



BANNER SELF SERVICE FOR STUDENT

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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*)

MCC Employee Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://www.monroecc.edu/employees/>

Google

MCC

Contact Us | College Directory | MCC News | A-Z Index

Rochester
New York

Employees

Academic Resources
Administration
Campus Services
Employee Resources
Technical Services
Training Opportunities

Banner Self Service

Click Here

MCC News

Help

Directory Search

MCC Daily Tribune

7/25/2007

[Farewell Party for Tracy Archie](#)
Reminder: Please come and join us on Wednesday, August 1, 2007, from 2:00 – 4:00 p.m. in the Board Lounge to wish Tracy Archie farewell and express...

[New Styles of Vera Bradley in the MCC Bookstore](#)
Stop by the Bookstore and see the new styles of Vera Bradley bags Located on the 2nd floor of the MCC Bookstore. Faculty and staff receive 25% OFF ...

[Outstanding Travel Expense Reports and Local Mileage Reimbursements](#)
To better prepare for our year-end close, we request that all outstanding travel expense reports, local mileage reimbursements, etc., be submitted to...

[Blood Drive Reminder!](#)

Email Access

Email Username:

Password:

- Login -

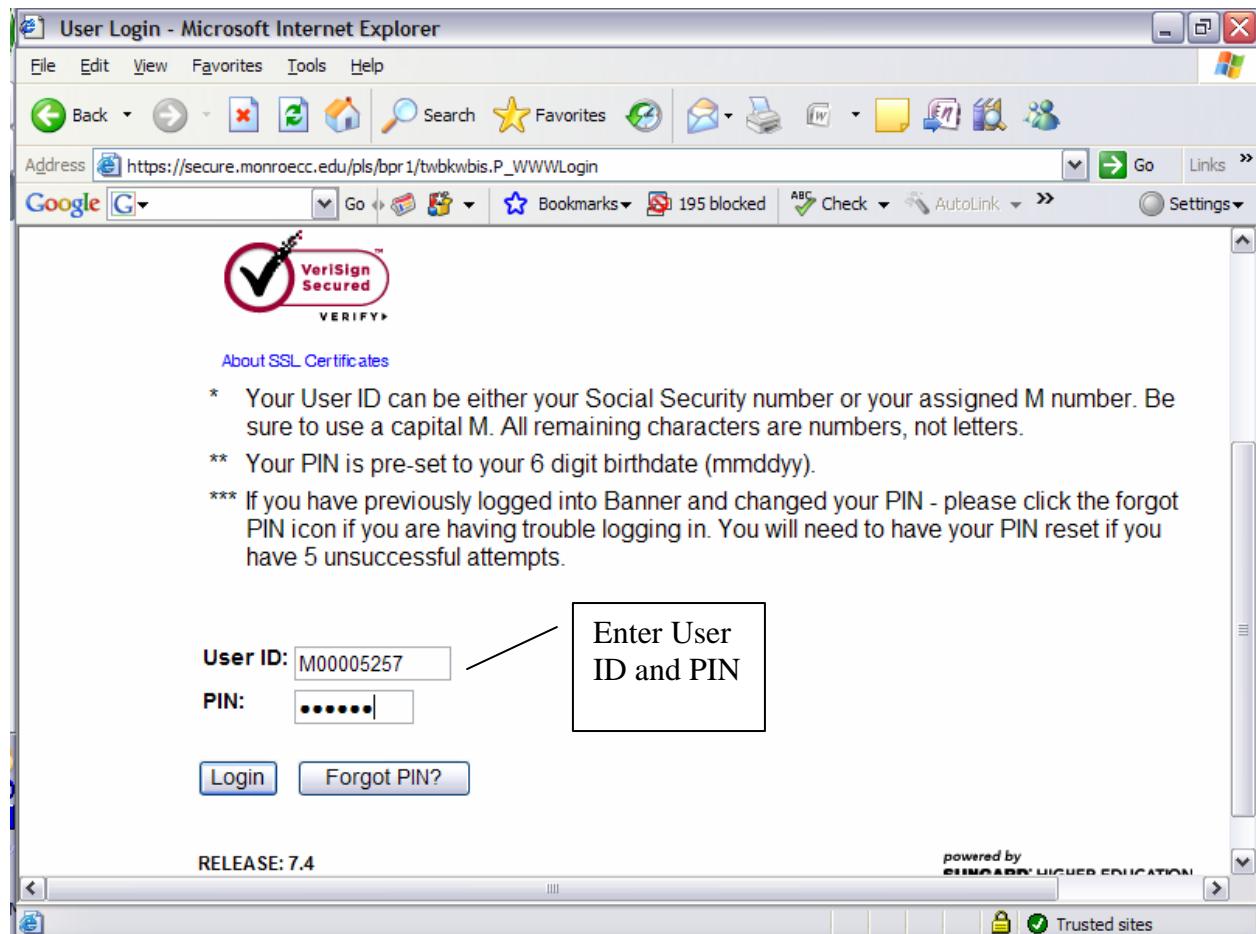
High Speed Dial-Up

Local intranet

Log On Page

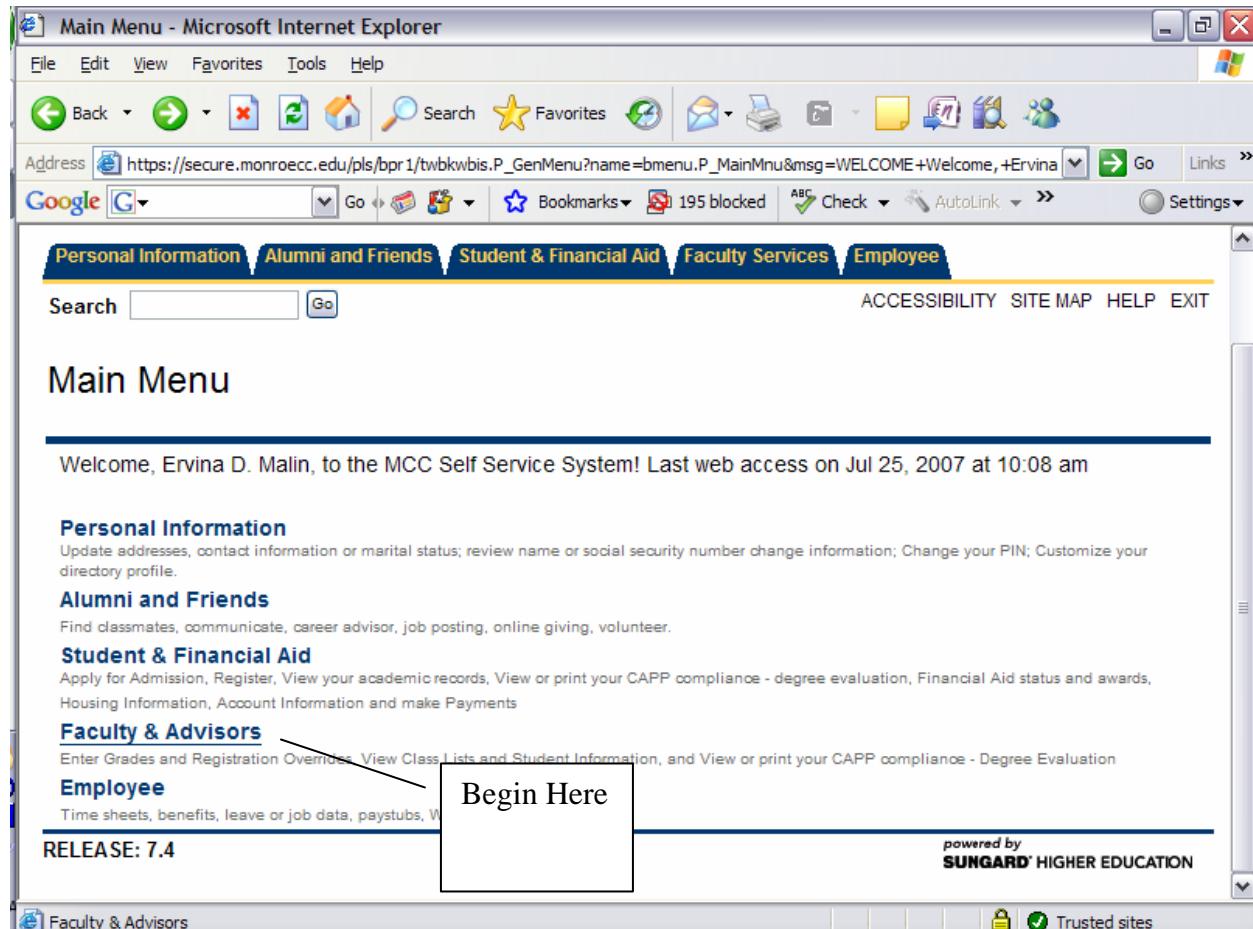
- Enter Banner ID Number
 - Use your Banner ID that begins with M
(Remember to use a capital 'M')
 - You may also use your SSN number as your User ID
- Enter Personal Identification Number (PIN)
 - This is set to your 6 digit birth date the first time you log into self service
 - If you have already 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
 - 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



Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://secure.monroecc.edu/pls/bpr1/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,+Ervina

Google

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

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Ervina D. Malin, to the MCC Self Service System! Last web access on Jul 25, 2007 at 10:08 am

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student & Financial Aid
Apply for Admission, Register, View your academic records, View or print your CAPP compliance - degree evaluation, Financial Aid status and awards, Housing Information, Account Information and make Payments

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information, and View or print your CAPP compliance - Degree Evaluation

Employee
Time sheets, benefits, leave or job data, paystubs, W-2s

RELEASE: 7.4

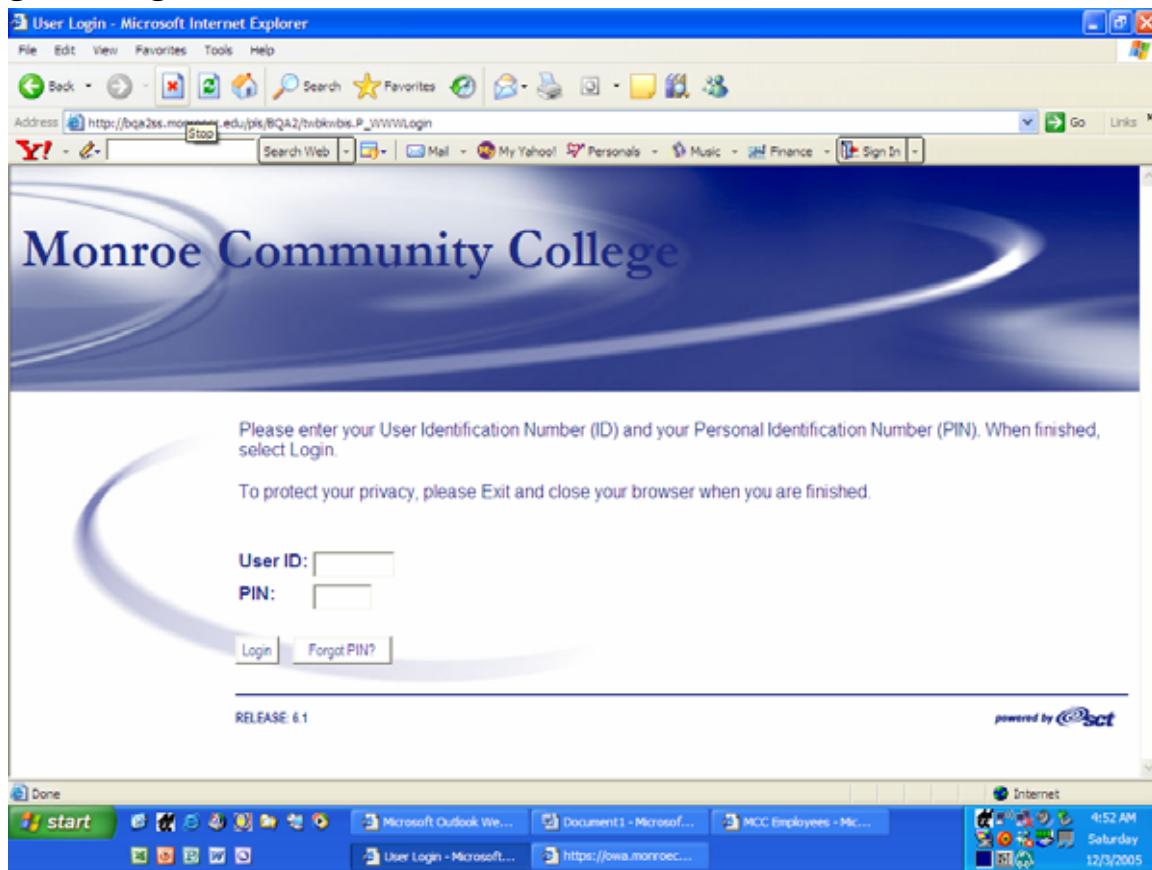
Begin Here

powered by
SUNGARD® HIGHER EDUCATION

Faculty & Advisors Trusted sites

- Click Faculty & Advisors to access the Faculty Services Menu

Log On Page



- Enter Banner ID Number
 - Use your Banner ID that begins with M
(Remember to use a capital 'M')
 - You may also use your SSN number as your User ID
- Enter Personal Identification Number (PIN)
 - This is set to your 6 digit birth date the first time you log into self service
 - 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
 - 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

The screenshot shows a Microsoft Internet Explorer window displaying the Monroe Community College Main Menu. The title bar reads "Main Menu - Microsoft Internet Explorer". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Refresh, Home, Search, Favorites, and other icons. The address bar shows the URL: http://bqa2ss.monroecc.edu/pls/BQA2/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,%20Tair. The main content area features the Monroe Community College logo and a search bar. A navigation bar below the logo includes links for Personal Information, Student Services & Financial Aid, Faculty Services, Employee, Finance, and Change Term. The "Faculty Services" link is highlighted. A sub-menu titled "Main Menu" is displayed, containing links for Personal Information, Student & Financial Aid, Faculty & Advisors, and Employee. The "Faculty & Advisors" link is highlighted. The sub-menu also includes a note about entering grades and registration overrides. The status bar at the bottom shows the local intranet, the date (Wednesday), the time (1:13 PM), and the taskbar icons.

- Click Faculty & Advisors to access the Faculty Services Menu

Faculty Services Menu

Faculty & Advisors Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Favorites

Address: https://secure.monroecc.edu/pls/bpr1/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu

Google Bookmarks 195 blocked ABC Check AutoLink Settings

MUNROE 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

Faculty Services

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

Trusted sites

Faculty Services through Banner Self Service:

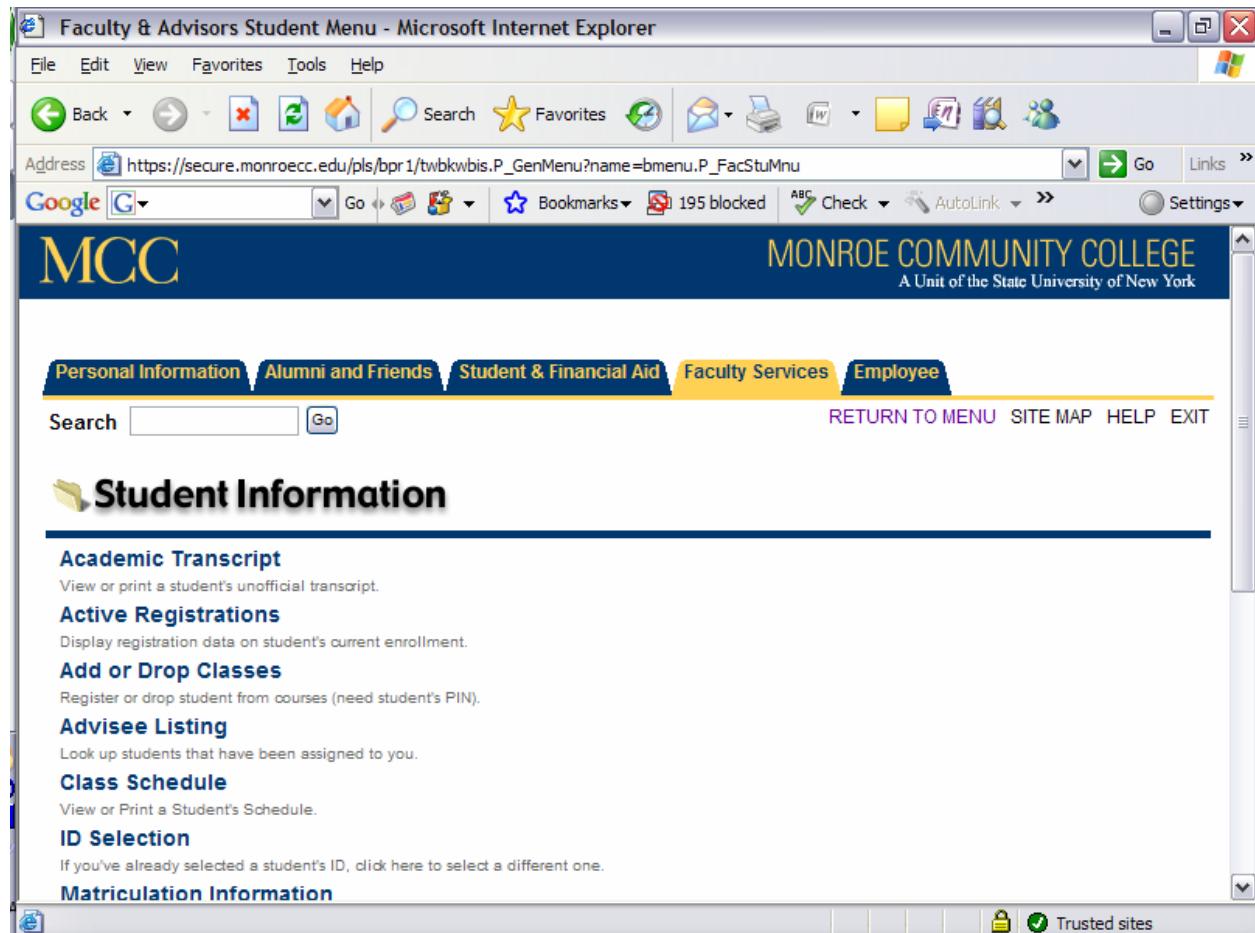
- **Student Information Menu**
 - Display student information; View a student's schedule; Process registration overrides; Process a student's registration
- **Active Assignments**
 - Access to class lists, waitlists, syllabi, office hours and detail schedule
- **Add or Drop Classes**
 - Register or drop 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 online.
- **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:

The screenshot shows a Microsoft Internet Explorer window with the title "Faculty & Advisors Menu - Microsoft Internet Explorer". The address bar shows the URL: https://secure.monroecc.edu/pls/bpr1/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu. The page header includes the Monroe Community College logo and "A Unit of the State University of New York". The main menu bar has tabs: Personal Information, Alumni and Friends, Student & Financial Aid, Faculty Services (which is highlighted in yellow), and Employee. Below the menu is a search bar and links to RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Faculty Services" and contains a "Student Information Menu" with sub-options: Active Assignments, Add or Drop Classes, Advisor Menu, Assignment History, and Attendance, Withdrawal & Final Grades.

- 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

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

Google

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

Student Information Menu Options:

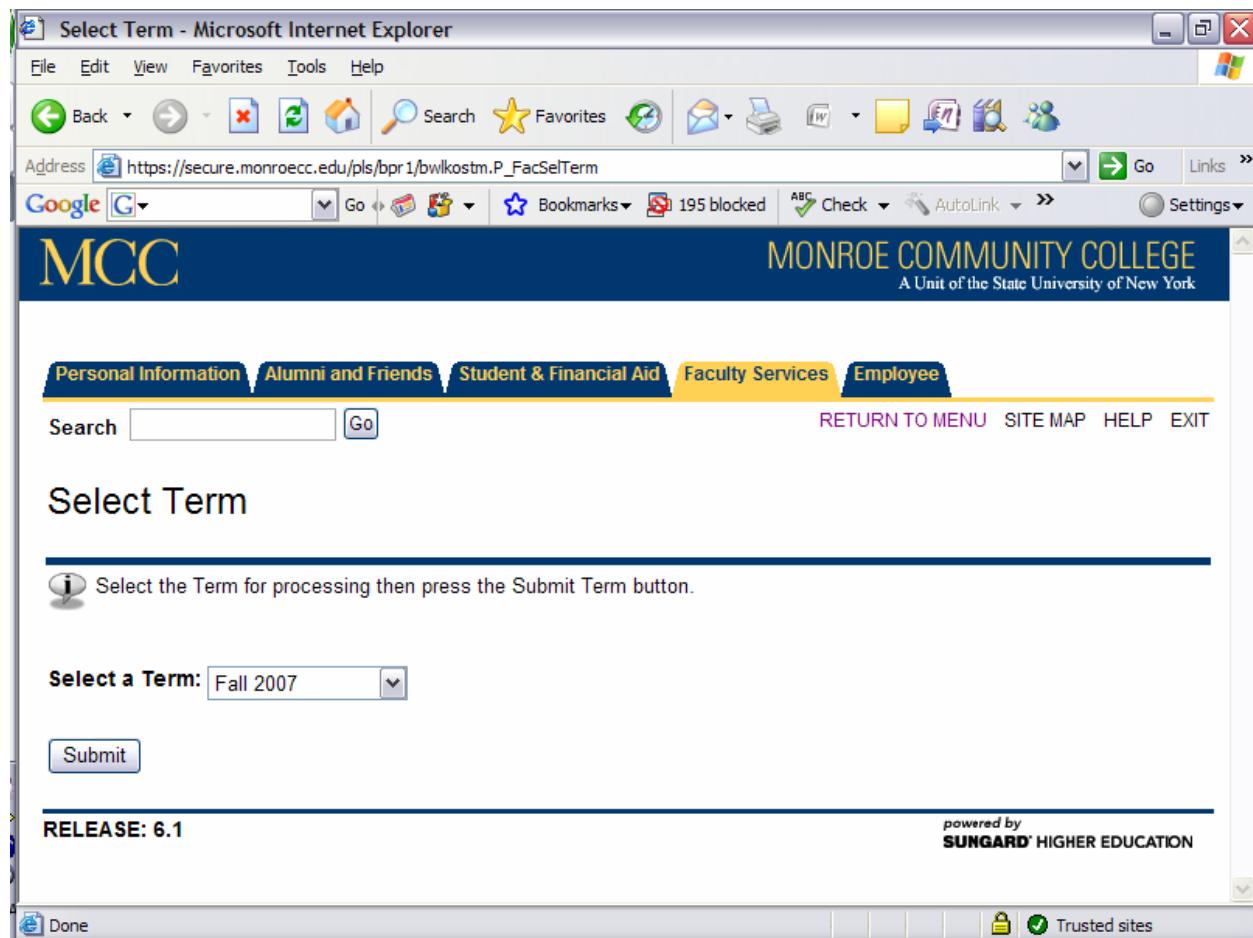
- **Academic Transcript**
 - View or print a student's unofficial transcript.
- **Active Registrations**
 - Display registration data on student's current enrollment.
- **Add or Drop Classes**
 - Register or drop student from courses (need student's PIN)
- **Advisee Listing**
 - Look up students that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

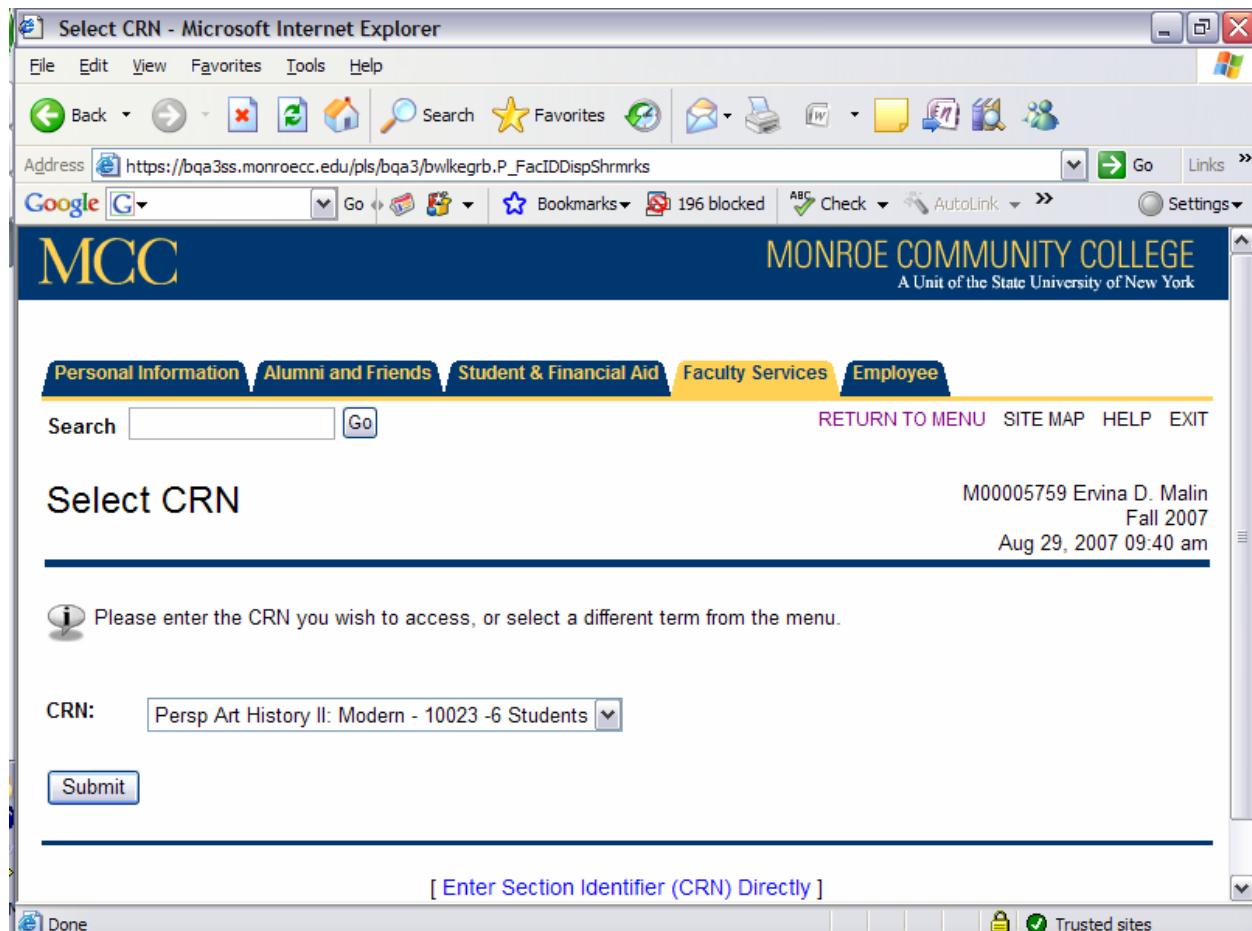


The screenshot shows a Microsoft Internet Explorer window with the title "Select Term - Microsoft Internet Explorer". The address bar contains the URL https://secure.monroec.edu/pls/bpr1/bwlkostm.P_FacSelTerm. The page header includes the Monroe Community College logo and the text "A Unit of the State University of New York". A navigation menu at the top includes links for Personal Information, Alumni and Friends, Student & Financial Aid, Faculty Services (which is highlighted in yellow), and Employee. Below the menu is a search bar with a "Go" button. A message "Select the Term for processing then press the Submit Term button." is displayed above a dropdown menu labeled "Select a Term: Fall 2007". A "Submit" button is located below the dropdown. At the bottom of the page, there is a "RELEASE: 6.1" notice and a "powered by SUNGARD HIGHER EDUCATION" logo. The status bar at the bottom of the browser window shows "Done" and "Trusted sites".

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)



Select CRN - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://bqa3ss.monroecc.edu/pls/bqa3/bwlkegrb.P_FacIDDispShrmrk

Google Bookmarks 196 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

Select CRN M00005759 Ervina D. Malin
Fall 2007
Aug 29, 2007 09:40 am

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

CRN: Persp Art History II: Modern - 10023 -6 Students

Submit

[Enter Section Identifier (CRN) Directly]

- Use drop down box to choose one of the courses you are teaching
 - Only courses officially assigned to you are available on list
 - 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
 - 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 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Favorites Search Go Links

Address https://bqa3ss.monroecc.edu/pls/bqa3/bwlfkfac.P_FacSched

Google Go Bookmarks 196 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

Faculty Detail Schedule

M00005759 Ervina D. Malin
Fall 2007
Aug 29, 2007 09:42 am

 Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

Perspectives of Art History I: Ancient - 10030 - ART 118 - 005

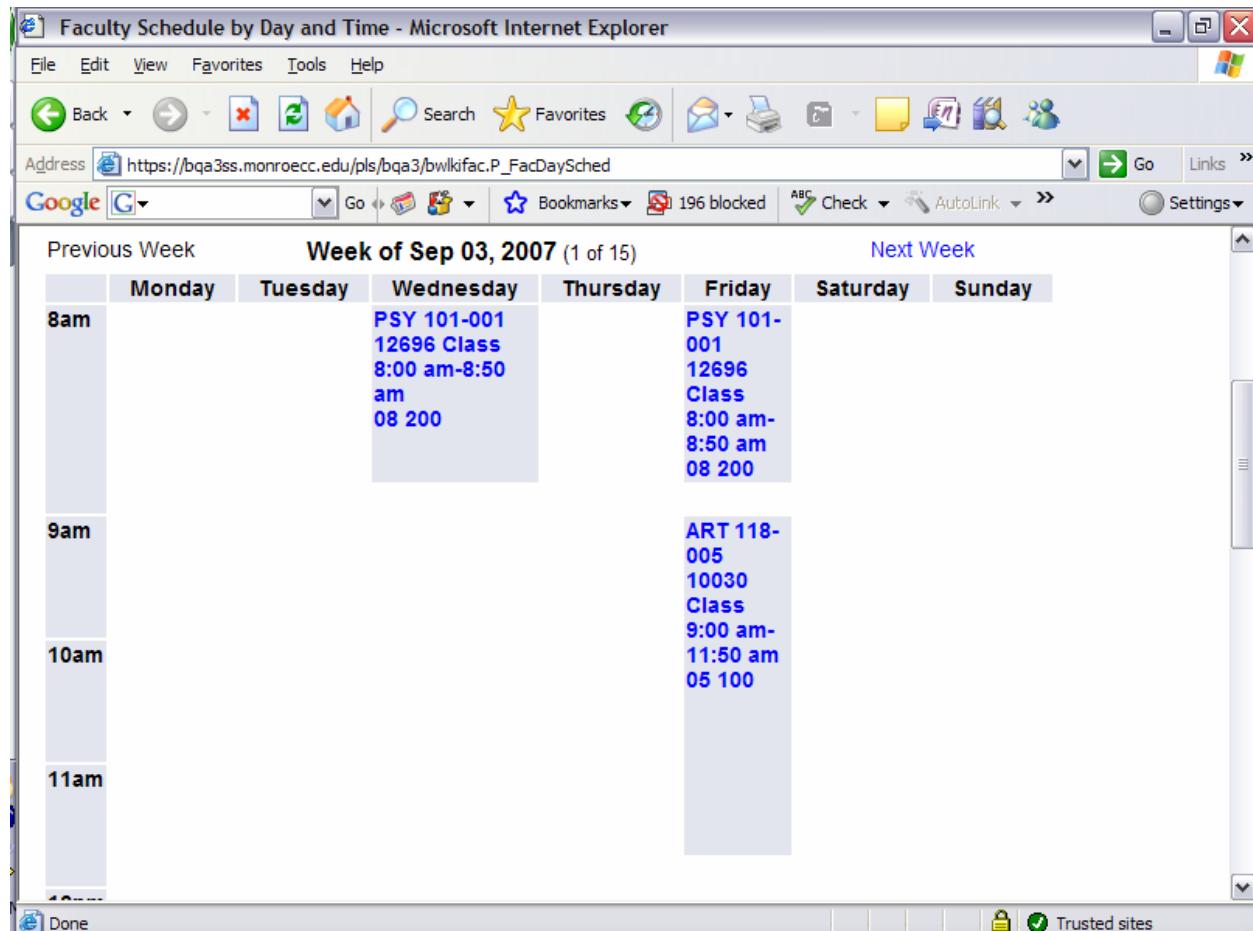
Status:	Active
Available for Registration:	Mar 19, 2007 - Sep 10, 2007
College:	Liberal Arts
Department:	Visual and Performing Arts
Part of Term:	1
Course Credits:	3.000

Done Trusted sites

Faculty Detail Schedule from the Faculty Services menu

Week at a Glance

Your schedule in a calendar format



The screenshot shows a Microsoft Internet Explorer window displaying a weekly course schedule. The title bar reads "Faculty Schedule by Day and Time - Microsoft Internet Explorer". The address bar shows the URL: https://bqa3ss.monroecc.edu/pls/bqa3/bwlkifac.P_FacDaySched. The page content is titled "Week of Sep 03, 2007 (1 of 15)". The schedule is presented in a grid format with days of the week (Monday through Sunday) as columns and time slots (8am, 9am, 10am, 11am) as rows. The schedule shows two classes: PSY 101-001 (12696 Class) from 8:00 am-8:50 am and ART 118-005 (10030 Class) from 9:00 am-11:50 am.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am			PSY 101-001 12696 Class 8:00 am-8:50 am 08 200		PSY 101- 001 12696 Class 8:00 am- 8:50 am 08 200		
9am					ART 118- 005 10030 Class 9:00 am- 11:50 am 05 100		
10am							
11am							

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 individual OR all 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

Faculty Class List by Course Reference Number - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address https://bqa3ss.monroecc.edu/pls/bqa3/bwlkfcwl.P_FacClasList Go Links

Google Go Bookmarks Check AutoLink Settings

Record Number	Student Name	ID	Registration Status	Registration Number
3	DeWaters, Matthew A.	M00286057	**Web Registered**	4

Current Program
Associate in Science

Level: Undergraduate
Program: Fine Arts FA01
Admit Term: Fall 2006
Admit Type: Freshman
Catalog Term: Fall 2006
College: Liberal Arts
Major and Department: FA01 Fine Arts, Visual and Performing Arts

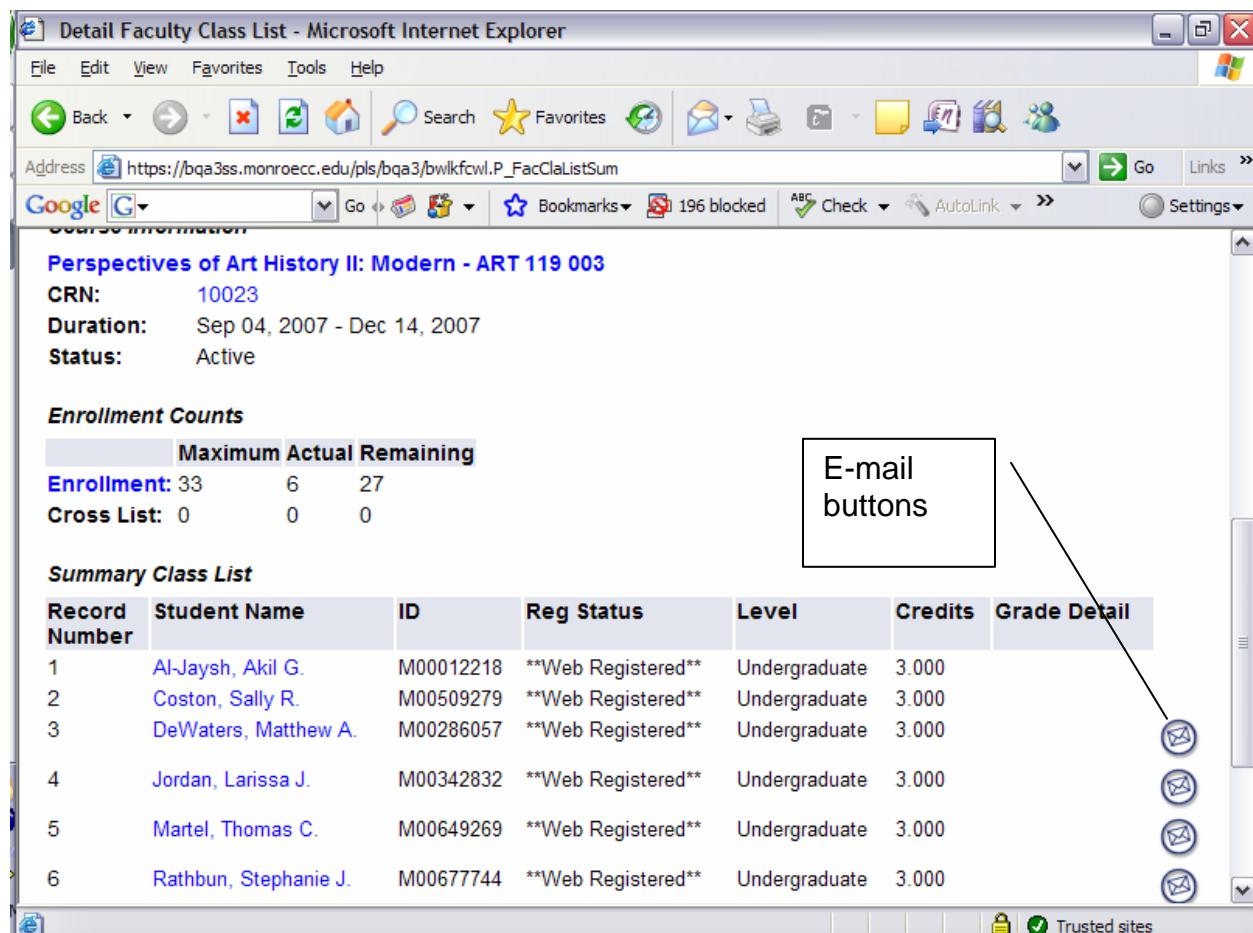
Class: 24 or More Credits Earned
Credits: 3.000

Record Number	Student Name	ID	Registration Status	Registration Number
4	Jordan, Larissa J.	M00342832	**Web Registered**	1

E-mail Button

Trusted sites

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



Perspectives of Art History II: Modern - ART 119 003

CRN: 10023
Duration: Sep 04, 2007 - Dec 14, 2007
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	33	6	27
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Al-Jaysh, Akil G.	M00012218	**Web Registered**	Undergraduate	3.000	
2	Coston, Sally R.	M00509279	**Web Registered**	Undergraduate	3.000	
3	DeWaters, Matthew A.	M00286057	**Web Registered**	Undergraduate	3.000	
4	Jordan, Larissa J.	M00342832	**Web Registered**	Undergraduate	3.000	
5	Martel, Thomas C.	M00649269	**Web Registered**	Undergraduate	3.000	
6	Rathbun, Stephanie J.	M00677744	**Web Registered**	Undergraduate	3.000	

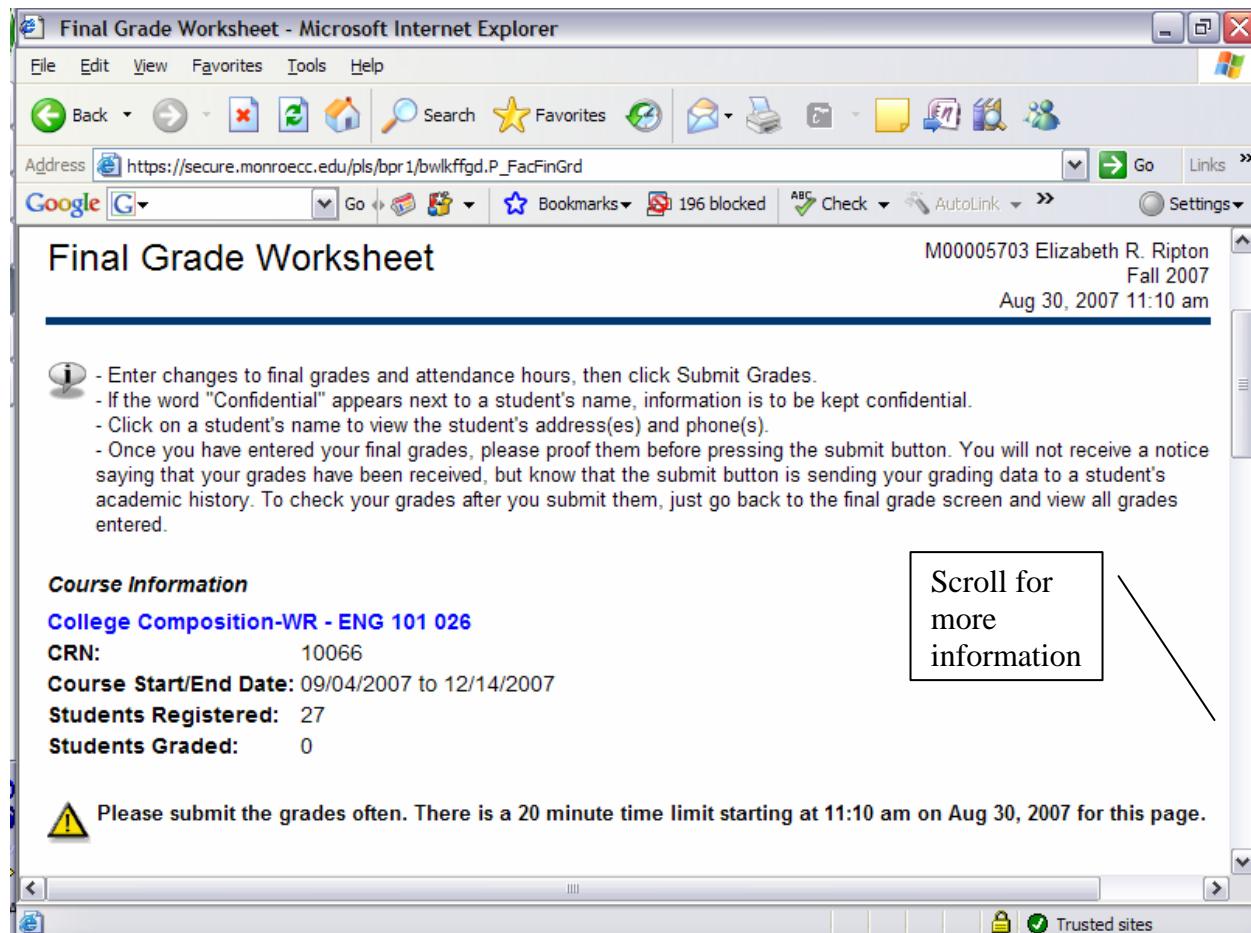
- **To e-mail student click envelope button**
- **To exit page:**
 - Scroll to bottom of page
 - Click Return to Previous to return to the previous page
 - Or click New Search for look at another section you are teaching
 - Or use the Internet Explorer Back Button (top of page) to return to previous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

Attendance, Withdrawal & Final Grades

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

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

Final Grade Worksheet



The screenshot shows a Microsoft Internet Explorer window with the title "Final Grade Worksheet - Microsoft Internet Explorer". The address bar shows the URL https://secure.monroecc.edu/pls/bpr1/bwlkffgd.P_FacFinGrd. The page content is titled "Final Grade Worksheet" and displays student information: M00005703 Elizabeth R. Ripton, Fall 2007, Aug 30, 2007 11:10 am. Below this, a list of instructions is provided:

- Enter changes to final grades and attendance hours, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).
- Once you have entered your final grades, please proof them before pressing the submit button. You will not receive a notice saying that your grades have been received, but know that the submit button is sending your grading data to a student's academic history. To check your grades after you submit them, just go back to the final grade screen and view all grades entered.

Course Information

College Composition-WR - ENG 101 026

CRN: 10066

Course Start/End Date: 09/04/2007 to 12/14/2007

Students Registered: 27

Students Graded: 0

Warning: Please submit the grades often. There is a 20 minute time limit starting at 11:10 am on Aug 30, 2007 for this page.

A callout box with the text "Scroll for more information" is positioned to the right of the course information section. A yellow warning icon is present on the left side of the warning message.

Final Grade Worksheet (continued)

Final Grade Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Help Address https://secure.monroecc.edu/pls/bpr1/bwlkffgd.P_FacFinGrd Go Links

Google Go Bookmarks 196 blocked ABC Check AutoLink Settings

⚠ 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

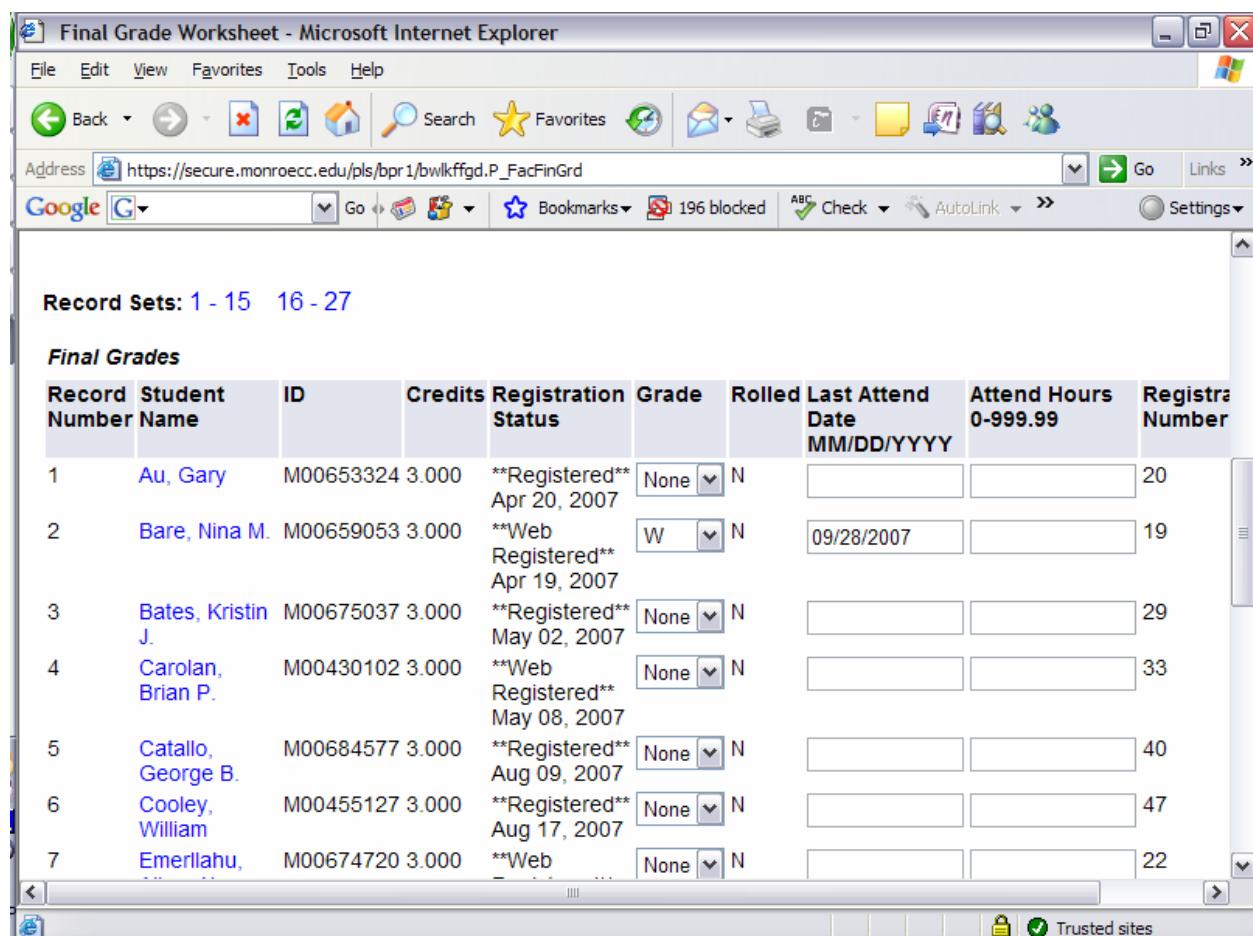
Record	Student Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	Au, Gary		M00653324	3.000	**Registered** Apr 20, 2007	A	N			20
2	Bare, Nina M.		M00659053	3.000	**Web Registered** Apr 19, 2007	W	N	10/22/2007		19
3	Bates, Kristin J.		M00675037	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,		M00455127	3.000	**Registered** Aug 17, 2007	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.



Record	Student Number	Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
1	Au, Gary		M00653324	3.000	**Registered** Apr 20, 2007	None	N			20
2	Bare, Nina M.		M00659053	3.000	**Web Registered** Apr 19, 2007	W		09/28/2007		19
3	Bates, Kristin J.		M00675037	3.000	**Registered** May 02, 2007	None				29
4	Carolan, Brian P.		M00430102	3.000	**Web Registered** May 08, 2007	None				33
5	Catallo, George B.		M00684577	3.000	**Registered** Aug 09, 2007	None				40
6	Cooley, William		M00455127	3.000	**Registered** Aug 17, 2007	None				47
7	Emerllahu, ...		M00674720	3.000	**Web	None				22

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

- Attendance is entered on the Attendance, Withdrawal & Final Grade form found on the Faculty Services menu, in Banner Self Service
- If the student is attending the course, enter the number (1) in the course, enter the number (1) in the "Attend Hours" column.
- If the student has never attended the course, enter the number zero (0) in "Attend Hours" column.
- 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.
- When attendance data has been entered for every student on the roster, click the submit button.
- 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.

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	Attend Hours 0-999.99	Registration Number	
1	Au, Gary	M00653324	3.000	**Registered** Apr 20, 2007	None <input type="button" value="▼"/>	N	1		20	
2	Bare, Nina M.	M00659053	3.000	**Web Registered** Apr 19, 2007	None <input type="button" value="▼"/>	N	1		19	
3	Bates, Kristin J.	M00675037	3.000	**Registered** May 02, 2007	None <input type="button" value="▼"/>	N		0	29	
4	Carolan, Brian P.	M00430102	3.000	**Web Registered** May 08, 2007	None <input type="button" value="▼"/>	N	09/07/2007		33	
5	Catallo, George B.	M00684577	3.000	**Registered** Aug 09, 2007	None <input type="button" value="▼"/>	N	1		40	
6	Cooley, *****	M00455127	3.000	**Registered** *****	None <input type="button" value="▼"/>	N	1		47	

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.

Final Grade Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Favorites Home Mail Print Go Links

Address https://secure.monroccc.edu/pls/bpr1/bwlkffgd.P_FacFinGrd Go Links

Google Bookmarks 196 blocked ABC Check AutoLink Settings

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

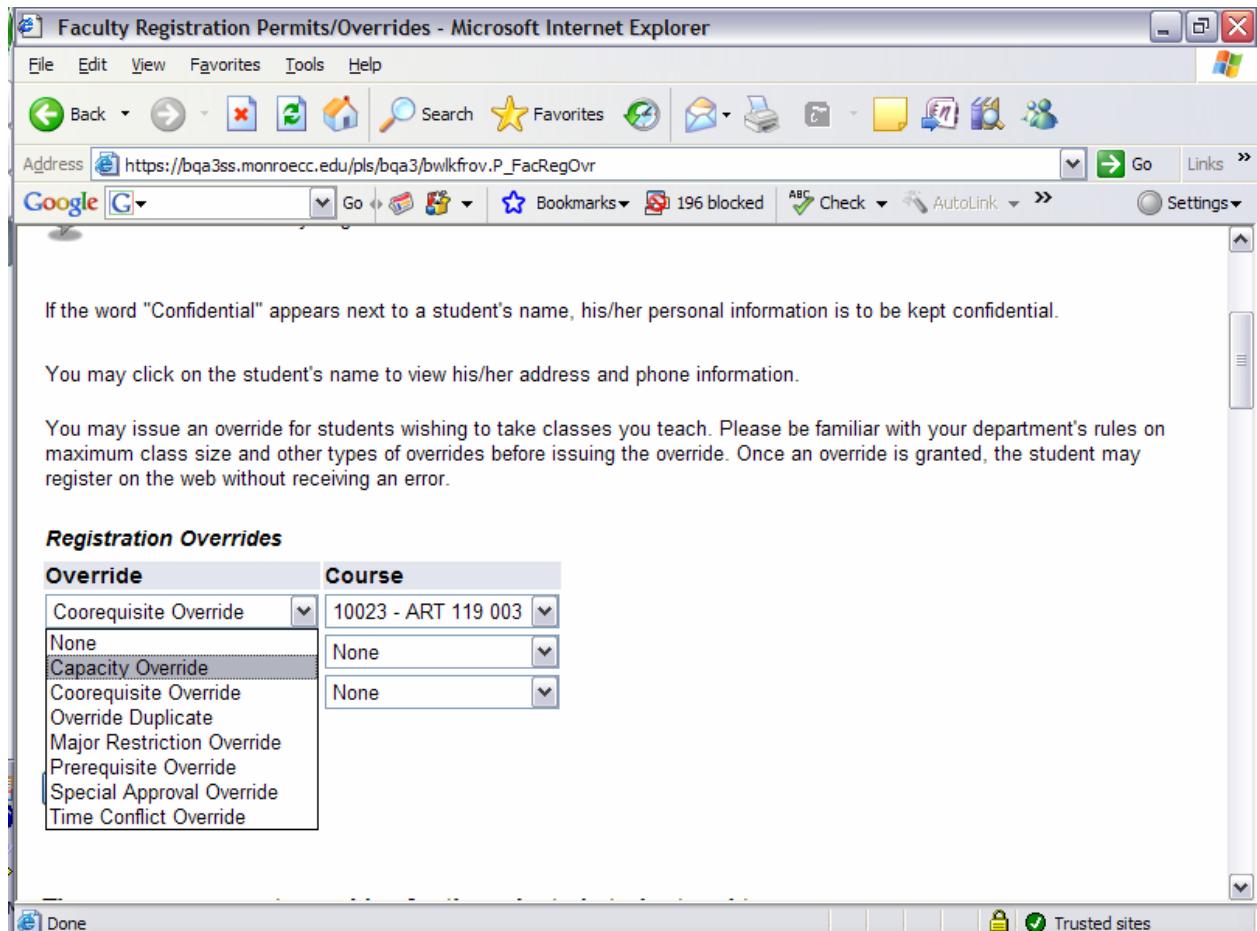
Record Sets: 1 - 15 16 - 27

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours 0-999.99	Registration 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,	M00455127	3.000	**Registered**	B-	N			47

Registration Overrides

Used to override registration problems for your courses



If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

You may issue an override for students wishing to take classes you teach. Please be familiar with your department's rules on maximum class size and other types of overrides before issuing the override. Once an override is granted, the student may register on the web without receiving an error.

Registration Overrides

Override	Course
Coorequisite Override	10023 - ART 119 003
None	None
Capacity Override	None
Coorequisite Override	
Override Duplicate	
Major Restriction Override	
Prerequisite Override	
Special Approval Override	
Time Conflict Override	

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

The screenshot shows a Microsoft Internet Explorer window with the title "View Active Assignments - Microsoft Internet Explorer". The address bar displays the URL https://bqa3ss.monroecc.edu/pls/bqa3/bwlkasgn.P_FacActAssign. The page content is titled "Active Assignments" and lists three courses:

Perspectives of Art History II: Modern - ART 119 003

Associated Term:	Fall 2007	Credits:	3.000
CRN:	10023	Grade Mode:	Standard Letter , Audit
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Traditional	Office Hours:	Add
Campus:	Brighton Campus	Roster:	Classlist Waitlist
Available for Registration: Mar 19, 2007 to Sep 10, 2007		Detail Schedule:	Display

Perspectives of Art History I: Ancient - ART 118 005

Associated Term:	Fall 2007	Credits:	3.000
CRN:	10030	Grade Mode:	Standard Letter , Audit
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Traditional	Office Hours:	Add
Campus:	Brighton Campus	Roster:	Classlist Waitlist
Available for Registration: Mar 19, 2007 to Sep 10, 2007		Detail Schedule:	Display

Perspectives of Art History I: Ancient - ART 118 181

Associated Term:	Fall 2007	Credits:	3.000
-------------------------	-----------	-----------------	-------

Assignment History

Courses assigned to you beginning Summer 2006

The following represents your class assignments, both past and present.

Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
Fall 2007	10023 ART 119	Perspectives of Art History II: Modern	3.000	Undergraduate	Brighton Campus	Traditional	Yes	Active	
Fall 2007	10030 ART 118	Perspectives of Art History I: Ancient	3.000	Undergraduate	Brighton Campus	Traditional	Yes	Active	
Fall 2007	10032 ART 118	Perspectives of Art History I: Ancient	3.000	Undergraduate	Brighton Campus	Traditional	Yes	Active	
Fall 2007	12696 PSY 101	Introductory Psychology	3.000	Undergraduate	Brighton Campus	Traditional	Yes	Active	

[[View Active Assignments](#) | [Week at a Glance](#) | [Detail Class List](#) | [Detail Wait List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Summary Class List](#) | [Summary Wait List](#)]

RELEASE: 7.2

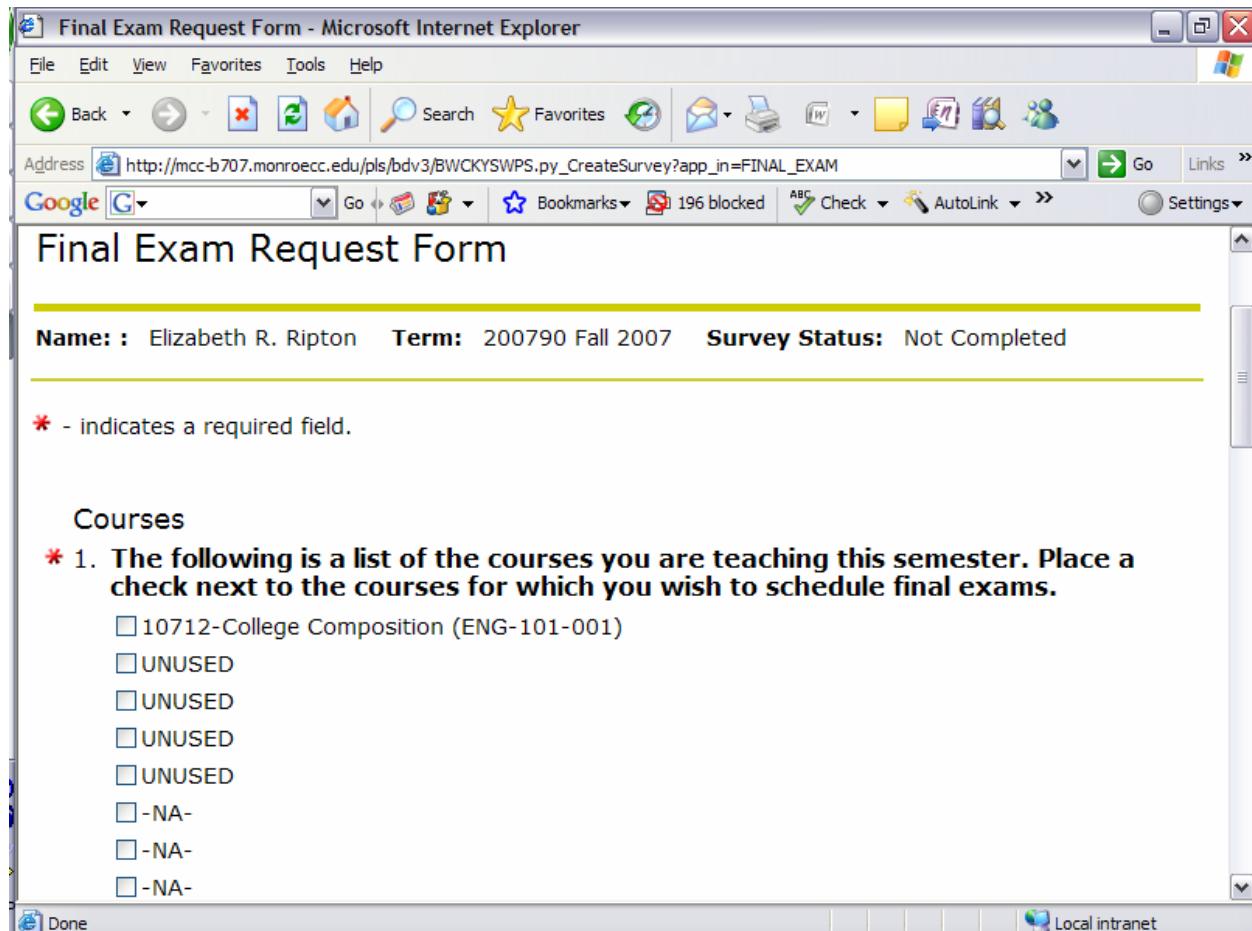
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SUNGARD HIGHER EDUCATION

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.

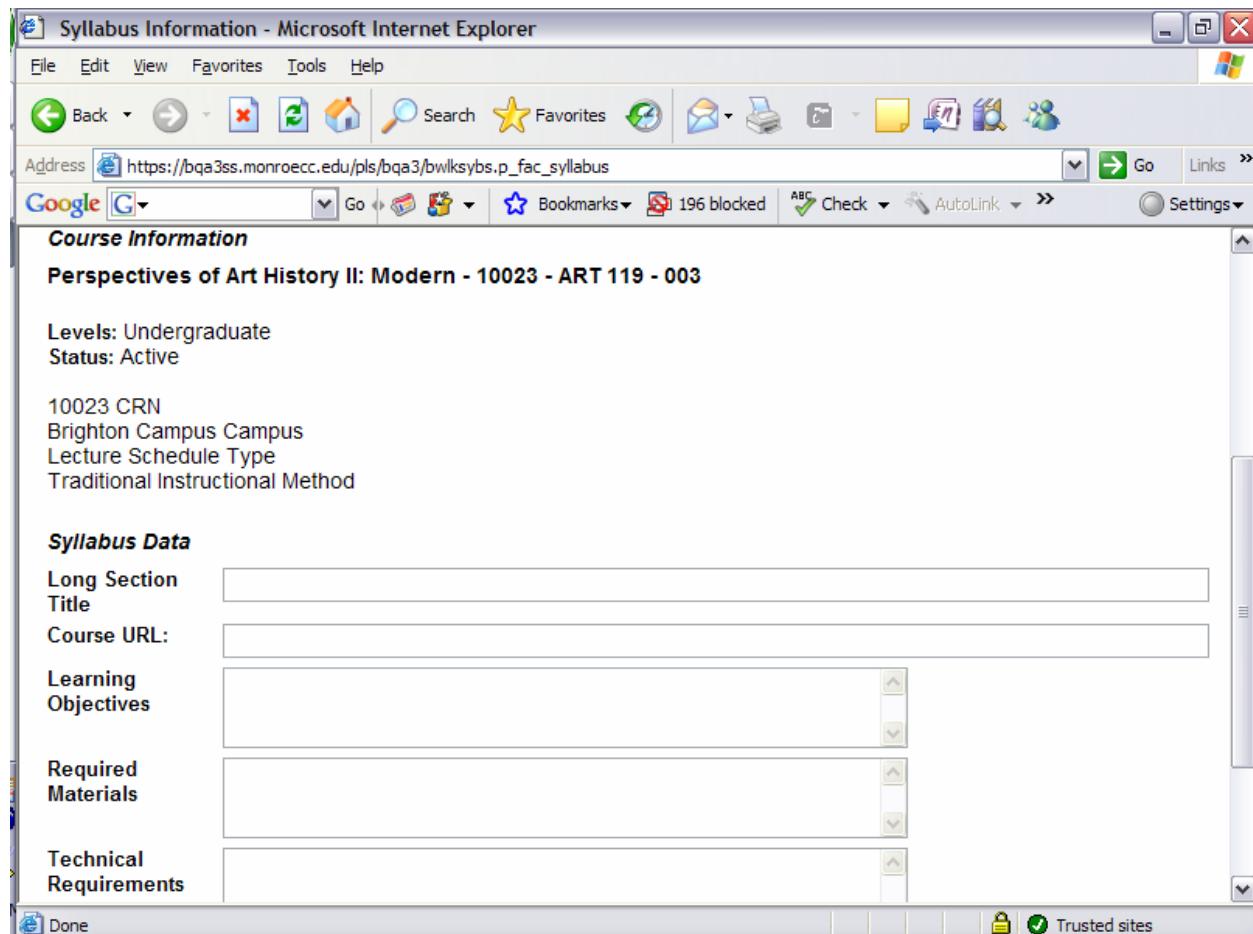
Final exam week is reserved for comprehensive final exams. All other exam should be scheduled on the last day of classes.



The screenshot shows a Microsoft Internet Explorer window with the title "Final Exam Request Form - Microsoft Internet Explorer". The address bar contains the URL http://mcc-b707.monroecc.edu/pls/bdv3/BWCKYSWPS.py_CreateSurvey?app_in=FINAL_EXAM. The page content is titled "Final Exam Request Form". It displays the following information: Name: Elizabeth R. Ripton, Term: 200790 Fall 2007, Survey Status: Not Completed. A note states: * - indicates a required field. The section "Courses" contains a list of checkboxes for courses: 10712-College Composition (ENG-101-001), UNUSED, UNUSED, UNUSED, -NA-, -NA-, -NA-. The bottom of the window shows standard Internet Explorer navigation and status bars.

Syllabus Information

You may enter section-specific syllabus information



The screenshot shows a Microsoft Internet Explorer window with the title "Syllabus Information - Microsoft Internet Explorer". The address bar shows the URL: https://bqa3ss.monroecc.edu/pls/bqa3/bwlksybs.p_fac_syllabus. The page content is as follows:

Course Information
Perspectives of Art History II: Modern - 10023 - ART 119 - 003

Levels: Undergraduate
Status: Active

10023 CRN
Brighton Campus Campus
Lecture Schedule Type
Traditional Instructional Method

Syllabus Data

Long Section	<input type="text"/>
Title	<input type="text"/>
Course URL:	<input type="text"/>
Learning Objectives	<input type="text"/>
Required Materials	<input type="text"/>
Technical Requirements	<input type="text"/>

At the bottom of the window, there are buttons for "Done" and "Trusted sites".

Office Hours

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

The screenshot shows a Microsoft Internet Explorer window with the title 'Office Hours - Microsoft Internet Explorer'. The address bar shows the URL https://bqa3ss.monroecc.edu/pls/bqa3/bwlkoffh.p_fac_office_hours. The page content is for 'Perspectives of Art History II: Modern - 10023 - ART 119 - 003' with CRN: 10023. It shows 'Scheduled Meeting Times' for a lecture by Ervina D. Malin (P). Below this is an 'Office Hours' table with three rows of data. The table columns are: From Time (0000-2359), To Time (0000-2359), Day of the Week, Contact Number, Location, From Date (MM/DD/YYYY), and To Date (MM/DD/YY). The data rows are:

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YY)
1000	1200	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Business 585-2922245	06-203	09/04/2007	12/20/2007
0800	0900	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Permanent 585-5821439	06-203	09/04/2007	12/20/2007
		<input type="checkbox"/>	None			

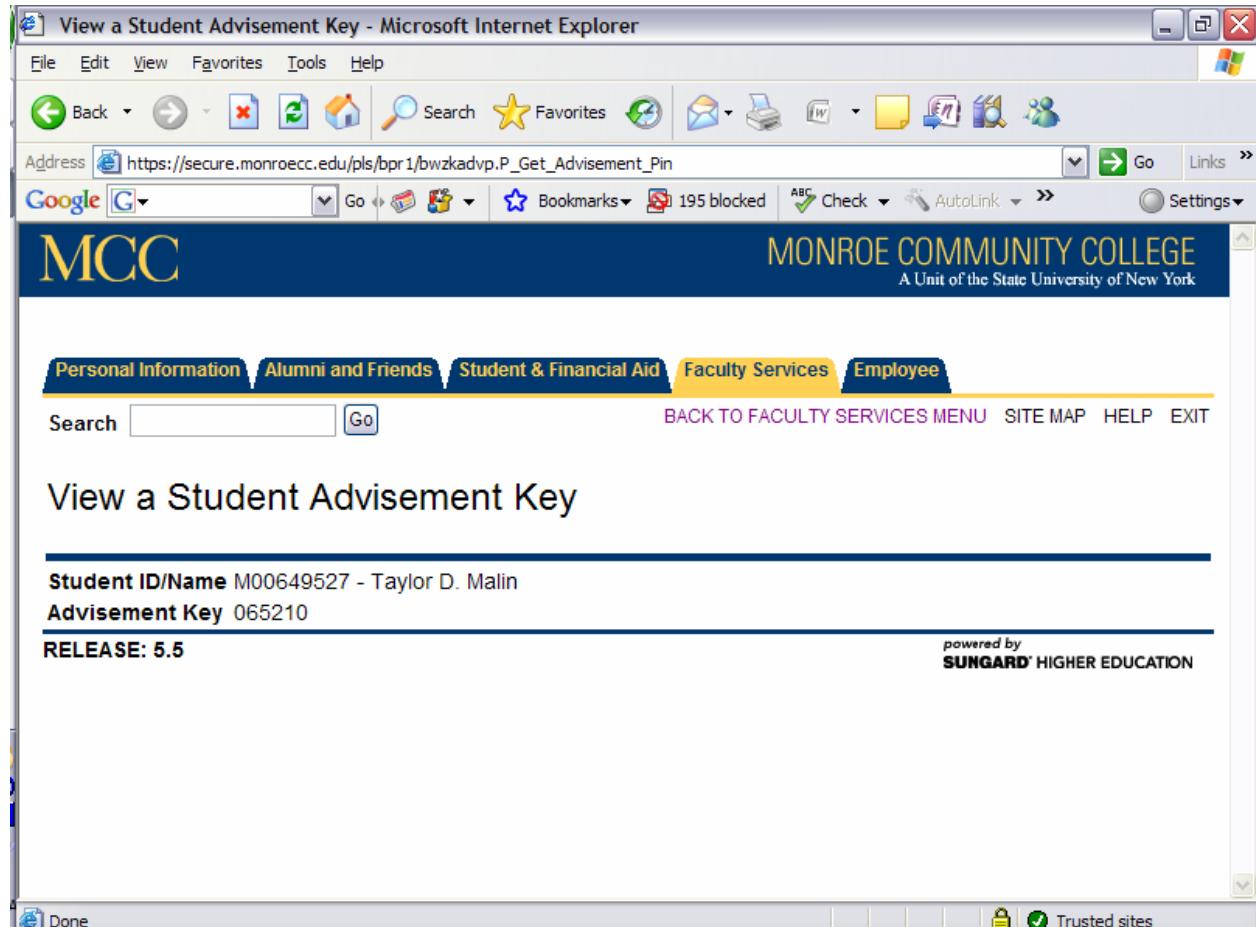
Office Hours from Faculty Self Service Menu

- 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



The screenshot shows a Microsoft Internet Explorer window with the following details:

- Address Bar:** https://secure.monroecc.edu/pls/bpr1/bwzkadvp.P_Get_Advisement_Pin
- Toolbar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Mail, etc.
- Menu Bar:** File, Edit, View, Favorites, Tools, Help
- Header:** MCC MONROE COMMUNITY COLLEGE A Unit of the State University of New York
- Navigation:** Personal Information, Alumni and Friends, Student & Financial Aid, Faculty Services (highlighted in yellow), Employee
- Search:** Search input field and Go button.
- Footer:** BACK TO FACULTY SERVICES MENU, SITE MAP, HELP, EXIT
- Content:** Student ID/Name: M00649527 - Taylor D. Malin
Advisement Key: 065210
RELEASE: 5.5
powered by SUNGARD® HIGHER EDUCATION
- Status Bar:** Done, Trusted sites

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

The screenshot shows a Microsoft Internet Explorer window with the following details:

- Address Bar:** https://bqa3ss.monroecc.edu/pls/bqa3/bwlfkfrad.P_FacAddDropCrse
- Toolbar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Mail, Print, etc.
- Menu Bar:** File, Edit, View, Favorites, Tools, Help
- Search Bar:** Google
- Header:** MCC MONROE COMMUNITY COLLEGE A Unit of the State University of New York
- Navigation Links:** Personal Information, Alumni and Friends, Student & Financial Aid, Faculty Services (highlighted), Employee
- Search Bar:** Search, Go
- Header Links:** SITE MAP, HELP, EXIT
- Content Area:**
 - Faculty Student PIN:** M00005759 Ervina D. Malin, Aug 29, 2007 10:03 am
 - Information:** Enter the PIN for the student listed. If you wish to select a different student, click ID Selection.
 - Form:** Enter Stephanie J. Rathbun's PIN:
 - Buttons:** Submit
 - Links:** [ID Selection]
- Page Footer:**
 - RELEASE: 7.1
 - powered by SUNYARD HIGHER EDUCATION
 - Done
 - Trusted sites

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.

Registration Add/Drop - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Address: https://bqa3ss.monroecc.edu/pls/bqa3/bwlklib.P_FacStuPIN Go Links

Google Go Bookmarks 196 blocked Check AutoLink Settings

Registration Add/Drop

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table.

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the pull-down lists in the Action field. If no options are listed in the Action field, the class may not be dropped.

LINK ERRORS: If you receive a link error (example: L2 Required), click on the Class Search icon (below). Select a subject area (example: Biology) and course number (example: 120) and click on class search icon (bottom of page). Locate desired section and click on hyperlink (CRN) for that section. All course sections linked to the desired course will be listed. To register, enter all course sections in the worksheet (registration page) and then submit. When add/drop selections are made, click Submit Changes.

You may click Class Search to review the class schedule.

Information for [Taylor D. Malin](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Title

Trusted sites

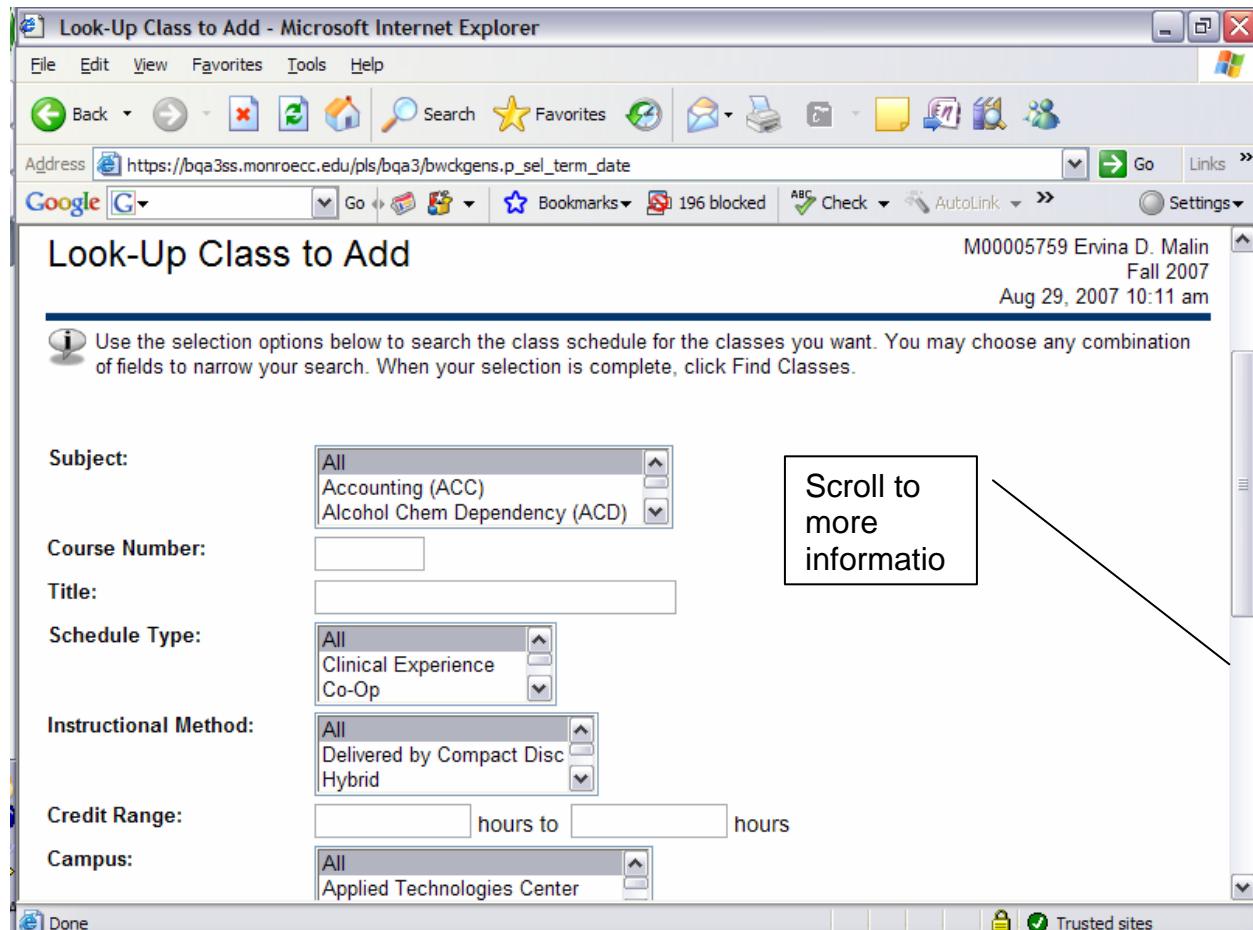
Enter CRN for each course (ENTER FORMAT example)

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



Look-Up Class to Add

Use the selection options below to search the class schedule for the classes you want. You may choose any combination of fields to narrow your search. When your selection is complete, click Find Classes.

Subject:
Accounting (ACC)
Alcohol Chem Dependency (ACD)

Course Number:

Title:

Schedule Type:
Clinical Experience
Co-Op

Instructional Method:
Delivered by Compact Disc
Hybrid

Credit Range: hours to hours

Campus:
Applied Technologies Center

Scroll to more information

Class Search Page (continued)

Look-Up Class to Add - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://bqa3ss.monroec.edu/pls/bqa3/bwckgens.p_sel_term_date

Google

Campus: All
Applied Technologies Center
Brighton Campus

Part of Term: All
Non-date based classes only
Eight Week Course
Eight Week Course

Instructor: All
Abbott, Christine D.
Able, Jyoti B

Attribute Type: All
EG02
EG03

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

Continue to scroll

[Student Schedule by Day & Time | Student Detail Schedule]

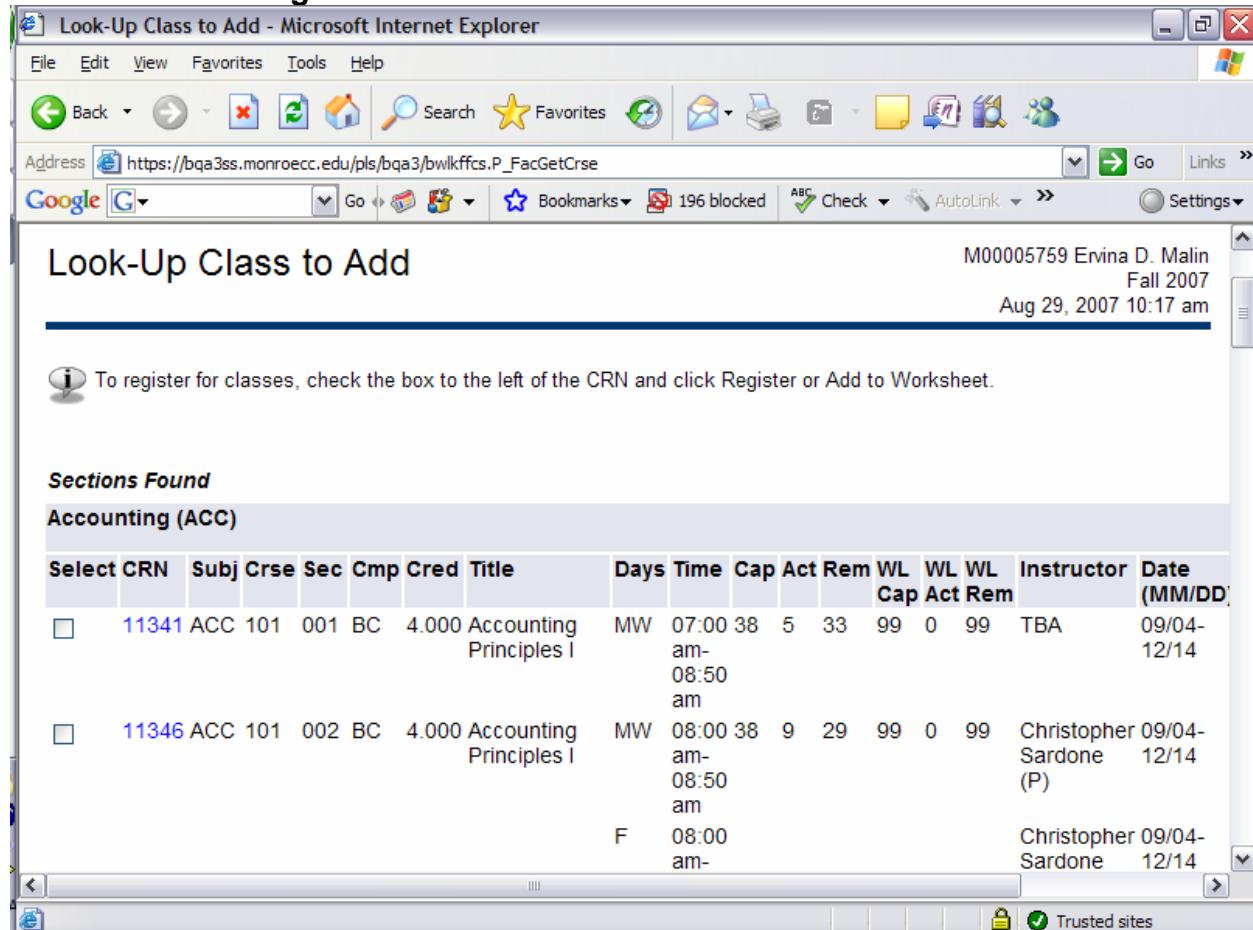
RELEASE: 7.2

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Done Trusted sites

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

Search Results Page



To register for classes, check the box to the left of the CRN and click Register or Add to Worksheet.

Sections Found

Accounting (ACC)

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date (MM/DD)
										Cap	Act	Rem					
<input type="checkbox"/>	11341	ACC	101	001	BC	4.000	Accounting Principles I	MW	07:00 38	5	33	99	0	99	TBA	09/04-12/14	
<input type="checkbox"/>	11346	ACC	101	002	BC	4.000	Accounting Principles I	MW	08:00 38	9	29	99	0	99	Christopher Sardone (P)	09/04-12/14	
								F	08:00						Christopher Sardone	09/04-12/14	

- 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 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Address https://bqa3ss.monroecc.edu/pls/bqa3/bwlkffcs.p_disp_dyn_sched Go Links

Google Go Bookmarks 196 blocked ABC Check AutoLink Settings

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

Search Go SITE MAP HELP EXIT

Class Schedule Search

Search by Term:

None

- None
- Fall 2007
- Summer 2007
- Spring 2007 (View only)
- Intersession 2007 (View only)
- Fall 2006 (View only)
- Summer 2006 (View only)

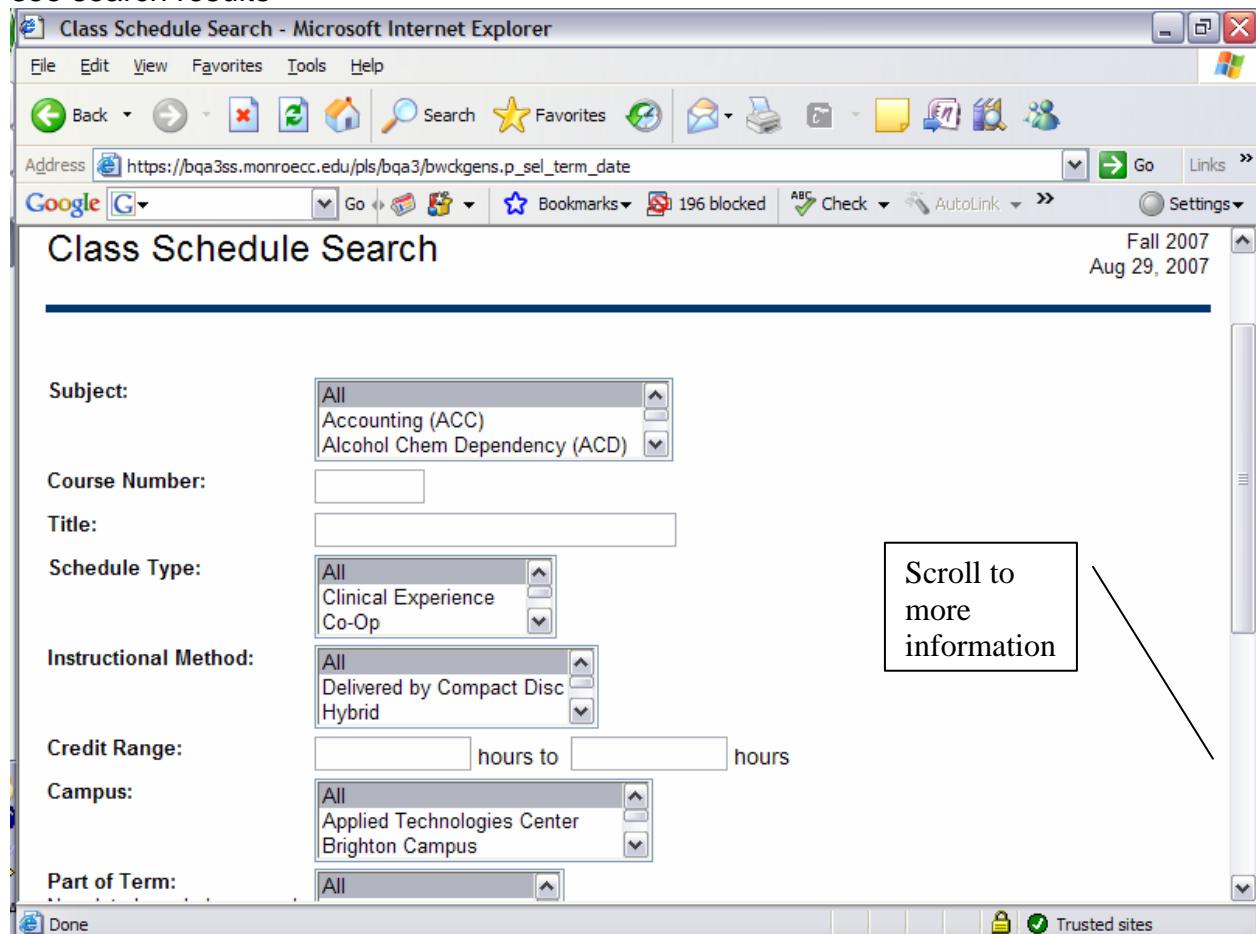
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Class Schedule Search from Faculty Self Service

- 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



Class Schedule Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://bqa3ss.monroecc.edu/pls/bqa3/bwckgens.p_sel_term_date

Google

Class Schedule Search

Fall 2007

Aug 29, 2007

Subject: All
Accounting (ACC)
Alcohol Chem Dependency (ACD)

Course Number:

Title:

Schedule Type: All
Clinical Experience
Co-Op

Instructional Method: All
Delivered by Compact Disc
Hybrid

Credit Range: hours to hours

Campus: All
Applied Technologies Center
Brighton Campus

Part of Term: All

Done Trusted sites

Scroll to more information

Class Schedule Search Page (continued)

The screenshot shows the 'Class Schedule Search' page in Microsoft Internet Explorer. The page contains a form with various search filters. The filters include:

- Schedule Type:** All, Clinical Experience, Conference
- Instructional Method:** All, Delivered by Compact Disc, Hybrid
- Credit Range:** hours to hours
- Campus:** All, Applied Technologies Center, Brighton Campus
- Course Level:** All, Continuing Education, Undergraduate
- Part of Term:** All, First Five Week Summer Term, First Six Week Summer Term
- Instructor:** All, Adnepos, Lee, Anthony, Susan B.
- Attribute Type:** All, EG02, EG03
- Start Time:** Hour 00, Minute 00, am/pm am

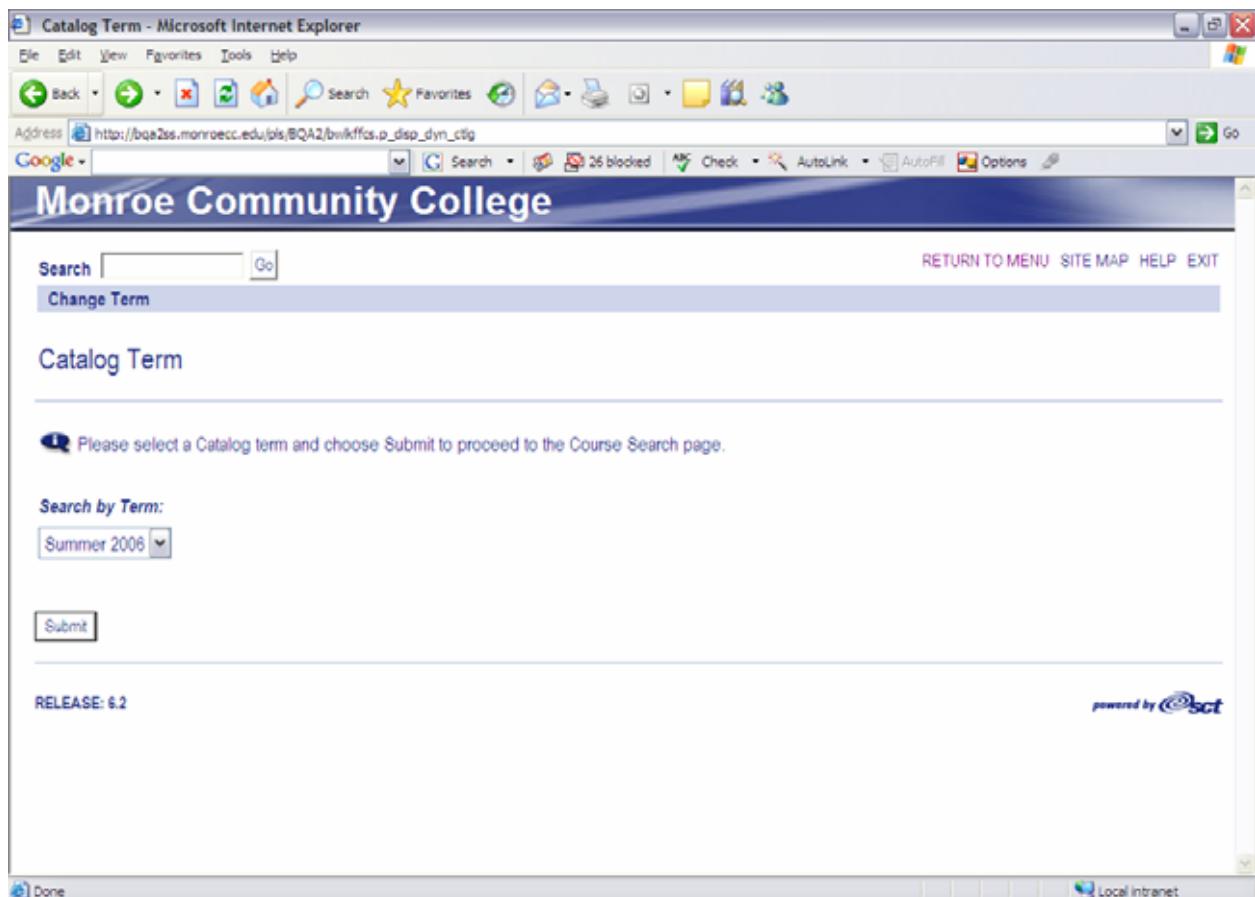
End Time: Hour 00 Minute 00 am/pm am
Days: Mon Tue Wed Thur Fri Sat Sun

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



Catalog Term - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bqa2ss.monroccc.edu/pls/BQA2/bwkkfcs.p_dyn_ctg

Google Search 26 blocked 26 Check AutoLink AutoFill Options

Monroe Community College

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Change Term

Catalog Term

Please select a Catalog term and choose Submit to proceed to the Course Search page.

Search by Term:

Summer 2006

Submit

RELEASE: 6.2

powered by 

Done Local intranet

Enter Term and Click Submit Button

Course Catalog Search Page

Course Catalog Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search

Address https://bqa3ss.monroecc.edu/pls/bqa3/bwckctlg.p_disp_cat_term_date Go Links

Google Go Bookmarks 196 blocked Check AutoLink Settings

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

Search Go SITE MAP HELP EXIT

Course Catalog Search Fall 2007
Aug 29, 2007

Subject:

Course Number Range: from to

Title:

Schedule Type:

College:

Division:

Scroll for more information

Done Trusted sites

Course Catalog Search Page (continued)

Course Catalog Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://bqa3ss.monroec.edu/pls/bqa3/bwckctlg.p_disp_cat_term_date

Google

Title:

Schedule Type:

College:

Division:

Department:

Credit Range: hours to hours

Course Attribute:

RELEASE: 7.3.2.1

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Trusted sites

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@monroecc.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@monroecc.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@monroecc.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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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 then 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.