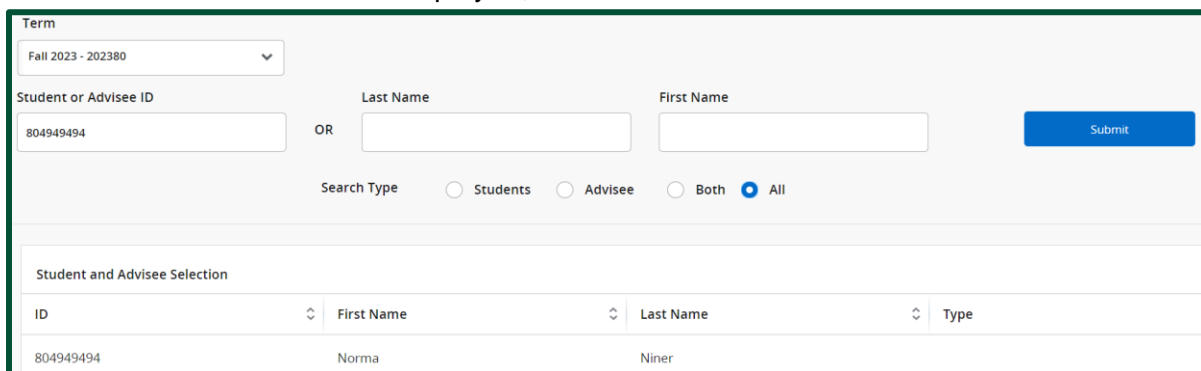
The Registration Overrides page allows faculty to provide registration overrides for students. Only the primary faculty can issue a registration override through Self Service Banner. Furthermore, Advisors may view registration overrides using Banner Admin Pages.

1. From the Faculty & Advisor Self Service landing page, click **Student Registration Overrides**.
2. Select the appropriate **Term** from the drop-down menu.
3. Search for the student using either the student's ID number or name.
4. Click **Submit**.



The screenshot shows the 'Registration Overrides' page. At the top, there is a breadcrumb trail: 'Faculty and Advisors > Registration Overrides'. Below this is the heading 'Student and Advisee ID Selection'. A blue information box contains the text: 'Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.' The form includes a 'Term' dropdown menu set to 'Fall 2023 - 202380'. Below this are three input fields: 'Student or Advisee ID' (containing '800490049'), 'Last Name', and 'First Name'. A green 'Submit' button is located to the right of the 'First Name' field. At the bottom, there is a 'Search Type' section with radio buttons for 'Students', 'Advisee', 'Both', and 'All' (which is selected).

5. Confirm the correct student is displayed, then click the ID number or student's name.

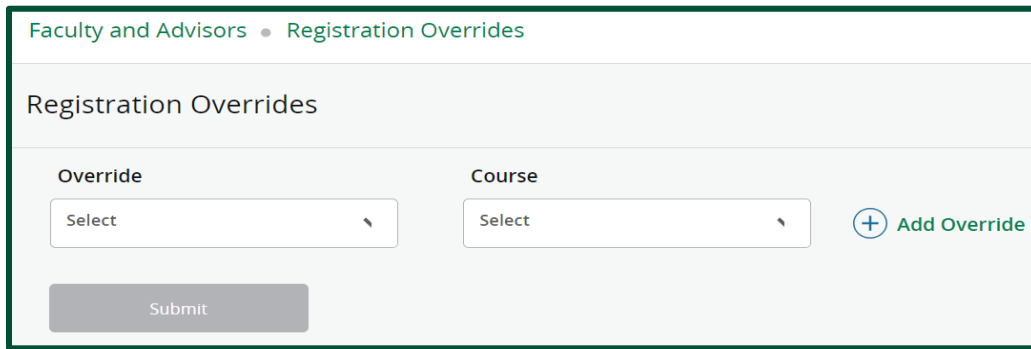


The screenshot shows the same search form as above, but now with search results displayed. The 'Term' dropdown is still 'Fall 2023 - 202380' and the 'Student or Advisee ID' field contains '804949494'. The 'Submit' button is now blue. Below the form is a table titled 'Student and Advisee Selection'.

ID	First Name	Last Name	Type
804949494	Norma	Niner	

6. Select the appropriate override type from the **Override** drop-down menu. A list of override types and their functions can be found on the [Office of the Registrar website](#).
7. Select the appropriate course from the **Course** drop-down menu.
Note: Overrides can only be assigned by faculty who are listed as the Primary Instructor.

8. Click **Submit**.



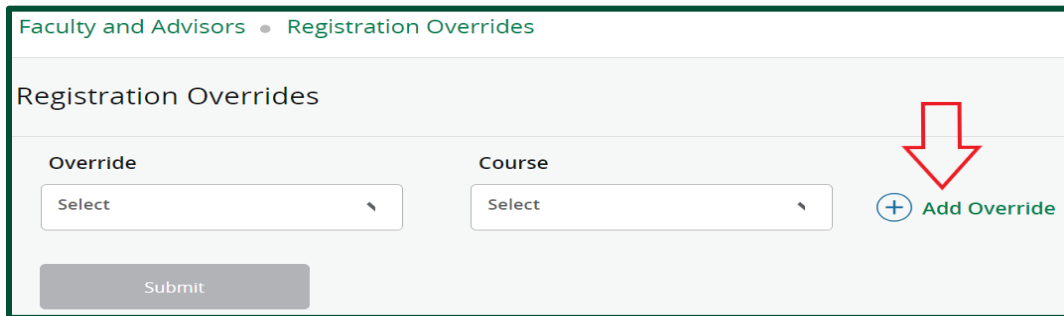
Faculty and Advisors • Registration Overrides

Registration Overrides

Override Course [+ Add Override](#)

Submit

9. If multiple overrides need to be assigned, click the **Add Override** button. To delete an override, click the trash can icon.



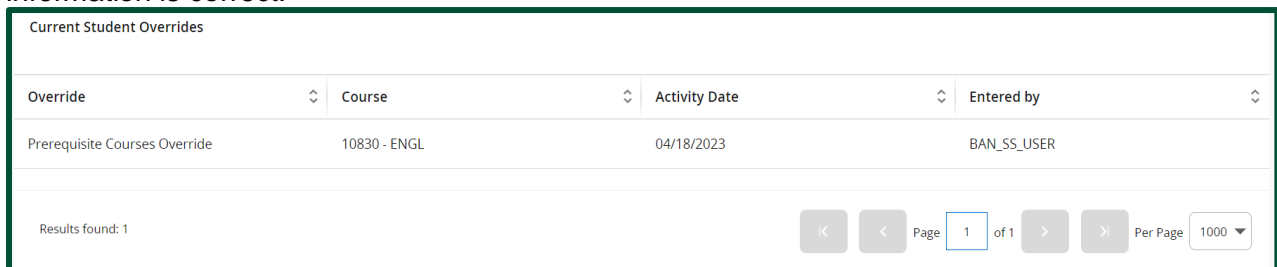
Faculty and Advisors • Registration Overrides

Registration Overrides

Override Course [+ Add Override](#)

Submit

10. The list of assigned overrides for the student will be displayed. Confirm the override and course information is correct.



Override	Course	Activity Date	Entered by
Prerequisite Courses Override	10830 - ENGL	04/18/2023	BAN_SS_USER

Results found: 1

Page 1 of 1 Per Page 1000

Grading

The **Grading - Midterm / Final** page is used to enter midterm or final grades, in addition to the last date of attendance for students.

1. From the Faculty & Advisor Self Service landing page, click **Grading - Midterm / Final**.
2. The Midterm Grades and Final Grades tabs are displayed. Select either the **Midterm Grades** or **Final Grades** tab to enter grades for students.
 - a. If no courses are available for Grade Entry, when the appropriate grading tab is selected, a message is displayed: *"You have no sections available for grading at this time."*
 - b. Courses are sorted and displayed by CRN and Term.
 - c. The **Grading Status** field displays a bar for each record and it shows whether grading has been started, grading is in progress, or grading is completed.
 - a. *Final Grades* - all students are required to receive a grade so the Grading Status will change to "Complete" when all grades are entered.
 - b. *Midterm Grades* - since only unsatisfactory grades are required, the Grading Status will remain "In Progress" after grades are entered.
 - d. You can sort the records using the arrows on any of the field/ column headings.

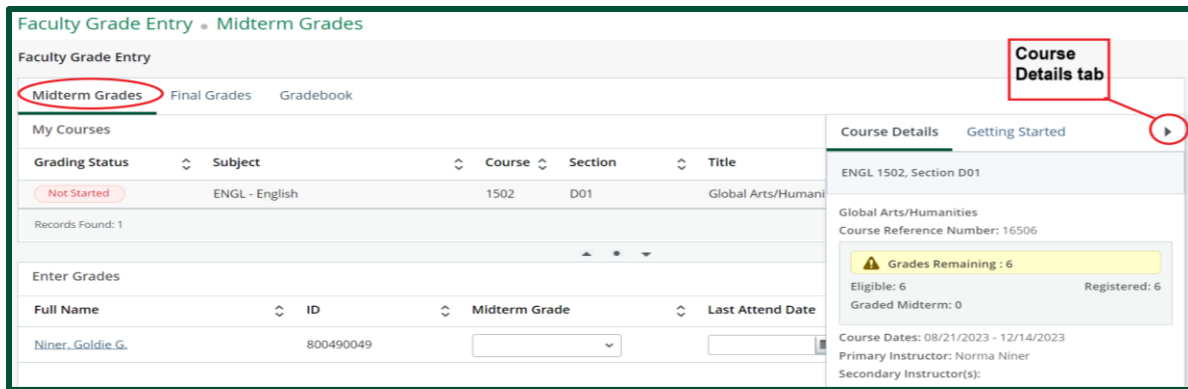
Midterm Grades

This section of the Grading page is used to enter or update midterm grades, last date of attendance, and attendance hours for a class. It is accessed using the Midterm Grades tab.

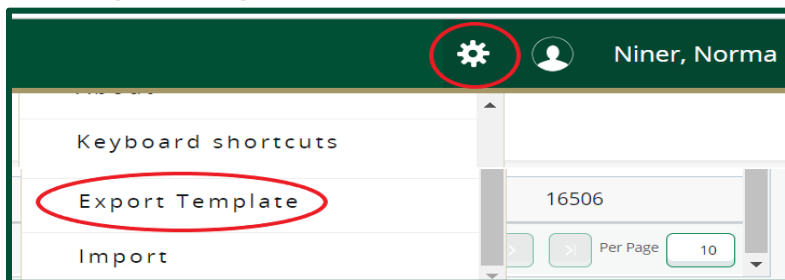
Please note:

- Faculty are asked to report whether or not there are unsatisfactory Midterm grades to record
- Midterm grades are **NOT OFFICIAL** and **WILL NOT** display on transcripts
- Midterm grades submitted are immediately viewable to students
- Midterm grades should be entered within the 60-minute time frame allotted. *It is recommended to save frequently to avoid losing data.*

1. Select the **Midterm Grades** tab.
2. Course sections that are available for grading will be displayed. Select the Course section for which you are submitting midterm grades. This will display a class list where midterm grades can be entered for each student. *If there are no unsatisfactory grades to enter, no action is necessary.*
 - a. When a course is selected for midterm grading from the list of courses, the **Course Details** tab is displayed at the right side of the page.
 - b. The Course Details tab contains quick reference information for the subject, course number, section number, course description, CRN, reminders (such as grades remaining that need to be entered), number of eligible students, number of registered students, number of midterm or final grades already awarded, the dates the course is offered, the primary faculty, and any secondary faculty.
 - c. This information is updated as midterm grades are entered and saved.



3. From the **Midterm Grade** drop-down menu, select the appropriate midterm grade for the student.
 - a. Students who have **withdrawn** are not eligible to have grades entered.
 - b. Only unsatisfactory midterm grades are required, however you may enter all grades if you like.
4. After you have entered grades for all students, review grades for accuracy and click **Save**.
5. To save an Excel file of the class roster (including any grades submitted), click the **Settings** button.
6. Click **Export Template**.



7. Select the Excel export file type and select **Export**.



Final Grades

This section of the Grading page is used to enter or update final grades, last date of attendance, and attendance hours for a class. It is accessed using the Final Grades tab.

Please note:

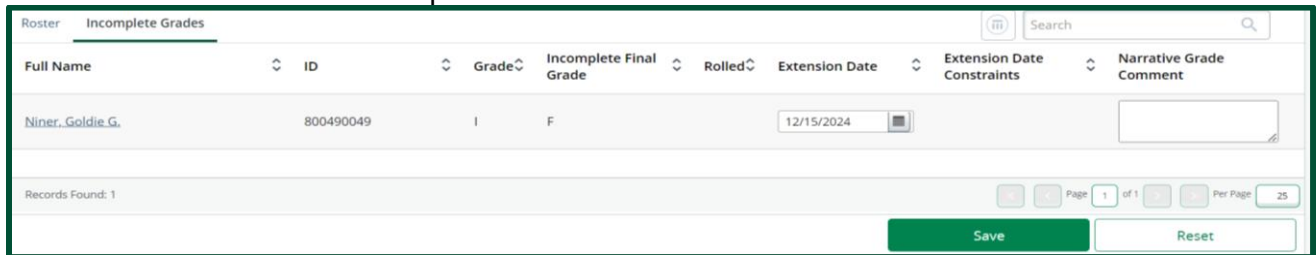
- Final grades are **OFFICIAL**
- Final grades **will** appear on student transcripts
- Final grades will appear on a student's academic history
- Final grades should be entered within the 60 minute time frame allotted. *It's recommended to save frequently to avoid losing data.*
- Final grades submitted will be viewable to students after the grading period

1. Select the **Final Grades** tab.
2. Course sections that are available for final grading will be displayed. Select the Course section for which you are submitting final grades. This will display a class list where final grades can be entered for each student.
 - a. When a course is selected for final grading from the list of courses, the **Course Details** tab is displayed at the right side of the page.
 - b. The Course Details tab contains quick reference information for the subject, course number, section number, course description, CRN, reminders (such as grades remaining that need to be entered), number of eligible students, number of registered students, number of midterm or final grades already awarded, the dates the course is offered, the primary faculty, and any secondary faculty.
 - c. This information is updated as final grades are entered and saved.

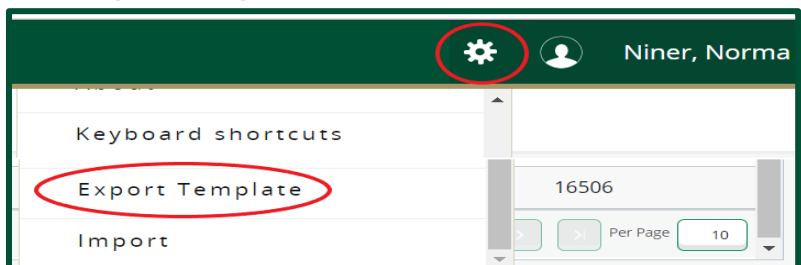
The screenshot displays the 'Faculty Grade Entry - Final Grades' interface. At the top, there are three tabs: 'Midterm Grades', 'Final Grades' (which is circled in red), and 'Gradebook'. To the right, a 'Course Details tab' is also circled in red with an arrow pointing to it. Below the tabs is a 'My Courses' section with a search bar and a table of courses. The table has columns for 'Grading Status', 'Rolled', 'Subject', 'Course', 'Section', 'Title', 'Term', and 'CRN'. One course is listed: 'ENGL - English' (1502 D01) for 'Global Arts/Humanities' in '202380 - Fall 2023' with CRN '16506'. Below this is an 'Enter Grades' section with a search bar and a table of students. The table has columns for 'Full Name', 'ID', 'Midterm Grade', 'Final Grade', 'Rolled', 'Last Attend Date', 'Hours Attended', and 'Narrative Grade Comment'. One student is listed: 'Niner, Goldie G.' with ID '800490049' and a 'Final Grade' of 'A'. At the bottom, there are 'Save' and 'Reset' buttons.

3. From the **Final Grade** drop-down menu, select the appropriate final grade for the student.
 - a. For all F & U grades, enter the Last Attend Date. If the student was not in attendance, enter the date for the first day of class and enter a zero (0) in the Attend Hours column. Failure to enter a last day of attendance will prevent any grades from saving.
 - b. Students who have **withdrawn** will not be eligible to have grades entered.

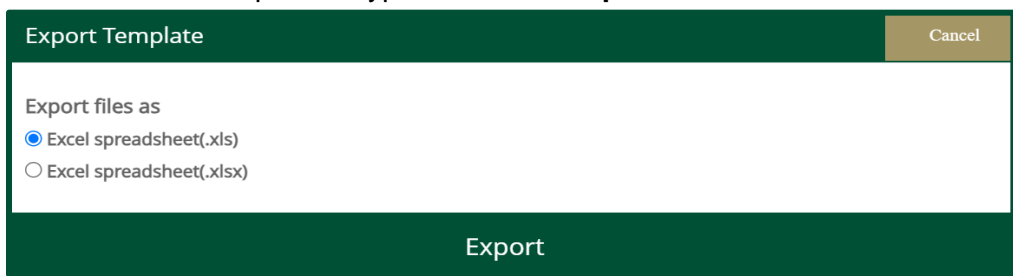
- c. Students with the grade type of **Audit** should be given a grade of AU (student attended) or NR (student never attended). These will be the only grade choices for students with an Audit grade type.
 - d. Students with the grade type of **Pass/No Credit** should be given a grade of P (student passed) or N (student failed). These will be the only grade choices for students with a Pass/No Credit grade type.
 - e. Students with the grade type of **Pass/Unsatisfactory** should be given a grade of P (student passed) or U (student failed). These will be the only grade choices for students with a Pass/Unsatisfactory grade type.
4. When a student is assigned a grade of Incomplete, you will automatically be taken to the **Incomplete Grades** tab to confirm the Incomplete Extension Date. Click **Save**.



5. After grades have been entered for all students, review the grades for accuracy and click **Save**.
Note: Students whose grades have been rolled are displayed with a status indicator in the Rolled field, these records can only be changed through the Grade or LDA Change Request process.
6. To save an Excel file of the class roster (including any grades submitted), click the **Settings** button.
7. Click **Export Template**.



8. Select the Excel export file type and select **Export**.



9. The Grading Status will change to "Complete" when all students have received a final grade.

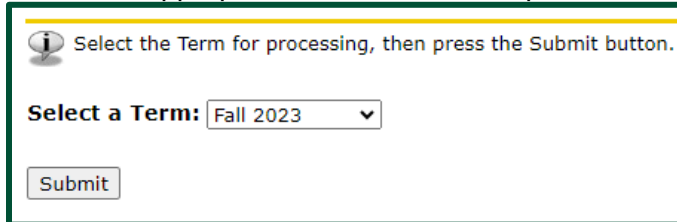
Grade or LDA Changes

Requesting a Grade or LDA Change

Please note:

- This online process can be used for courses offered Fall 2006 to present.
- For courses prior to Fall 2006, please contact your department.

1. From the Faculty & Advisor Self Service landing page, select **Grade or LDA Change Request**.
2. Select the appropriate term from the drop-down menu.



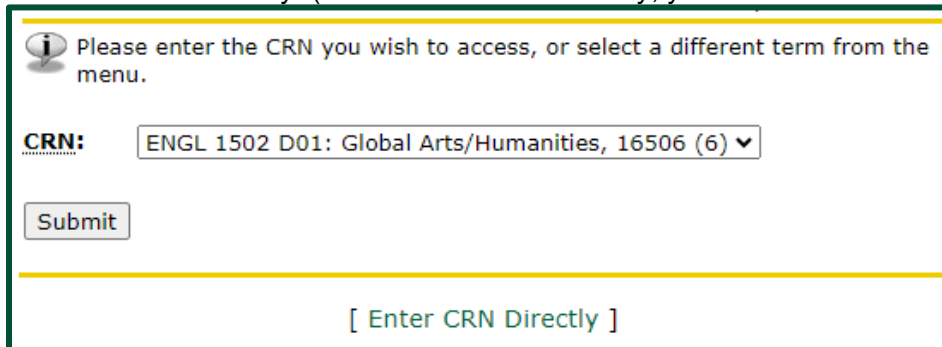
Select the Term for processing, then press the Submit button.

Select a Term:

- a. If the term selection menu does not appear, click the **Term Selection** link at the bottom of the page.

[[Term Selection](#) | [CRN Selection](#)]

3. Select the appropriate course from the drop-down menu or click the link at the bottom of the page to enter the CRN directly. (To enter the CRN directly, you must be the instructor of record.)

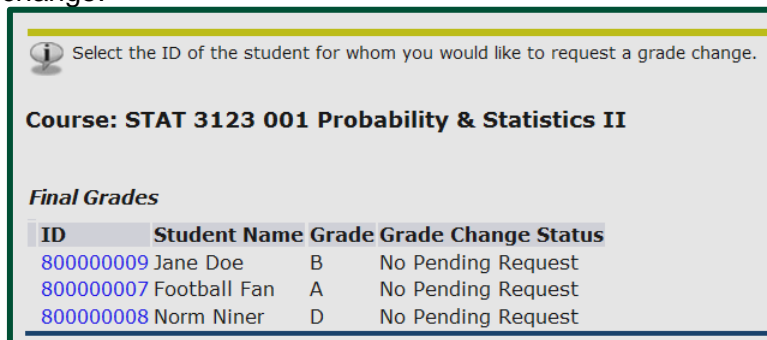


Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

[[Enter CRN Directly](#)]

4. The class list will be displayed. Click on the student's **ID number** for which you wish to request a grade change.



Select the ID of the student for whom you would like to request a grade change.

Course: STAT 3123 001 Probability & Statistics II

Final Grades

ID	Student Name	Grade	Grade Change	Status
80000009	Jane Doe	B	No	Pending Request
80000007	Football Fan	A	No	Pending Request
80000008	Norm Niner	D	No	Pending Request

5. In the **New Grade** column, select the new grade from the drop-down menu.
6. In the **Grade Change Reason** column, select a reason for the grade change.

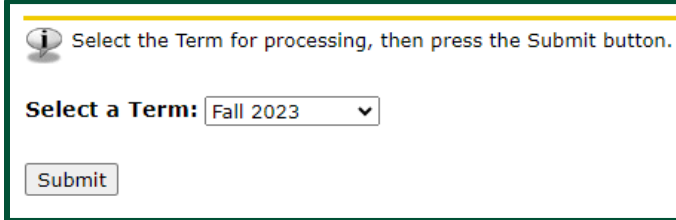
7. In the **Required Comments** field, add comments for approver review. This field is limited to a maximum of 500 characters (including spaces).
8. Click **Submit**.
9. Confirmation of the grade change request is displayed. The appropriate approvers will be notified of your request.
10. Pending approval, the requested grade will be updated on the student's record. You and the student will both be notified if the request is approved.

Changing an NG/I/IP Grades to Final Grade

Please note:

- This online process can be used for courses offered from Fall 2006 to present.
- For courses prior to Fall 2006, please contact your department.

1. From the Faculty & Advisor Self Service landing page, select **Grade or LDA Change Request**.
2. Select the appropriate term from the drop-down menu.



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

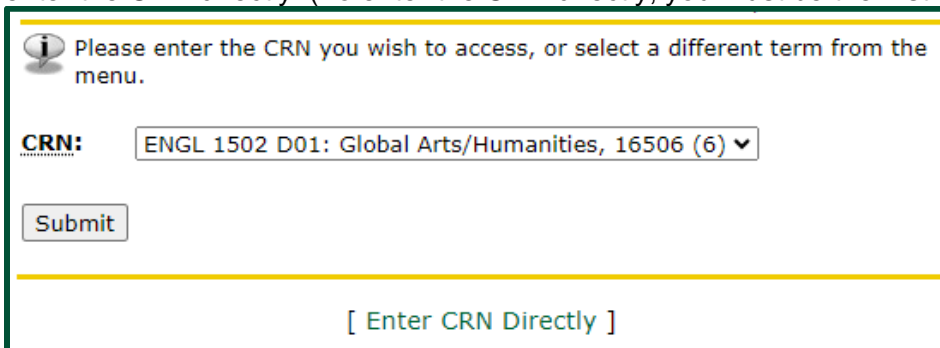
Select a Term:

- a. If the term selection menu does not appear, click the **Term Selection** link at the bottom of the page.



[[Term Selection](#) | [CRN Selection](#)]

3. Select the appropriate course from the drop-down menu or click the link at the bottom of the page to enter the CRN directly. (To enter the CRN directly, you must be the instructor of record.)

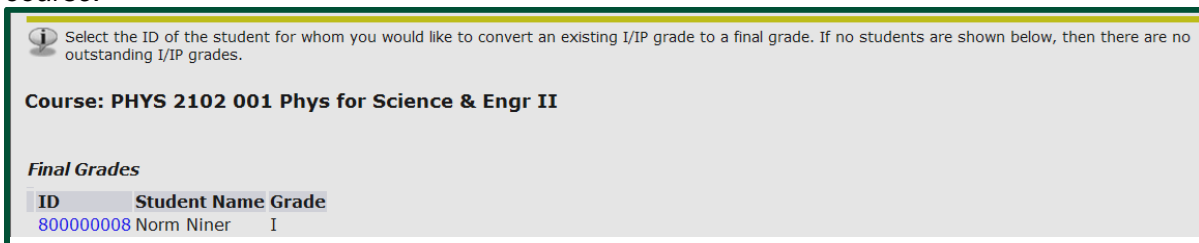


Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

[[Enter CRN Directly](#)]

4. Students with an NG/I/IP grade will be displayed. Click on the student's **ID number** for which you wish to request a grade change. *If no students are shown, there are no outstanding NG/I/IP grades for this course.*



Select the ID of the student for whom you would like to convert an existing I/IP grade to a final grade. If no students are shown below, then there are no outstanding I/IP grades.

Course: **PHYS 2102 001 Phys for Science & Engr II**

Final Grades

ID	Student Name	Grade
80000008	Norm Niner	I

5. In the **New Grade** column, select the final grade from the menu.
6. Click **Submit**.
7. Confirmation of the grade change request is displayed.
8. The requested grade will be updated on the student's record. Email notifications of this change will be sent to you and the student.

Approving a Grade Change Request

For Department Chairs and Associate Deans only

Please note:

- This online process can be used for courses offered from Fall 2006 to present.
 - For courses prior to Fall 2006, please contact your department.
1. From the Faculty & Advisor Self Service landing page, select **Grade Change Approval/Denial**.
 2. A list of grade change requests will be displayed. Click on the student's **ID number** for which you wish to approve/deny the request.
 3. Select **Approve** or **Deny** from the drop-down menu.
 4. If necessary, add any comments in the **Approver Comments** field.

Select the ID of the student for whom you would like to approve/deny a grade change request.

Pending Grade Changes

ID	Term	Faculty Name	Student Name	Course	Current Grade	New Grade	Grade Change Reason	Instructor Comments	Approver Comments
800000009	200910	Joe Professor	Jane Doe	STAT3123 001	B	A	Recalculation		

5. Click **Submit**.
6. Confirmation of your decision is displayed and based on your action; the appropriate recipients will be notified via email.