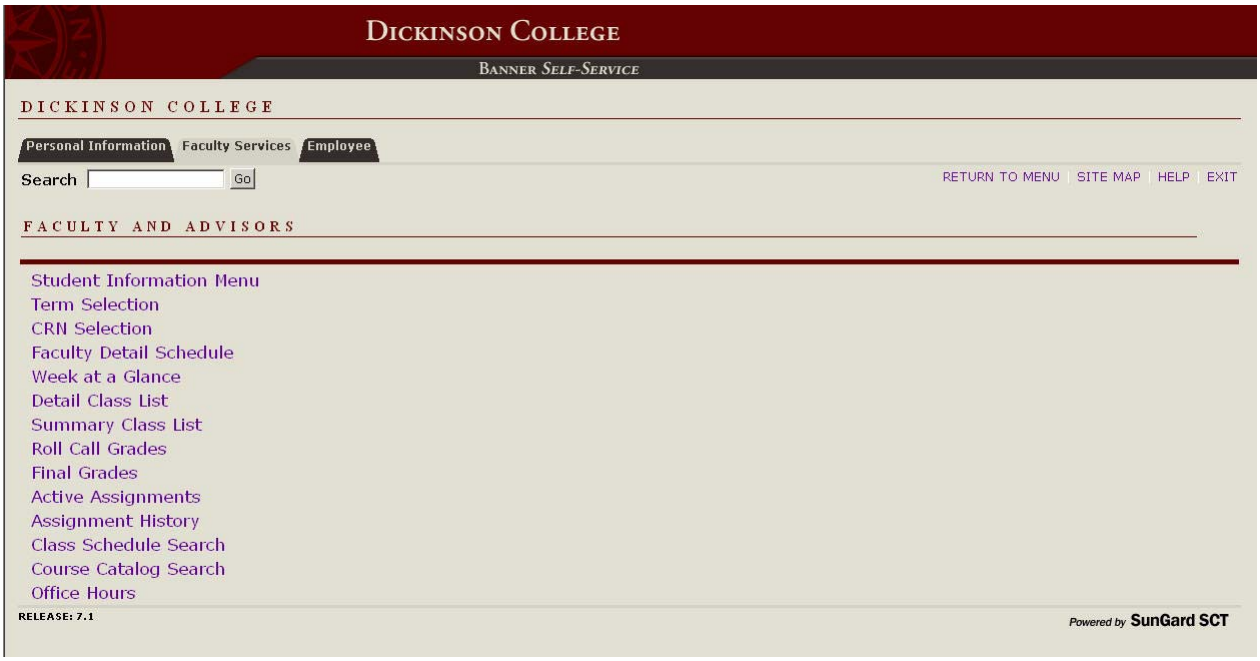
Faculty and Advisors Main Menu



1. **Student Information Menu** – see page 3

2. **Term Selection** allows you to select a term to be the default for your current session of Self-Service. This term will carry through until you are prompted to change it or you log out of Self-Service.

3. **CRN Selection** allows you to select one of your CRNs to be the default for your current session of Self-Service. This CRN will carry through until you are prompted to change it or you log out of Self-Service.

   CRN – Course Reference Number – a one-up number assigned by Banner to each course section as it is created

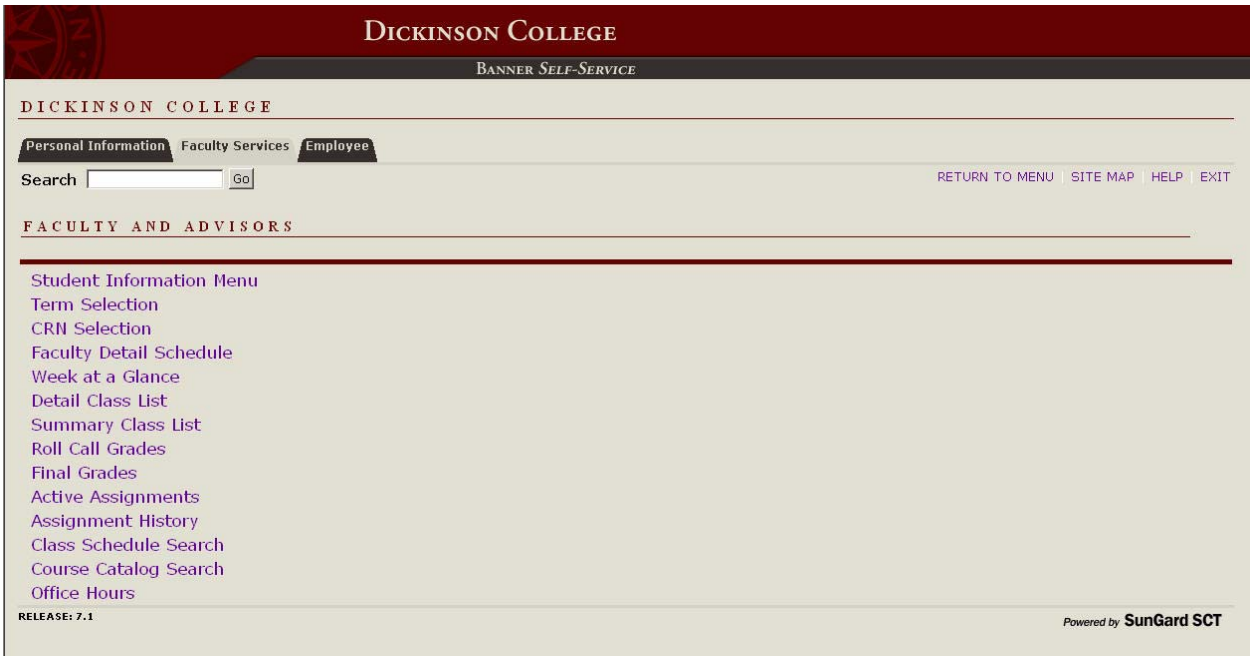
4. **Faculty Detail Schedule** allows you to view the details of your classes for a chosen term, including status, enrollment numbers, meeting days and times, location, etc.

5. **Week at a Glance** allows you to view your classes for a chosen week in calendar format, including links to Detail Schedule information.

6. **Detail Class List** allows you to view detailed information about your class list for a chosen term and CRN, including each student's name, registration status, program, major, class year, etc. It also provides you the ability to email individual students or the class as a whole.

7. **Summary Class List** allows you to view a concise class list for a chosen term and CRN, including each student's name, registration status, grades (if entered), etc. It also provides you the ability to email individual students or the class as a whole.

Faculty and Advisors Main Menu *(continued)*



8. **Roll Call Grades** allows you to enter Roll Call grades for a chosen term and CRN. See details on page 20.

9. **Final Grades** allows you to enter final grades for a chosen term and CRN. See details on page 20.

10. **Active Assignments** allows you to view your classes for a chosen term. These are classes for which all grades have not yet been posted to students' transcripts.

11. **Assignment History** allows you to view all of your classes from Fall 2006 to the present.

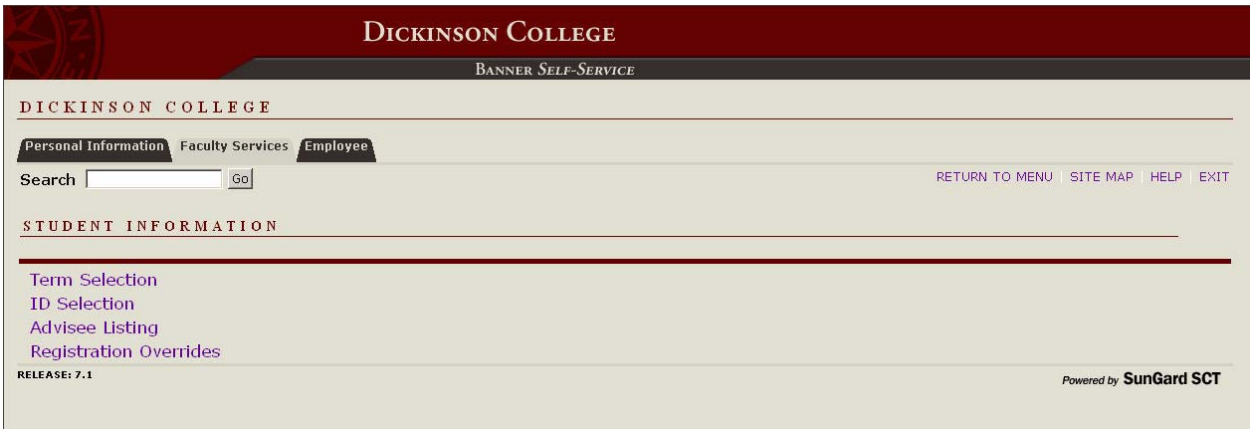
12. **Class Schedule Search** allows you to search the schedule of sections offered for a chosen term based on subject, attributes, meeting days and times, etc. This link is also available to the public directly from the Registrar's web page.

    Attributes – specific categories of courses, eg. graduation requirements, interdisciplinary courses, etc.

13. **Course Catalog Search** allows you to search the catalog of courses as of a chosen term based on subject, title, attributes, etc. This link is also available to the public directly from the Registrar's web page.

14. **Office Hours** allows you to post your office hours for a chosen term and CRN. See details on page 21.

Student Information Menu



1. **Term Selection** allows you to select a term to be the default for your current session of Self-Service. This term will carry through until you are prompted to change it or you log out of Self-Service.

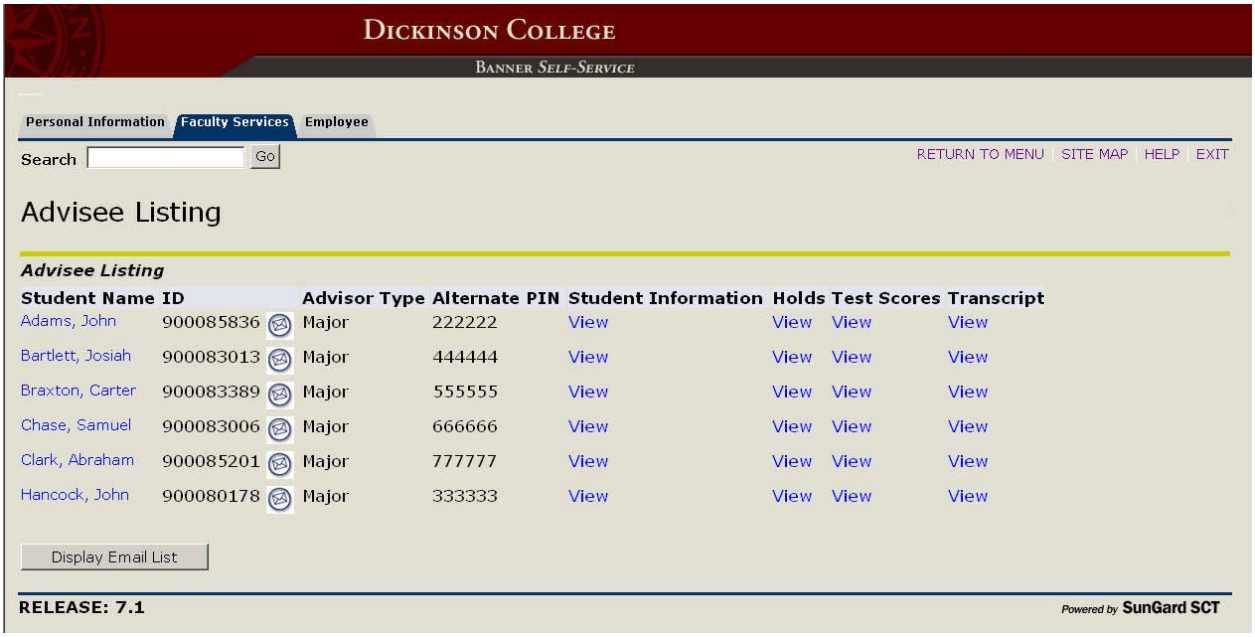
2. **ID Selection** allows you to select a student to be the default for your current session of Self-Service. This student will carry through until you are prompted to change it or you log out of Self-Service.

3. **Advisee Listing** allows you to view information about your advisees for a chosen term, including, alternate PINs, addresses, holds, transcripts, etc. It also provides you with the ability to email individual advisees or all of them as a group.

   Alternate PIN – "AP" followed by a 4-digit number, in addition to the main Self-Service PIN, which first-year students and sophomores must use in order to enter their course requests

4. **Registration Overrides** allows you to override a restriction for a chosen CRN so that a particular student can select that class via Self-Service. You can override prerequisites, corequisites, major & class restrictions, permissions of the instructor, time conflicts and capacities. See details on page 16.

Advisee Listing



To access your list of advisees:

1. Select **Faculty and Advisors** from the Main Menu of Banner Self-Service, or click on the Faculty Services tab.

2. Select **Student Information Menu** from the Faculty and Advisors Menu.

3. Select **Term Selection** from the Student Information Menu, select the desired **term** from the drop-down menu and click **Submit**.

4. Select **Advisee Listing** from the Student Information Menu.

5. At this point, you should see the screen above.

To view more specific information about one of your advisees:

- Select the name link under the **Student Name** Column to access an advisee's address and phone number

- Select the View link under **Student Information** to access an advisee's general student record, including class year, expected graduation date, major, etc.

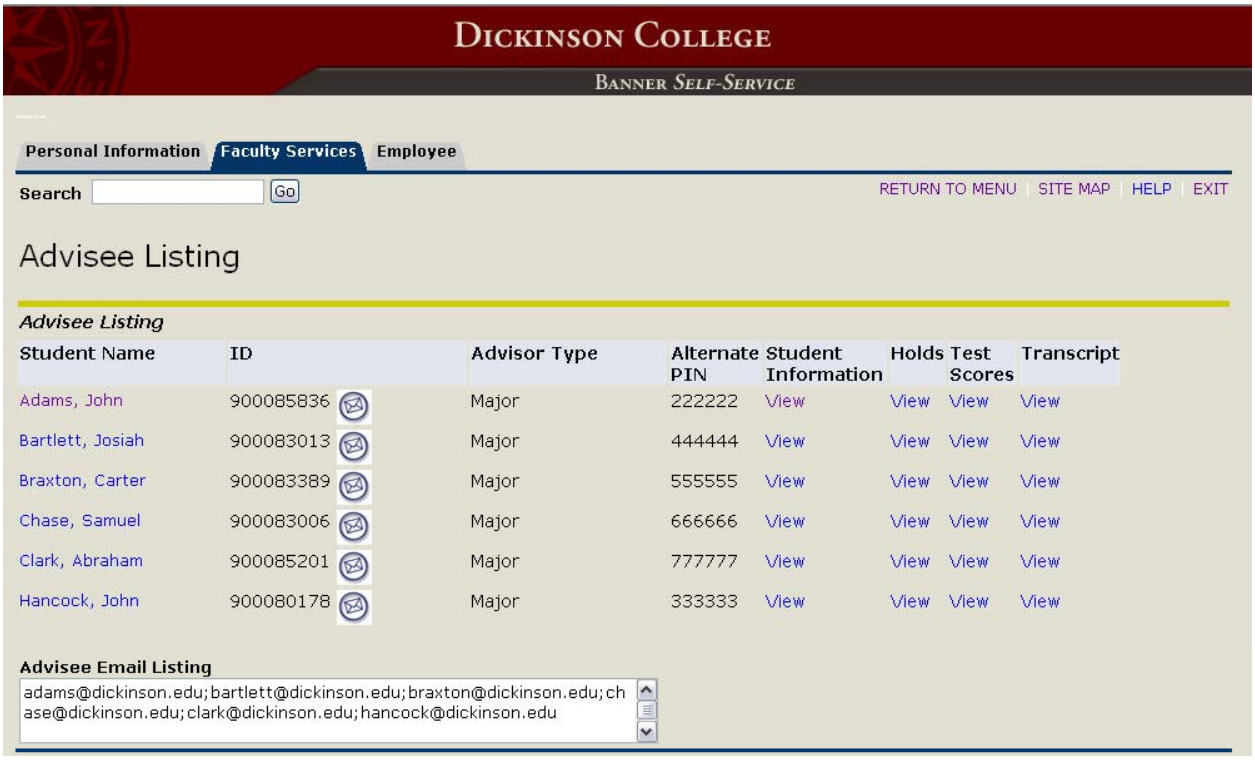
  NOTE: At the bottom of the Student Information page is a link to the **advisee's schedule**.

- Select the View link under **Holds** to access an advisee's holds

- Select the View link under the **Test Scores** to view an advisee's test scores, including language placement, AP scores, SAT scores, etc.

- Select the View link under **Transcript** to view the advisee's unofficial transcript – see page 6 for details.

Advisee Listing *(continued)*



To send an email to a <u>single advisee</u>:

1. Click on the **envelope icon** beside that advisee's ID number.

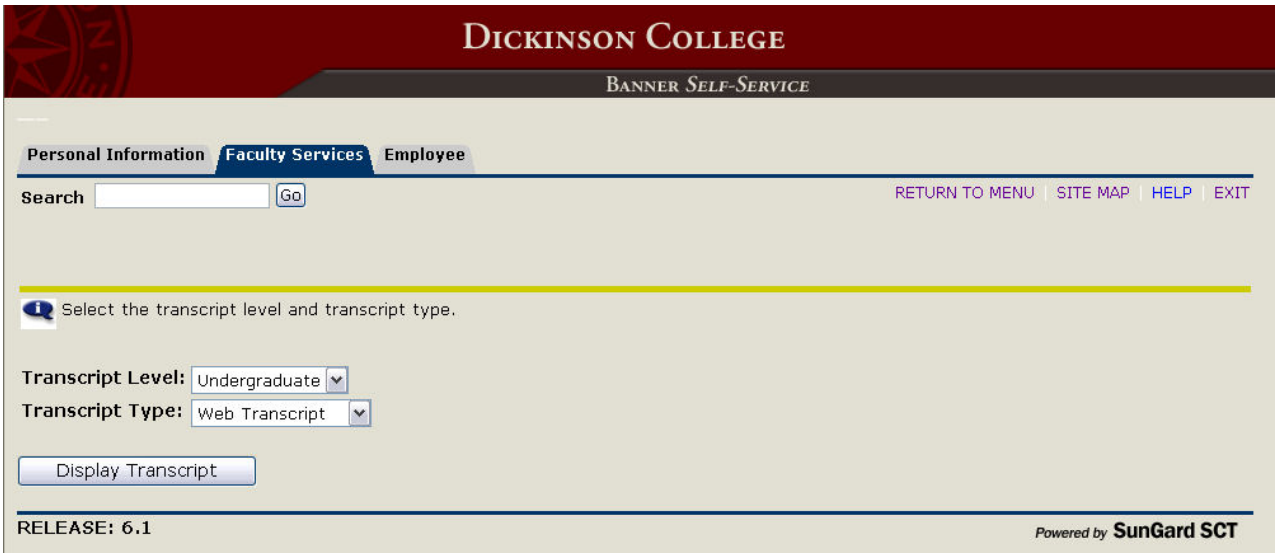
   NOTE: This will open the default email client of the computer you are using. To use another email account, copy the advisee's email from the window that opened and paste it into your preferred email client.

To send an email to <u>all of your advisees</u>:

1. Click on the **Display Email List** button.
2. This will open a box on the screen containing all of your advisees' email addresses separated by semicolons.
3. Highlight the list of email addresses and select **Copy** from the Edit Menu (or press Ctrl C).
4. Open your preferred email client and **paste** (press Ctrl V) the email address into the To:/Bcc: field, as desired.

   NOTE: This feature also allows you to add or remove names from the email list as needed.

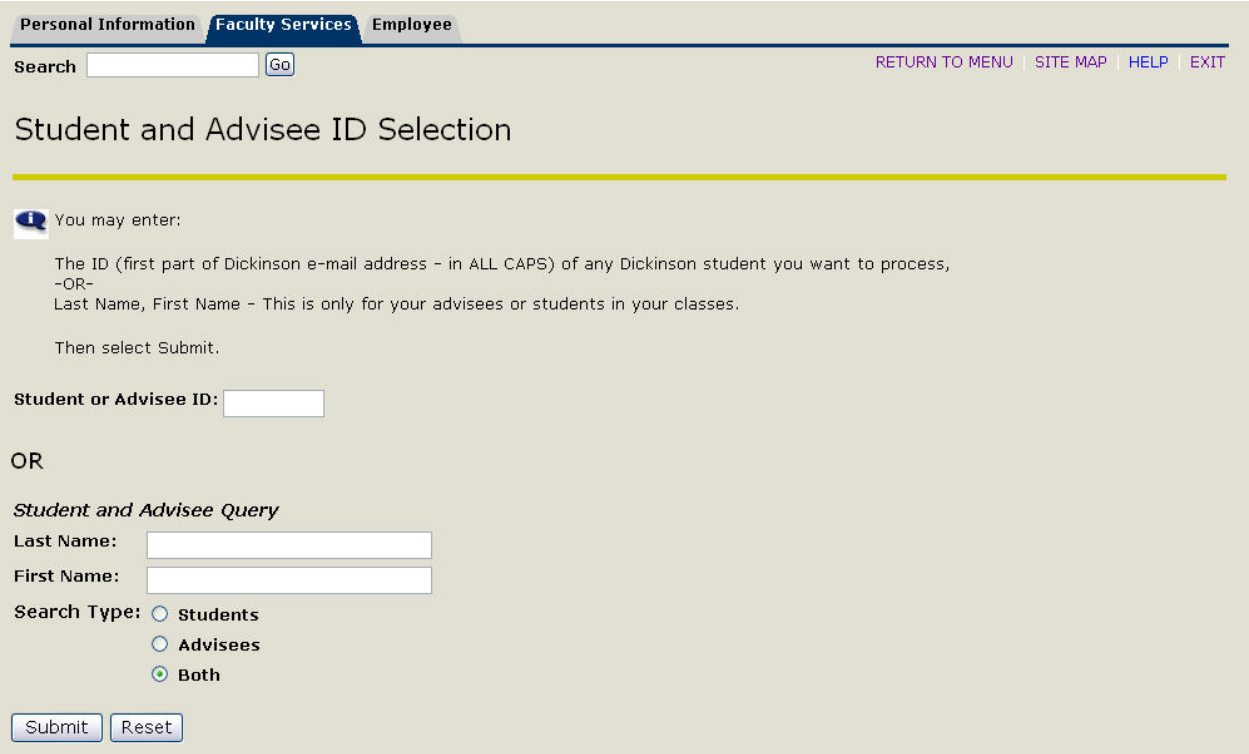
Viewing an Advisee's Unofficial Transcript



To view an advisee's unofficial transcript:

1. From the Advisees Listing page, click on the View link under the **Transcript** column.
2. The screen above will appear.
3. Select **Undergraduate** from the Transcript Level drop-down menu.
4. Select **Web Transcript** from the Transcript Type drop-down menu.
5. Click the **Display Transcript** button.
6. The student's unofficial transcript will then appear on the screen.

Registration Overrides



1. From the Faculty & Advisors Menu, select **Student Information Menu**.

2. On the Student Information Menu, select **Term Selection**, select the desired **term** from the drop-down menu and click **Submit**.

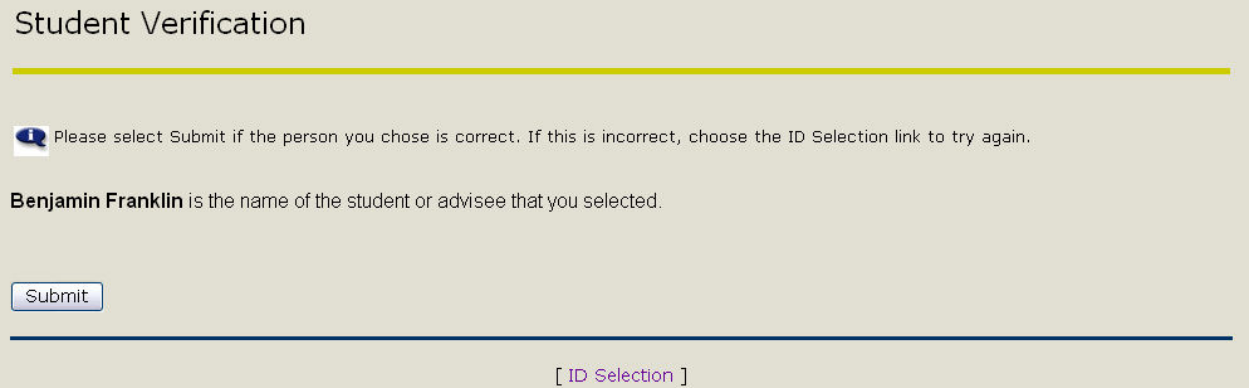
3. Select **Registration Overrides** from the Student Information Menu.

4. The screen above will appear. Enter the **ID** of the student for which you wish to apply an override. The ID can be either the **first part of the student's Dickinson email address in ALL CAPS** (ex. STUDENT@dickinson.edu) or their 9-digit Banner ID #, which begins with a "9".

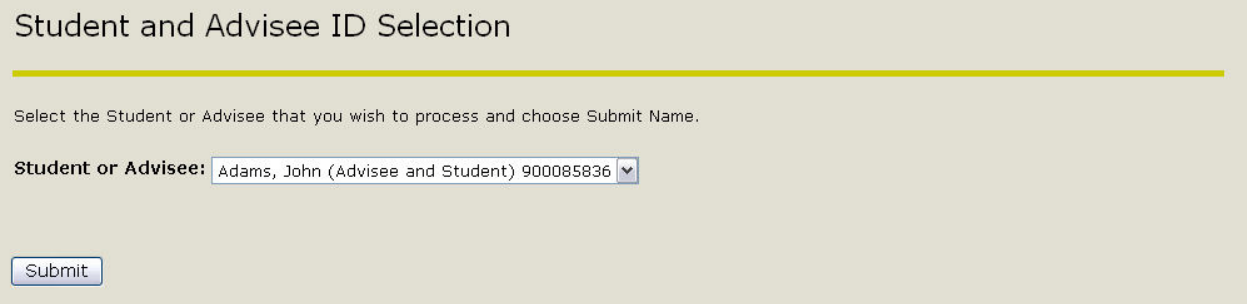
   NOTE: In order to use the name query at the bottom of the screen, the student MUST BE either your advisee or already registered for one of your classes.

5. Click **Submit**.

6. At this point, one of the two following screens will appear.
    - If you searched using the student's ID, you will see…

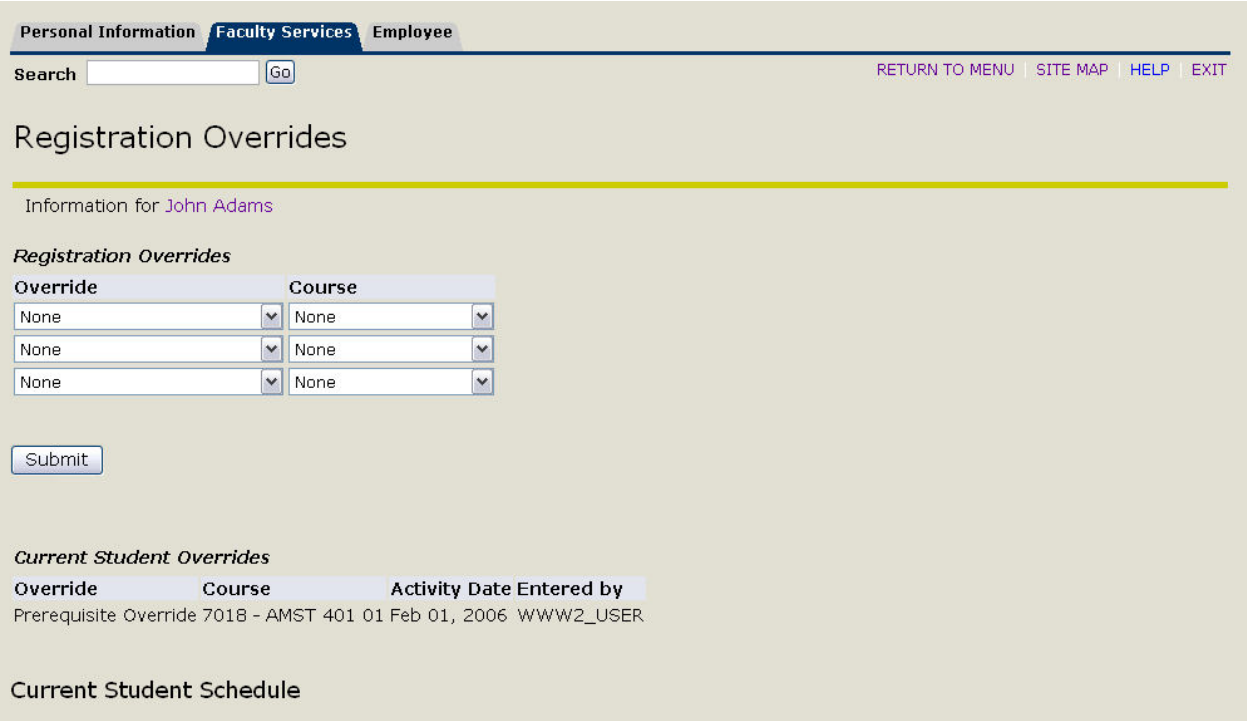


    - If you searched using the name query, you will see…



7. Select the correct student from the drop-down menu, if necessary, and click **Submit**.
8. You will then be taken to the **Registration Overrides** screen.

Registration Overrides *(continued)*



9. From the Override drop-down menu, select the **type** of override you wish to apply. Your choices are:

   Capacity Override (not available during the initial Course Request Period)
   Class Yr Restriction Override
   Corequisite Override
   Major Restriction Override
   Override All Except Cap & Time*
   Prerequisite Override
   Permission of Instr Override
   Time Conflict Override

   *Overrides **all** of the following: Class Year Restriction, Corequisites, Major Restrictions, Prerequisites, & Permission of the Instruction Required.

10. From the Course drop-down menu, select the **class** for which you wish to apply the override. This menu will only contain the classes to which you are assigned for the term selected.

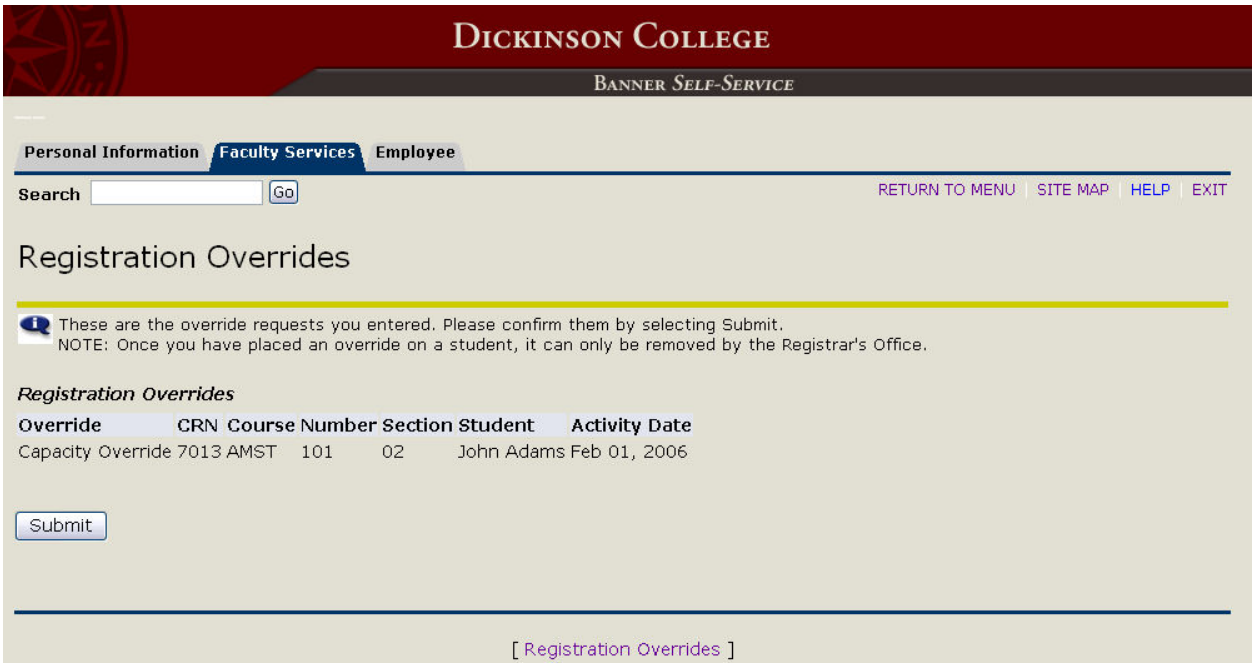
11. You may add more overrides for this student on the same screen by selecting from the drop-down menus on the second and third lines.

12. Click **Submit**.

IMPORTANT NOTE: You will want to keep track of how many **capacity overrides** you enter for your classes. Example…

You place an override on Student A for your class, which normally has a capacity of 10. Student A adds the class, bringing your enrollment to 11. Student A then drops your class, lowering the enrollment back to 10. You place an override on Student B for the same class. Student B adds the class, bringing the enrollment back to 11. Student A then changes his mind and adds the class once again, raising the enrollment to 12. The capacity override does not go away just because the student dropped the class.

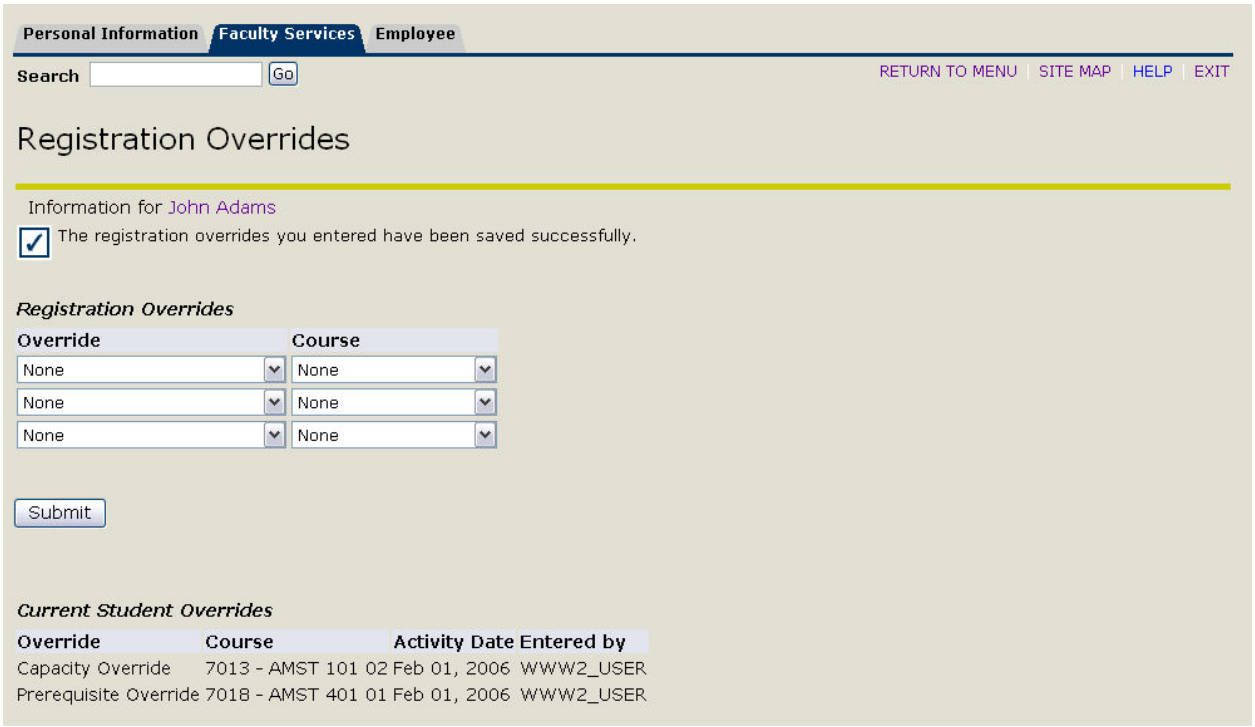
Registration Overrides *(continued)*



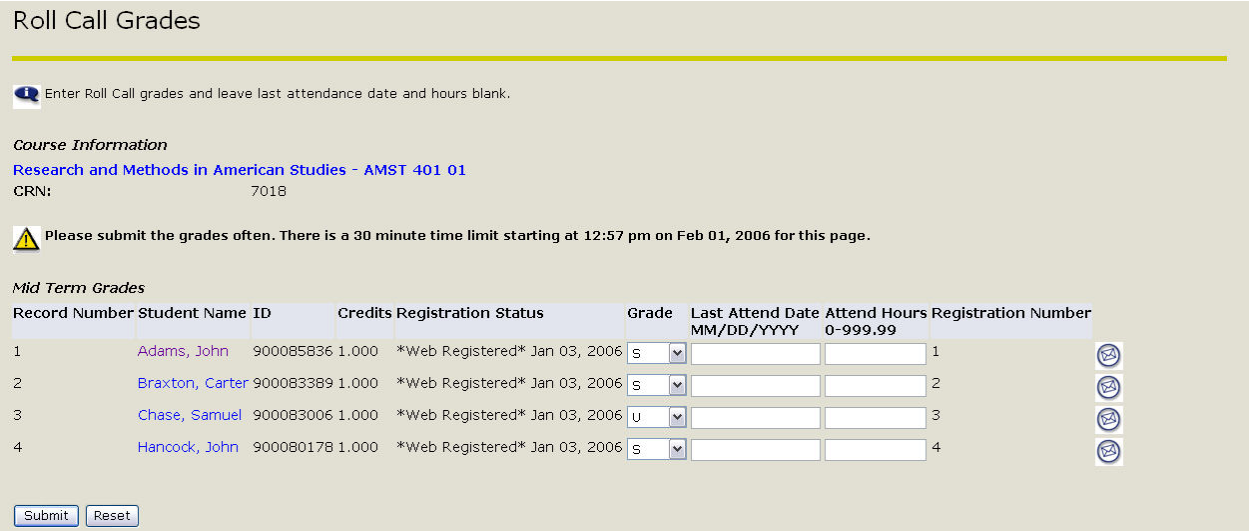
13. The screen above will appear. Click **Submit** on this screen to confirm that you want to apply the override(s). If you do not wish to place this override on this student, click the Back button on your internet browser, correct the information, and re-submit.

    NOTE: Once you click Submit on this screen, the override can only be removed by the Registrar's Office.

14. Once you click Submit, the following screen will appear.



Entering Grades



Roll Call Grades

Enter Roll Call grades and leave last attendance date and hours blank.

Course Information

Research and Methods in American Studies - AMST 401 01

CRN: 7018

Please submit the grades often. There is a 30 minute time limit starting at 12:57 pm on Feb 01, 2006 for this page.

Mid Term Grades

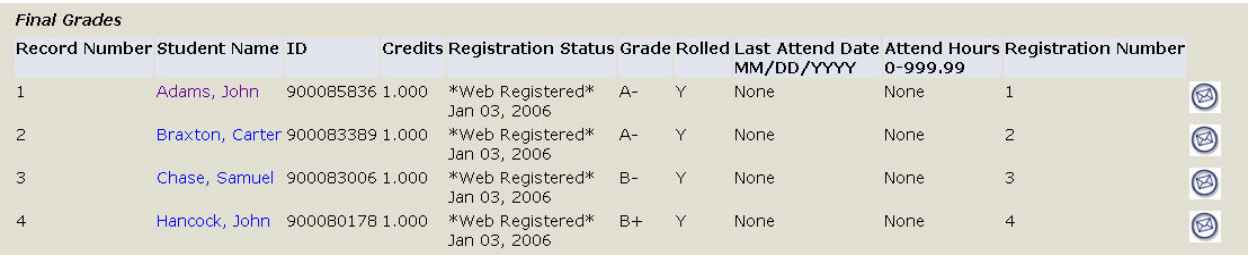
Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Adams, John	900085836	1.000	*Web Registered* Jan 03, 2006	S			1
2	Braxton, Carter	900083389	1.000	*Web Registered* Jan 03, 2006	S			2
3	Chase, Samuel	900083006	1.000	*Web Registered* Jan 03, 2006	U			3
4	Hancock, John	900080178	1.000	*Web Registered* Jan 03, 2006	S			4

Submit Reset

1. From the Faculty & Advisors Menu, select **Roll Call Grades** or **Final Grades**, as appropriate.
2. Select the **term** from the drop-down menu and click **Submit**.
3. Select the **CRN** from the drop-down menu and click **Submit**.
4. The screen above will appear. (The Roll Call and Final Grades screens are very similar.)
5. Select the **grade** from the drop-down menu for each student listed.

   NOTE: Only grades that are applicable to that student will be listed (ex. a student taking the class pass/fail will only have PA & FA listed for Final Grades).
6. Leave the Last Attend Date & Attend Hours fields **blank**.
7. Click **Submit**.
8. The same screen will appear. If the grades were submitted successfully, the following message will be listed at the top of the screen: "The changes you made were saved successfully."

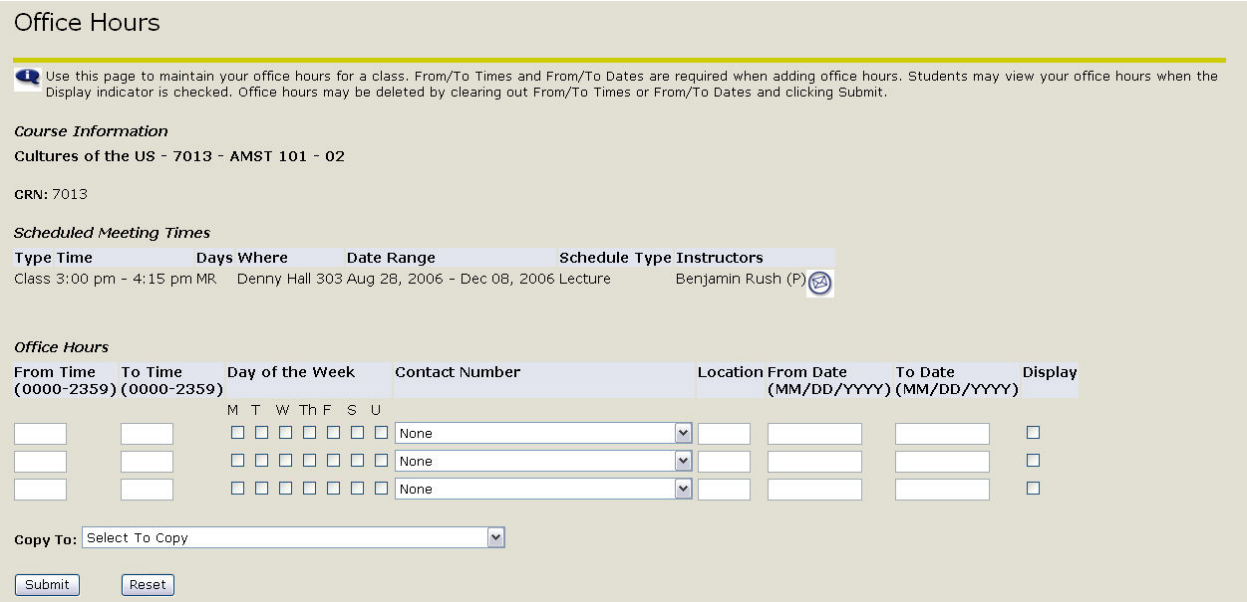
   NOTE: Once the Registrar's Office rolls the <u>final</u> grades to history (i.e. posts them to students' transcripts), you will no longer be able to change them on Self-Service. The Final Grades screen will then show "Y" values in the Rolled column, as seen below.



Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Adams, John	900085836	1.000	*Web Registered* Jan 03, 2006	A-	Y	None	None	1
2	Braxton, Carter	900083389	1.000	*Web Registered* Jan 03, 2006	A-	Y	None	None	2
3	Chase, Samuel	900083006	1.000	*Web Registered* Jan 03, 2006	B-	Y	None	None	3
4	Hancock, John	900080178	1.000	*Web Registered* Jan 03, 2006	B+	Y	None	None	4

Posting Office Hours



1. From the Faculty & Advisors Menu, select **Office Hours**.

2. Select the **term** from the drop-down menu and click **Submit**.

3. Select the **CRN** from the drop-down menu and click **Submit**.

4. The screen above will appear. The following are <u>required</u> pieces of information:

    a. Enter the **start and end times** of your office hours in the From & To Time fields, respectively, using the military time format (ex. 8:00am = 0800 & 4:30pm = 1630).
    b. **Check** the corresponding Day of the Week checkboxes.
    c. Enter the **start and end dates** of your office hours in the From & To Date fields, respectively.
    d. **Check** the Display checkbox to indicate that these office hours can be viewed by students through Self-Service. Students can link to your office hours from the Active Courses and the Student Detail Schedule screens.
    e. Repeat steps a-d if needed for each line.
        NOTE: Contact Number and Location are optional fields.

5. Click **Submit**.

6. The same screen will appear. If the office hours were submitted successfully, the following message will be listed at the top of the screen: "You have successfully changed your office hour information." and the information entered will remain at the bottom of the screen.

To **copy** office hours from one CRN to another for the same term:

1. On the Office Hours screen of the CRN <u>from</u> which you want to copy, select the CRN <u>to</u> which you want to copy your hours from the drop-down menu at the bottom of the screen. Press **Submit**.

To **remove** office hours from one of your CRNs:

1. On the Office Hours screen of the CRN, **delete** the information in the From/To Time and From/To Date fields. Click **Submit**.