BANNER SELF SERVICE FOR STUDENT

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Table of Contents

Note: You will be able to process most of the administrative tasks related to the courses you are teaching and the students you advise/register in Banner Self Service for Student
.
- The majority of the documentation that follows is a brief outline of each of the options available on the Faculty Services Menu.
    - The documentation is intended as a general guide. The system is easy to use and the best way to learn is to log in and work your way through the menus.
    - For more in-depth training:
        - View the Faculty Self Service training videos available via the Banner web site on the MCC home page. Go to A-Z index, choose "B" for Banner project homepage, scroll down and click the icon entitled "Banner Student System".
        - Attend one of the many face-to-face training sessions available each term. For more information on in-person self service training opportunities, contact the Registration & Records Office (registration@monroecc.edu).
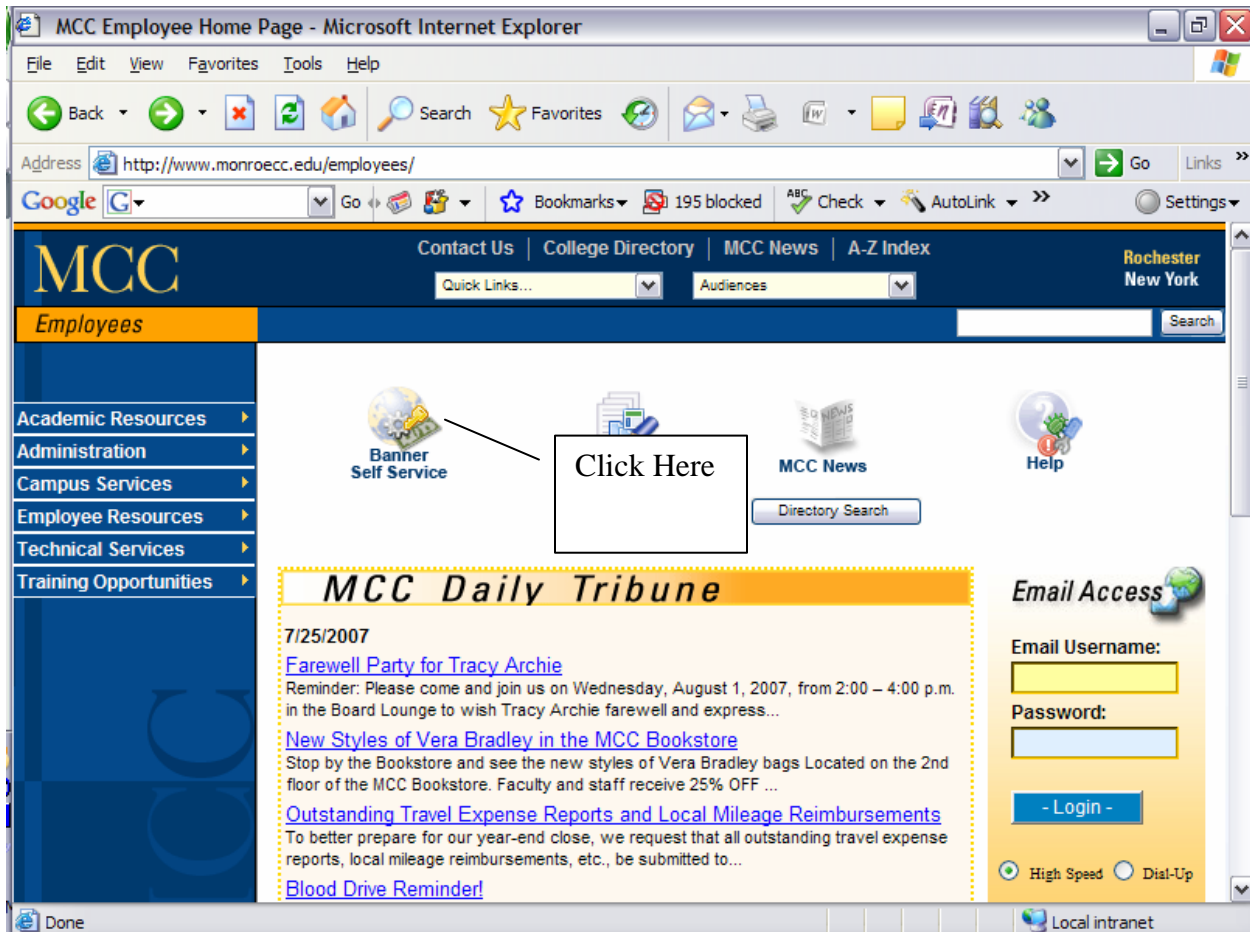
Who can I call if I have questions?

Registration & Records – 292-2300, x0 or FacultyRegistration@monroecc.edu

LOGIN Instructions:

- From the MCC Web Home Page, click Employees

- Click **Banner Self Service**.   A login screen will appear.

- Enter your user name and network password *(same name/password that you use when you log on to your office machine)*

Log On Page

- Enter Banner ID Number
    - o Use your Banner ID that begins with M (Remember to use a capital 'M')
    - o You may also use your SSN number as your User ID
- Enter Personal Identification Number (PIN)
    - o This is set to your 6 digit birth date the first time you log into self service
    - o If you have already used self service through HR or Finance, you have probably changed your PIN.
        - You have one single PIN for all Banner services.
        - Do NOT keep your 6 digit birth date as your PIN! Any 6 digit letter/number combination will work.
            - If you have forgotten your PIN, please send an e-mail to FacultyRegistration@monroecc.edu or call the R&R Office at 292-2300, then press 0 to be directed to a staff member.
            - Your PIN will be reset to your 6 digit birth date.
- Click Login Button
    - o The first time you log in, you may choose a log-in reminder question to help you remember your PIN. This is optional.
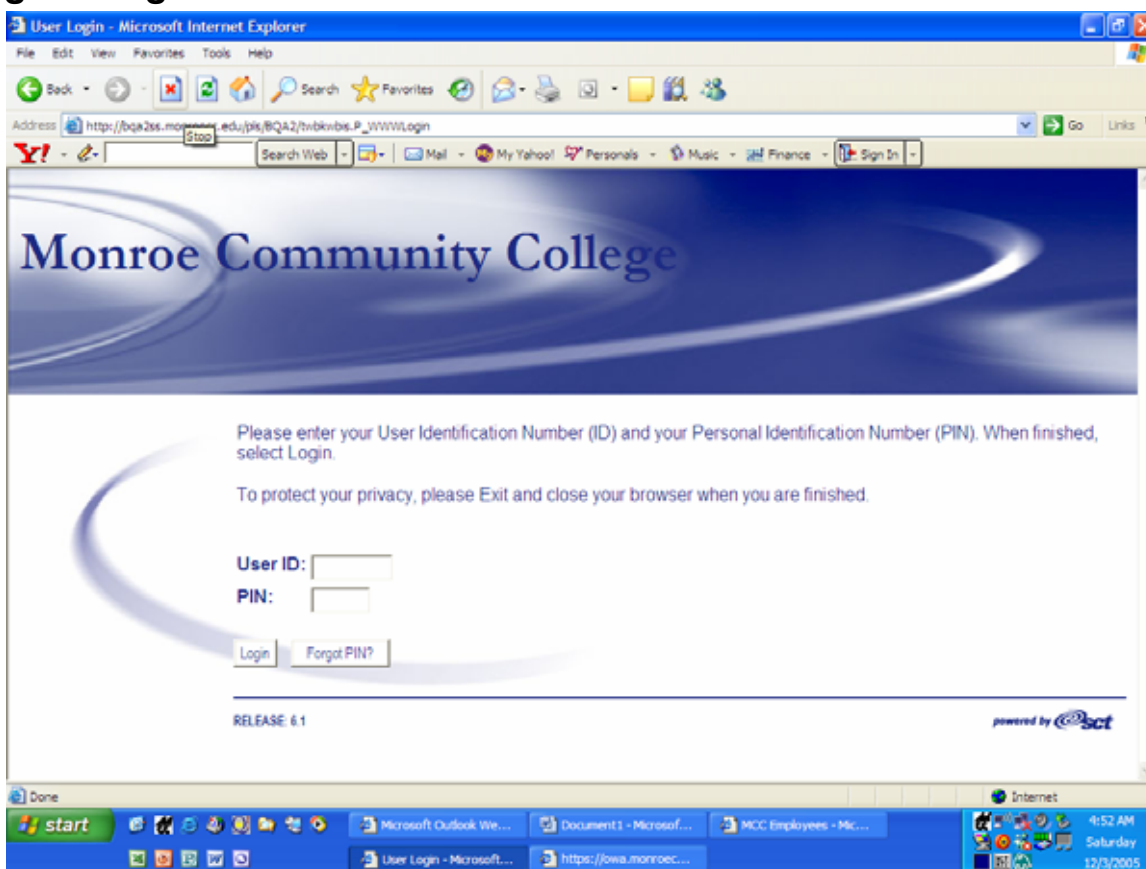
Enter User ID and PIN, click login.

Banner Self Service Main Menu
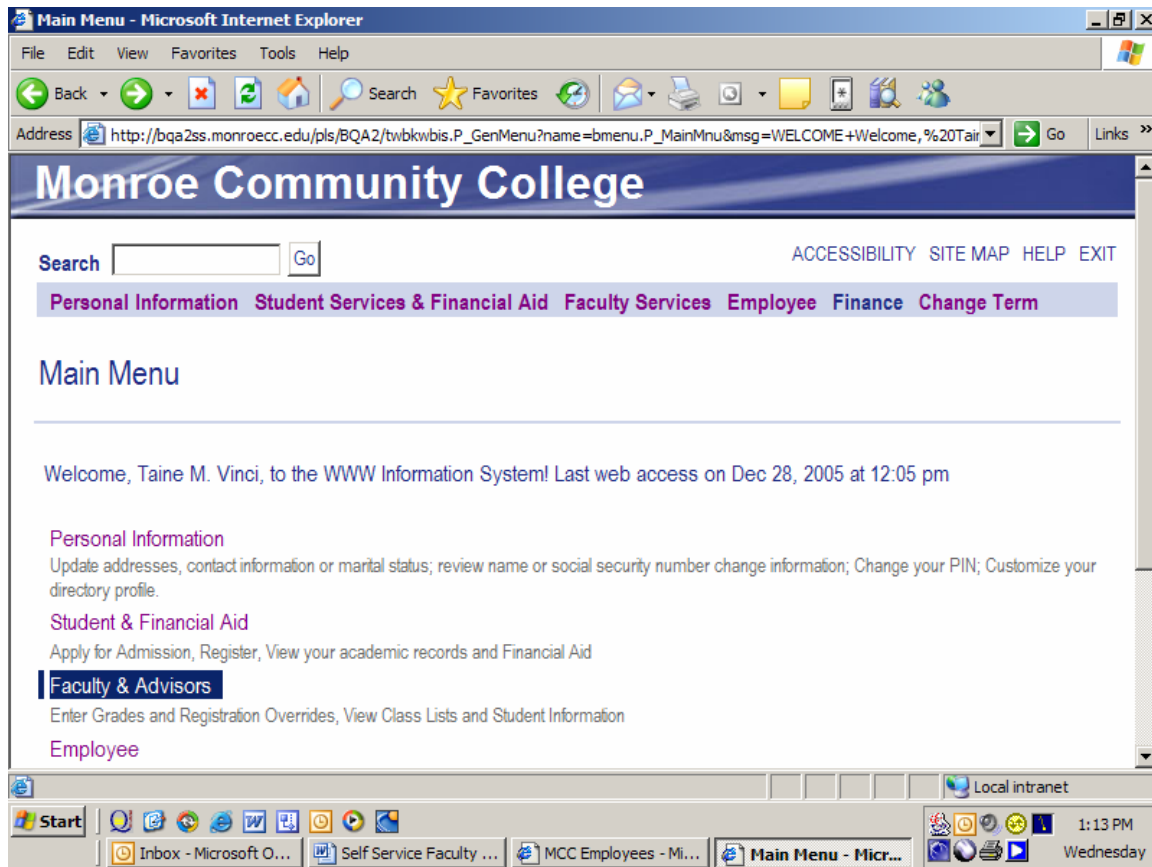
Welcome Page

- Click Faculty & Advisors to access the Faculty Services Menu
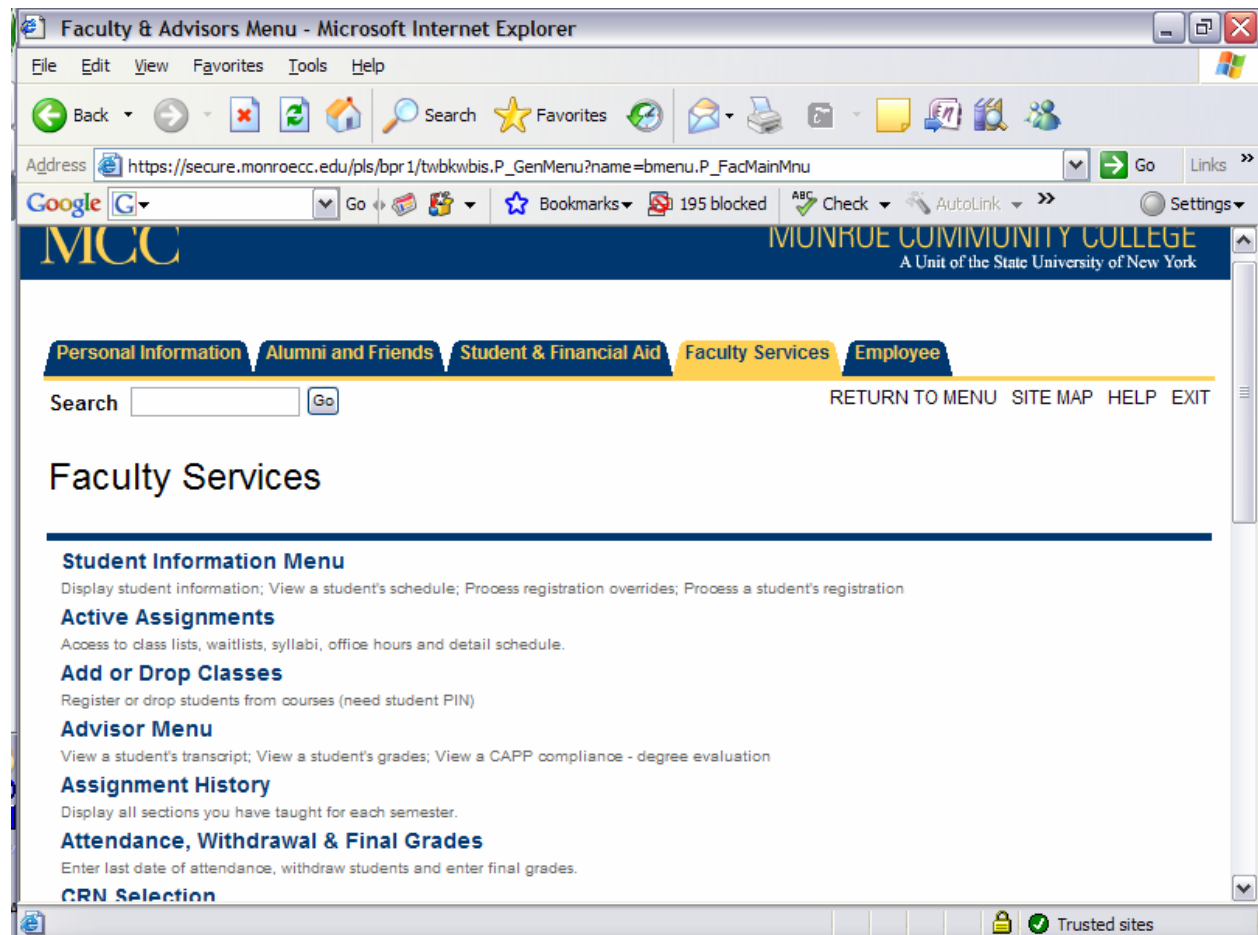
Log On Page

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      - Your PIN will be reset to your 6 digit birth date.
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  - The first time you log in, you may choose a log-in reminder question to help you remember your PIN. This is optional.

Welcome Page

- Click Faculty & Advisors to access the Faculty Services Menu
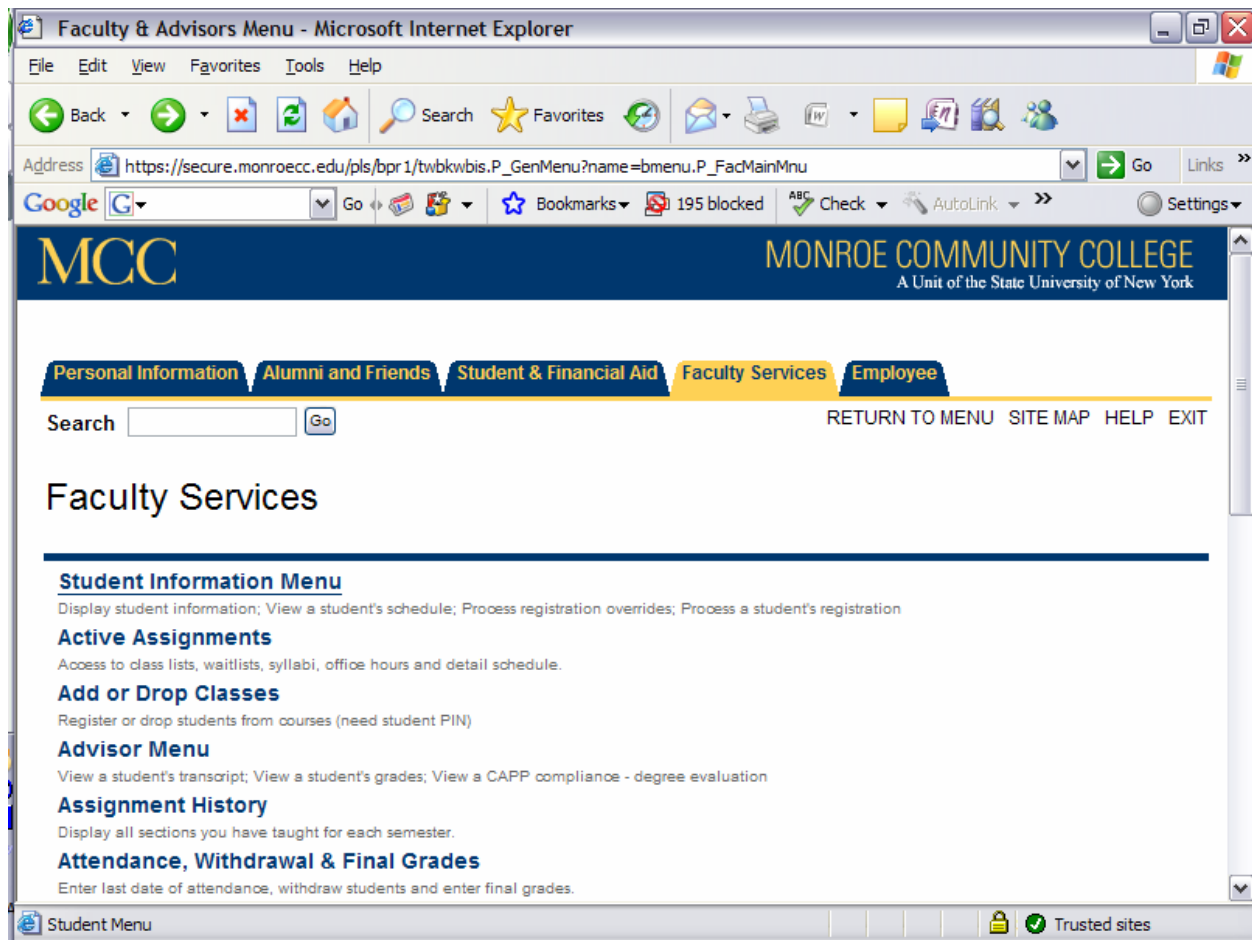
Faculty Services Menu

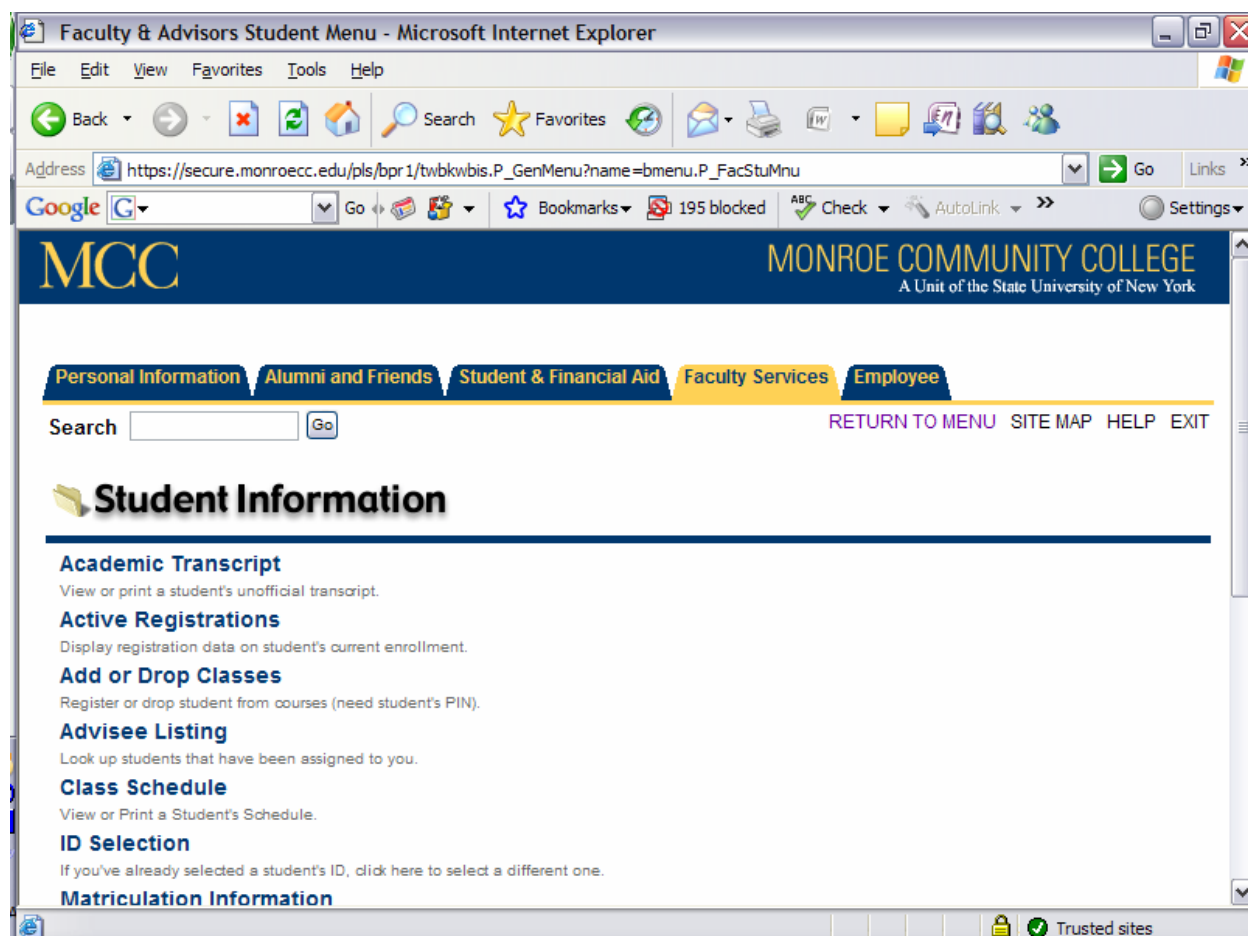**Faculty Services through Banner Self Service:**

- **Student Information Menu**
  - Display student information; View a student's schedule; Process registration overrides; Process a student's registration
- **Active Assignments**
  - Access to class lists, waitlists, syllabi, office hours and detail schedule
- **Add or Drop Classes**
  - Register or drop students from courses (need student PIN)
- **Advisor Menu**
  - View a student's transcript; View a student's grades; View a CAPP compliance – degree evaluation
- **Assignment History**
  - Display all sections you have taught for each semester
- **Attendance, Withdrawal & Final Grades**
  - Enter last date of attendance, withdraw students and enter final grades
- **CRN Selection**
  - If you've already selected a CRN, click here to select a different one.
- **Detail Class List**
  - Detail information about each student including degree information.
- **Detail Waitlist**
  - Detail information about each student
- **Faculty Detail Schedule**
  - Displays days, times, enrollment information and office hours.
- **Look Up Classes**
  - Look up a course for specific term (need student PIN)
- **Office Hours**
  - Enter your office hours and copy to all your courses and sections.
- **Registration Overrides**
  - Allows you to override pre-requisites and maximum seats for your course.
- **Schedule a Final Exam**
- **Search Course Catalog**
  - Look for a course (or set of courses) in the college catalog.
- **Summary Class List**
  - Display a standard listing of students in your class.
- **Summary Wait List**
  - Display a standard listing of students on your waitlist.
- **Syllabus Information**
  - Enter course objectives, required materials, etc. that can be viewed on-line.
- **Term Selection**
  - If you've already selected a Term, click here to select a different one.
- **Week at a Glance**
  - View graphic schedule for current or selected week.
- **Faculty Senate Bookstore Survey**
- **Early Warning Web Application**

Faculty Services through Banner Self Service:

- Click **Student Information Menu** from Faculty Services menu
- Allows faculty to view or process changes to a student's record while the student is present.
    - View access available without use of Student PIN
    - Changes to student schedule require student to share PIN with faculty before change access available

Student Information Menu

Faculty & Advisors Student Menu - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back

Address https://secure.monroecc.edu/pls/bpr1/twbkwbis.P_GenMenu?name=bmenu.P_FacStuMnu   Go   Links »

Google   G▾   Go   Bookmarks▾   195 blocked   Check ▾   AutoLink ▾ »   Settings▾

MCC

MONROE COMMUNITY COLLEGE
A Unit of the State University of New York

Personal Information   Alumni and Friends   Student & Financial Aid   **Faculty Services**   Employee

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

📂 Student Information

Academic Transcript
View or print a student's unofficial transcript.

Active Registrations
Display registration data on student's current enrollment.

Add or Drop Classes
Register or drop student from courses (need student's PIN).

Advisee Listing
Look up students that have been assigned to you.

Class Schedule
View or Print a Student's Schedule.

ID Selection
If you've already selected a student's ID, click here to select a different one.

Matriculation Information

Trusted sites

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Student Information Menu Options:

- **Academic Transcript**
    - o View or print a student's unofficial transcript.
- **Active Registrations**
    - o Display registration data on student's current enrollment.
- **Add or Drop Classes**
    - o Register or drop student from courses (need student's PIN)
- **Advisee Listing**
    - o Look up students that have been assigned to you.
- **Class Schedule**
    - o View or print a student's schedule
- **ID Selection**
    - o If you've already selected a student's ID, click here to select a different one.
- **Matriculation Information**
    - o Description of degree programs, matriculation status, and academic standing.
- **Registration History**
    - o Display registration audit trail including grades for completed courses. Starting with Summer 2006.
- **Registration Overrides**
    - o Grant student overrides for our courses.
- **Student Address and Phones**
    - o Look up a student's permanent address and telephone number.
- **Student E-mail Address**
    - o Look up a student's preferred e-mail address.
- **Term Selection**
    - o If you've already selected a term, click here to select a different one.
- **View Advisement Key**
    - o Look up a student's advisement/registration PIN, if assigned. Banner also refers to this number as the "Alternate PIN".
- **View Holds**
    - o Look up the type of hold and process affected by the hold.
- **View Test Scores**
    - o Look up student's placement results.

Classroom Management

Term Selection

Click **Term Selection** from Faculty Services Menu to choose the term data you wish to view.

Choose an Active Term

This term choice will be available for all semester-specific information, such as schedules, faculty assignments, graduation compliances etc.

CRN Selection

CRN = Course Reference Number, a distinct number assigned to each section within a specific term. You will use this number when registering students for courses. (If you don't have the number, you can always search on department, level and section)

- Use drop down box to choose one of the courses you are teaching
  - o Only courses officially assigned to you are available on list
  - o To view general information about all courses, go to "Look Up Classes" on the main Faculty Service Page
    - ▪ You can use your back arrow to access a previous menu
- Choose one of the sections you are teaching
  - o Only sections assigned to you are listed and available for review
- Click Submit Button

Faculty Detail Schedule

Information regarding your detailed schedule

Faculty Detail Schedule from the Faculty Services menu

Week at a Glance

Your schedule in a calendar format

Week at a Glance from the Faculty Services menu

- Great for viewing late start courses – note that the schedule is shown in a WEEKLY format instead of the entire schedule for the semester. The late start course is listed only during the weeks it is offered.

Viewing Class Lists

You have four ways to view a class list:

1. Detailed Class List	**3**. Detailed Wait List	
2. Summary Class List	**4.** Summary Wait List	

- Each option displays general class information such as CRN, duration of class, enrollment data, wait list data and student information.
- Each option provides a class e-mail icon to use to contact <u>individual</u> OR <u>all</u> students enrolled/wait listed for the section.

Click **Detail or Summary Class List** or **Detail or Summary Wait List** on Faculty Service main menu

- Choose Term Selection from the Faculty Services Menu
- Click drop down box to choose an available term
- Only terms permitting pre-registration/grading activity will be listed
- Click Submit button after choosing term
    - **Detail Class List or Detail Wait List** displays detailed information, such as major, address, telephone number, of each student registered or wait listed for the section.

Detail Class List

E-mail Button

Summary Class List or Summary Wait List displays Student name, Student ID, registration status and grades in a list format.

- **To e-mail student click envelope button**

- **To exit page:**
  - Scroll to bottom of page
  - Click Return to Previous to return to the previous page
  - Or click New Search for look at another section you are teaching
  - Or use the Internet Explorer Back Button (top of page) to return to previous pages

Attendance, Withdrawal & Final Grades

Select Final Grades from the Faculty Services Menu. This page in self service is used for three separate transactions:

- o Faculty-Initiated Withdrawals
- o Mandated Attendance Collection
- o Final Grades

Final Grade Worksheet

Final Grade Worksheet (continued)

Final Grade Worksheet - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://secure.monroecc.edu/pls/bpr1/bwlkffgd.P_FacFinGrd

Google G-

⚠ Please submit the grades often. There is a 20 minute time limit starting at 11:55 am on Aug 30, 2007 for this page.

Record Sets: 1 - 15   16 - 27

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registra Number
1	Au, Gary	M00653324	3.000	**Registered** Apr 20, 2007	A	N			20
2	Bare, Nina M.	M00659053	3.000	**Web Registered** Apr 19, 2007	W	N	10/22/2007		19
3	Bates, Kristin J.	M00675037	3.000	**Registered** May 02, 2007	C-	N			29
4	Carolan, Brian P.	M00430102	3.000	**Web Registered** May 08, 2007	F	N	12/01/2007		33
5	Catallo, George B.	M00684577	3.000	**Registered** Aug 09, 2007	A-	N			40
6	Cooley, Willi...	M00455127	3.000	**Registered**	B-	N			47

Trusted sites

Faculty Initiated Withdrawals

Faculty-Initiated Withdrawals are entered as final grades after the census date for the section you are teaching.

- The W grade becomes an available option after census, so you need not know that specific date.

- The W grade will remain an available option until the end of the withdrawal period for full term courses. Withdrawals should not be issued beyond the 80% of the course, although the system will allow you to enter a W until the end of the term.

- There is no waiting period for W grades to become final. Once entered, the W will become part of a student's academic history.

- You may remove or change a W grade by submitting a record change form to the Registration & Records Office.

Mandated Attendance Collection

- ## Attendance information is entered on the Attendance, Withdrawal and Final Grade form.

- All instructors are required to submit one attendance report each term immediately following the census date.

- You will submit attendance at the census date each term.

    - Full Term Census = The end of the 3rd week of the term,
    - Short Term Census = End of the first 20% of the course.

  o Attendance collection is required in order for the college to continue to participate in federal and state financial aid programs.

  o Failure to submit attendance will be reported to your Department Chair, Dean and Academic Vice President.

Attendance for all courses:

Attendance must be entered for every student on the class roster. No record should be left blank.

- o Attendance is entered on the Attendance, Withdrawal & Final Grade form found on the Faculty Services menu, in Banner Self Service
- o If the student is attending the course, enter the number (1) in the course, enter the number (1) in the "Attend Hours" column.
- o If the student has never attended the course, enter the number zero (0) in "Attend Hours" column.
- o If the student stopped attending the course on or before the census date, enter a last date of attendance in the "Last Attend Date" column. Use MM/DD/YYYY format when entering this data.
- o When attendance data has been entered for every student on the roster, click the submit button.
- o Always be sure to check your work before leaving Self Service. Please go back into the roster to see that the data you entered has been saved. If the roster is blank, you have entered the data incorrectly and should re-read the directions and re-enter the data.

Final Grade Worksheet - Microsoft Internet Explorer

Address https://secure.monroecc.edu/pls/bpr1/bwlkffgd.P_FacFinGrd

Please submit the grades often. There is a 20 minute time limit starting at 11:51 am on Aug 30, 2007 for this page.

Record Sets: 1 - 15   16 - 27

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registra Number
1	Au, Gary	M00653324	3.000	**Registered** Apr 20, 2007	None	N	1		20
2	Bare, Nina M.	M00659053	3.000	**Web Registered** Apr 19, 2007	None	N	1		19
3	Bates, Kristin J.	M00675037	3.000	**Registered** May 02, 2007	None	N		0	29
4	Carolan, Brian P.	M00430102	3.000	**Web Registered** May 08, 2007	None	N	09/07/2007		33
5	Catallo, George B.	M00684577	3.000	**Registered** Aug 09, 2007	None	N	1		40
6	Cooley, Willi...	M00455127	3.000	**Registered**	None	N	1		47

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Final Grades

- **Final grades** are entered at the end of the term.
  - In order to permit faculty to enter withdrawals through self-service, the grading screens are open prior to the end of the term.
  - Do not enter final grades before the last day of classes. Grades entered prior to the end of the class are considered errors and are reported to department for correction.
  - Use the drop down box to choose valid grades available to be assigned to students enrolled in the section.
    - Grades with an asterisk (*) next to them are issued to courses with imputed credit, such as MTH 098 or TRS 092.
  - Grades are "rolled" to academic history throughout the day. You may adjust a grade (via the drop down grade box) until the grade rolls.
    - The 'Rolled' column changes from N to Y once the grade rolls and is moved to the student's academic history record.
    - Grades rolled to academic history may not be changed via self service. You will need to submit a record change form to adjust the grade.
      - Record change forms are available in your department office or in the Registration & Records Office.

Registration Overrides

Used to override registration problems for your courses

Registration Overrides from Faculty Services menu
- Once correct student is identified, click submit button

Registration Overrides allow an instructor to approve an override for a specific problem in advance of the student registering via self service.

- Once the override is entered, the student never sees the error message when registering for the course.

- You may only issue overrides for courses you are teaching. To override a prerequisite or other error for another instructor's course would require completion of a paper override form that can be sent to R&R for processing.

- Types of overrides available:
  - **Capacity Override** – Permits student to enroll beyond max class size
  - **Co-requisite Override** – Permits students to enroll without co-req
  - **Override Duplicate** -- Permits enrollment in two different sections of same course within single term (e.g. ENG 101-SL1 and ENG 101-100)
  - **Major Restriction Override** – Permits students outside required major to enroll in a restricted section.
  - **Prerequisite Override** – Permits students to enroll without the prerequisite
  - **Special Approval Override** – Overrides permission of instructor/department or Music Audition requirements or Honors Department permission.

Active Assignments

Courses assigned to you in a specific term

Assignment History

Courses assigned to you beginning Summer 2006

Scheduling Final Exams

Submit requests to schedule final exams for all or some of your assigned courses. This form is available on the first day of classes, in each major term, with a three week window for submitting your requests.

Departmental final exams should be requested by department Chairs/Secretaries.

Final exam week is reserved for comprehensive final exams. All other exam should be scheduled on the last day of classes.

Syllabus Information

You may enter section-specific syllabus information

Office Hours

You may enter your office hours in each section you teach and copy them to all sections you are teaching.
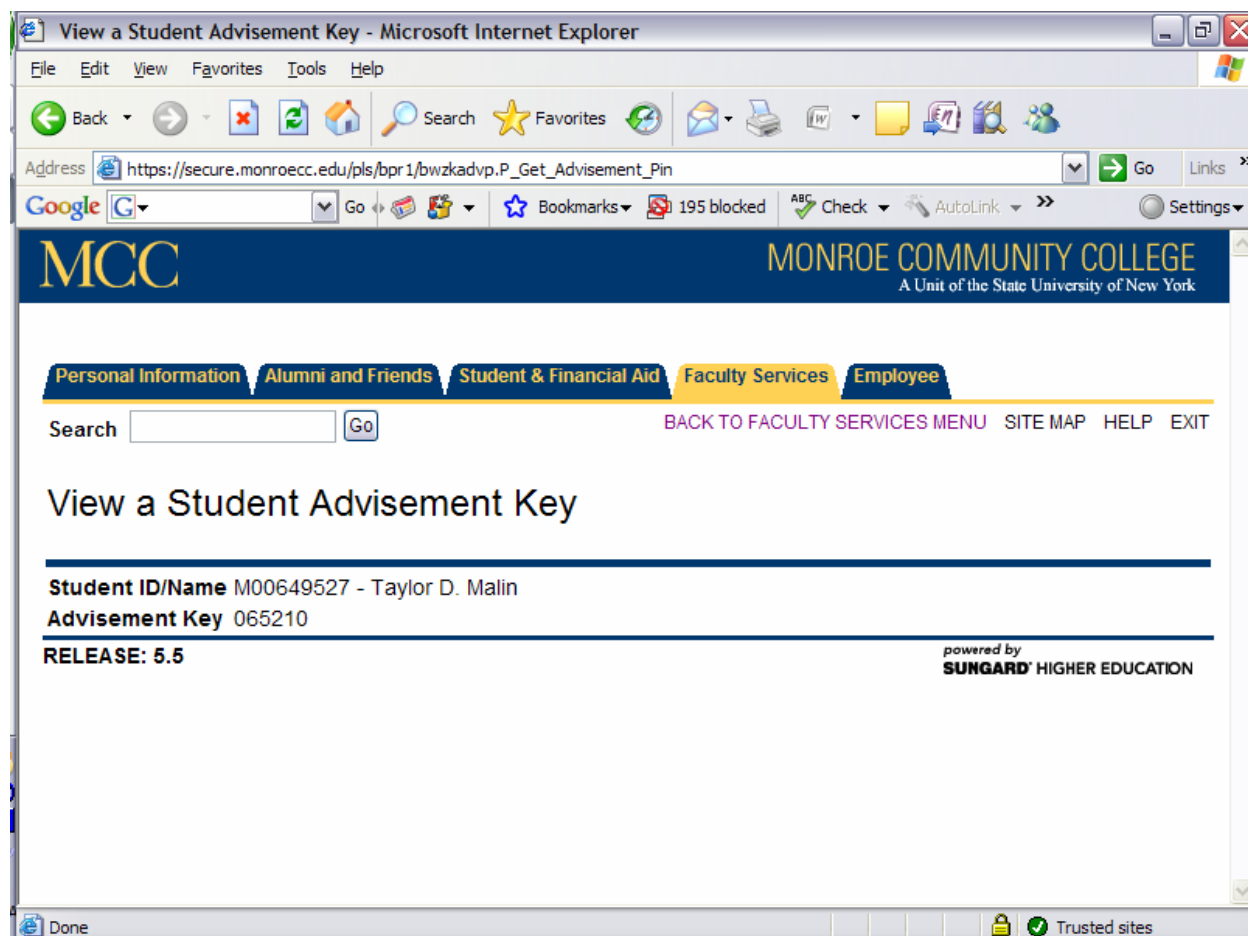

Office Hours from Faculty Self Service Menu

- You may enter your office hours
- Office hours are able to be viewed on the web.

Registration and Advisement

Advisement Key

From the Faculty Services Menu, Select Student Information, Select View Advisement Key. Select a Term and select a Student. The following screen will appear once this information is submitted to the system

View Advisement Key from Student Information Menu
Note: Banner refers to this number as the "Alternate PIN" on the student's side of the system.
- Students with an advisement key include:
    - New matriculated students
    - Students with a GPA less than 2.25
    - Students enrolled in the following programs:
        - Dental Assisting, Dental Hygiene, Education, Engineering Science, Health Information Tech, Health Studies, Massage Therapy, Nursing, Radiologic Tech and Transitional Studies

- If the student has been assigned an advisement key, he/she is required to see an advisor prior to registering for classes.
  - A faculty advisor must give this number to the student in order for the student to register themselves through student self service
  - This number is not needed if you are registering a student via faculty self service. (Remember, you need the student present when registering them in order to have the student enter his/her PIN during the registration process)
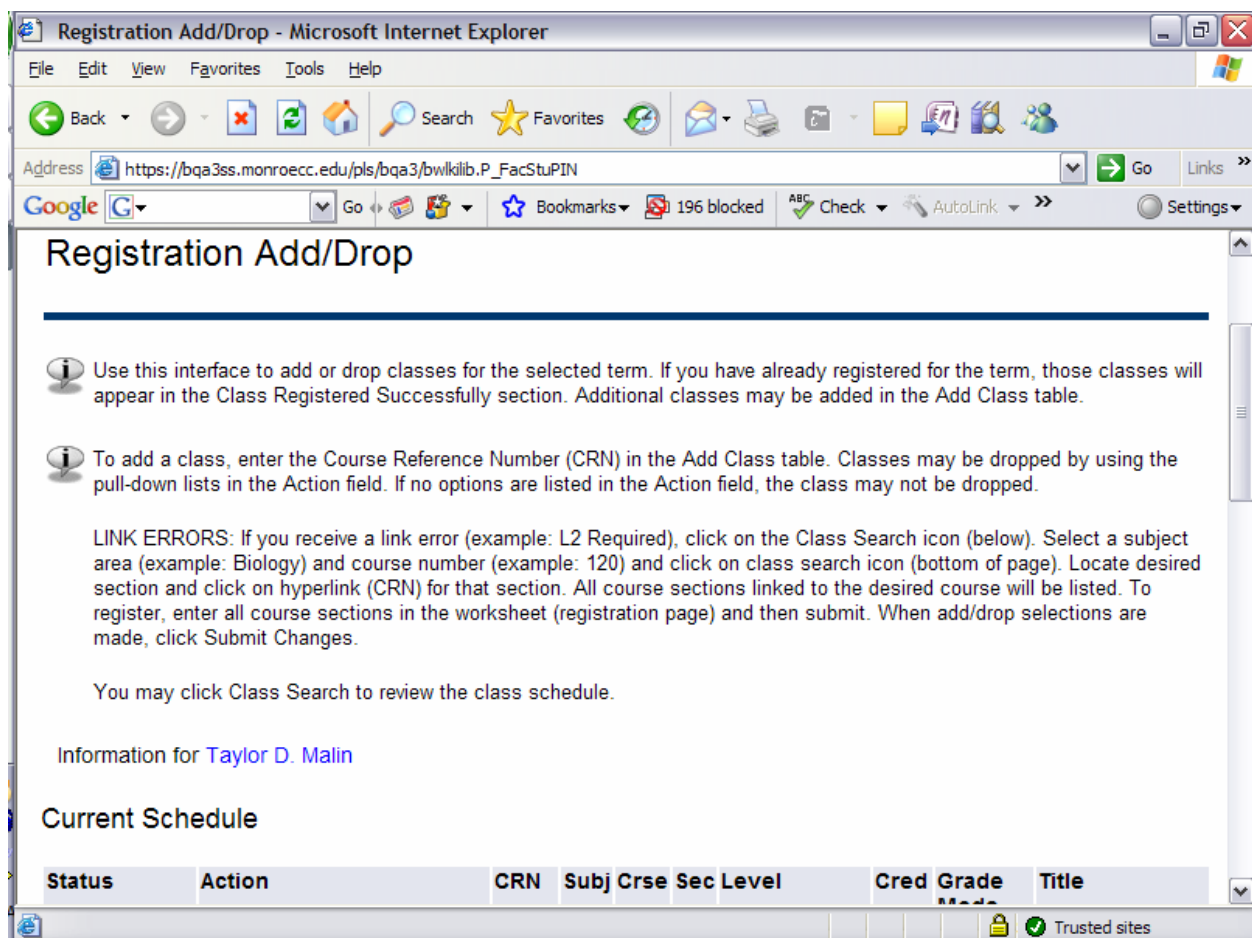
Add or Drop Classes

Register, add or drop courses for a student in your office

Add or Drop Classes from Faculty Services menu

Student's PIN must be entered in order to register, drop or add courses to a student's schedule.

Enter CRN for each course (ENTER FORMAT example)

     OR

Click **Class Search** button on bottom of page if you do not know CRN

Class Search Page

Select appropriate fields then click class search at bottom of page

Class Search Page (continued)

Click Class Search button at bottom of page to view results of search

Search Results Page

- Select section and click box to the left of the CRN
  check box = open and can register
  C= Class Closed
- Click **Register** at bottom of page

- Continue to enter courses until student is registered for all courses requested

Class Schedule

View Master Schedule Information

Class Schedule Search from Faculty Self Service

- Choose a term or search by a specific date range
- Click Submit button

Class Schedule Search Page

Continue to scroll and enter variables. Click class search button at bottom of page to see search results

Scroll to more information

Class Schedule Search Page (continued)

Numerous search variables are available in the class schedule search. Use these variables to limit your search:

- Subject
- Course Number
- Title
- Schedule Type – (e.g. lec, lab, studio, con, clinical)
- Instructional Method -- (this is where you would search for an SLN or hybrid or CD-based course)
- Credit Range
- Campus
- Course Level
- Part of Term
- Instructor
- Attribute -- (this is where you would search for a specific degree attribute, or writing intensive course or honors course)
- Start Time
- End Time
- Days

Course Catalog

General course catalog Information

Enter Term and Click Submit Button

Course Catalog Search Page

Course Catalog Search Page (continued)

Numerous search variables are available in the **Catalog Search**. The catalog is the listing of courses available at the college. It includes basic course information, but no schedule or term-specific information. Use these variables to limit your search:

- Subject
- Course Number Range
- Level
- Schedule Type
- College
- Division
- Department
- Credit Range
- Course Attribute – (this is where you would search for a specific degree attribute, or writing intensive course or honors course)

Adopt-A-Department

Our goal is to help you with the transition to Banner. We have assigned a Banner expert to each department. Please call them if you need help or have questions during the transition.

Our population of Banner experts is growing. But we kept this list small in order to assign staff to your offices who have been heavily involved in the implementation process.

Call us, e-mail us. We will do our very best to respond quickly during the transition. No question is silly. We'll be honest if we don't have the answer --- but we will find it for you.

And if you have suggestions or ideas --- share them with us!

Department	Banner Helper	Telephone/E-mail
Anthropology, Sociology, History & Political Science	Taine Vinci	X2259 (tvinci@monroecc.edu)
Applied Tech Center	Donna Burke	X2244 (dburke@monroecc.edu)
Biology	Betsy Ripton	X2243 (eripton@monroecc.edu)
Business	Denise Klein	X2259 (dklein@monroecc.edu)
Chemistry & Geo	Ervina Malin	X2245 (emalin@monroecc.edu)
Criminal Justice	Michael Johnson	X1752 (mjohnson@monroecc.edu)
Education	Michael Johnson	X1752 (mjohnson@monroecc.edu)
Engineering & Physics	Denise Klein	X2259 (dklein@monroecc.edu)
English/Philosophy	Taine Vinci	X2259 (tvinci@monroecc.edu)
Foreign Languages	Ervina Malin	X2245 (emalin@monroecc.edu)
Health & Phys Ed	Bonnie Dery	X2407 (bdery@monreocc.edu)
Health Professions	Ervina Malin	X2245 (emalin@monroecc.edu)
Hospitality	Denise Klein	X2259 (dklein@monroecc.edu)
HUM	Michael Johnson	X1752 (mjohnson@monroecc.edu)
Math	Betsy Ripton	X2243 (eripton@monroecc.edu)
Nursing	Ervina Malin	X2245 (emalin@monroecc.edu)
Office & Computer Programs	John Witherspoon	X2126 (jwitherspoon@monroecc.edu)
Psychology	Denise Klein	X2259 (dklein@monroecc.edu)
PPE	Bonnie Dery	X2407 (bdery@monreocc.edu)
Public Safety Training Center	Marc Connolly	279-4014 (mconnolly@monroecc.edu)
Technologies	John Witherspoon	X2126 (jwitherspoon@monroecc.edu)
Transitional Studies	Andy Morris	X2226 (amorris@monroecc.edu)
VAPA	Ervina Malin	X2245 (emalin@monreocc.edu)
Workforce Development	Betsy Ripton	X2243 (eripton@monroecc.edu)

Common Questions and Answers

Q: **Who can I call if I have questions?**

A: Registration & Records – 292-2300, x0 or
FacultyRegistration@monroecc.edu

Q: **Will faculty be able to access the records of all students at MCC?**

A: Full-time and 80% faculty will have access to all student records. Adjunct
instructors will only have access to students enrolled in their courses. If
an adjunct is assigned an advising role by their department or the
Counseling and Advisement Office, access to all student records will be
granted.

Q: **How do you look up class rosters for sections you are not teaching?**

A: You may only view rosters in self service in which you are the assigned
instructor. You may access specific student academic history and
registration information in self service, but not another instructor's class
roster.

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A: You may only view rosters in self service in which you are the assigned
instructor. You may access specific student academic history and
registration information in self service, but not another instructor's class
roster.

Q: **What is a CRN?**

A: CRN = Course Reference Number, a distinct number assigned to each
section within a specific term. You will use this number when registering
students for courses. (If you don't have the number, you can always
search on department, level and section)

Common Banner Attendance Questions:

Q: **What if a student attended the course for a few classes and the never
came back?**

A: Enter the last date the student attended the course.

Q: **What if the student was absent on the census date, but I know they are coming back to class based on my conversation with the student?**

A: Consider this student present and attending the course. You believe they are coming back and do not want them to be considered absent in the attendance process.

> Q2: What if I was wrong and the student never comes back?
> A2: Withdraw them or issue a final grade.

This is not a perfect science.

Q: **What if a student is dropped and then they come back and I want to get them back on the roster?**

A: Reinstate them using a green slip.

Q: **I have already withdrawn a few students, and then they were dropped in the attendance audit based on their last date of attendance. Now they want are coming to me asking if I can reinstate their W grade because there are negative financial aid ramifications for them.**

A: It is against the law for you to make academic decisions based on a student's financial aid status and/or needs. Three recommendations: (1) Be sure you have entered your attendance correctly. (2) Be sure you include an attendance policy in your syllabus. (3) Enforce the attendance policy in your syllabus.

Q: **Why do we have to send you attendance at all?**

A: We are required to return financial aid to the government if a student has not attended a course for the minimum required time period (census date). We want to obtain that information prior to release of financial aid funds to the student.

Q2: Can't the student pay the government back if they don't qualify for the funds?

A2: No. We are required to repay the funds to the government agency. If we incorrectly release the excess funds to the student, we will basically have to pay the aid twice (once to the ineligible student and once to the government agency). You can imagine how happy that makes our auditors!

Q: **What is census?**

A: Census is the date at which students earn their financial aid and when the college calculates enrollment figures for the state. Typically, census is the last day of the first 20% of a course.