Faculty & Advisor Banner Self-Service Guide

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SunGard Higher Education

4 Country View Road Malvern, Pennsylvania 19355 United States of America (800) 522 - 4827

Customer Support Center website

http://connect.sungardhe.com

Distribution Services e-mail address

distserv@sungardhe.com

Other services

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Section A: Introduction

Lesson: Overview

User guide goal

The goal of this user guide is to provide UT-Rio Grande Valley Faculty and Staff step-by-step instructions on how to perform their duties on the Banner Student Information System.

Intended audience

UT-Rio Grande Valley Faculty and Staff

Section B: Set Up Lesson: Access and Responsibilities

Your Access

As a general principle of access, the UTRGV data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information. Although UTRGV must protect the security and confidentiality of data, the procedures allowing access to data must not improperly interfere with the efficient conduct on UTRGV business.

Access to the Student Information System (SIS) is based on a user's job role and responsibilities. Web for Students and Web for Faculty and Advisors permit some update capabilities defined in a user's college, department, and instructional assignments.

Your Responsibility

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to any applicable federal and state laws, UT System regulations, and UTRGV policies and procedures concerning storage, retention, use release and destruction of data.

Generally, student records are protected by the Family Rights and Privacy Act of 1974 (FERPA). Access to these records is restricted to those with an "educational need to know" or those who have the express consent of the student. This protection does not expire when a student leaves the University. In addition, FERPA allows for certain information to be defined as *Directory Information*. This information may be publicly released, unless the student requests nondisclosure through the Office of the Registrar. *Directory Information* is outlined in the current UTRGV graduate and undergraduate catalogs. Additionally, UT System Business process memorandum (BPM 66) protects the use of social security numbers

Section C: Day-To-Day Operations Lesson: Accessing Faculty Self-Service

To access the Banner Faculty Self-Service as an authenticated user, you must successfully login using your **User ID** and **Password**.

Step		Actio	on	
1	Access ASSIST using the	e following link: <mark>https:</mark> ,	//my.ւ	utrgv.edu
	This page will appear:			
	Elle Lott Xew Favorites Lotts Help	P + 音X 20mide Fourier Middleware For. 20McAten TX Denni	t Dentist 7 🧃 Oracle Fo	calina Modelewine Fort. Home-mig-abgu-abgu jelome 🕖 Watang ter mij-abgu-abgu 🗷 🦳 🏠 🛪 🖸
	🙀 🤮 SERVICE NOW 🤮 2008-09 Compus ABS Rep 🥹 20	09-Preset University @ About the ISM Project @ Academic Excelence.Ind @ Ad	missions - Forms ★ Appl	yleos @ AalTD Home @ fecome a Booci Sg + D + ⊐ ## + 2ye+ Sdety + Tgols + @ +
		111g) 2 2 2 2 V		
			Throu V LIP du/vlir corq INKED	Sign in with your UTBGV Account actue gistmistiglargy edu Sign in Sign in Carft access your account?
		Welcome		™ y f in
		Important Dates	(8)	Resources
				Academic Calendar
				Admission Deadlines
				Apply to UTRBV > Class Schwide 1,20% +
2	Enter your UTRGV assig	ned username and pa	<mark>ISSWO</mark> r	r <mark>d</mark> .
3	Select <mark>Sign In</mark>			
4	Select ASSIST from the	Applications section.		
5	You are IN!	<u> </u>		
	Construction of the second sec	bbblin.P.GerMenuhamath P + 🚔 B C 🗃 Main Mana 🛛 🗙		0 × 0
		(9) 300 - Preset University (2) About The ESM Project - (2) Academic Excellence Ind. (2) Ad	nicsions - Forms \star ApplyTr	tens @ AdTID Home @ Become a Blood 🦷 💁 + 🛐 + 🔄 + Dye + Spler + Tyck + 🖗 + "
	Personal Information Student Services	Faculty and Advisors Admissions UTRGV Services Financial Aid ACCESSION	ITY SITE MAP HELP EX	था
	Main Menu			
	Welcome, Deborah A. Glichrist, to the Personal Information Voides advess, cetted information or markel and	e UTRGV ASSIST Systemi Last web access on Jan 11, 2016 at 01:19 pm		
	Student Services Register, view your addemic resorts and Fixancial A Faculty and Advisors tote Dealers and Registration Overriles, View Class L Administration Status	ef Liste and Stadent Deformation		
	Admission Status Information UTRGV Services UTBQV Jenvices Financial Aid			
	RELEASE: 0.7	affiliates.		
				\$1005

Lesson: Accessing Faculty Self-Service – Your Personal Information

Step	Action	
1	Log into Self-Service using instructions from Lesson: Accessing Faculty Self-Servic	ce
2	Click on the Personal Information tab or link.	
	Personal Information Student Services Faculty and Advisors Admissions UTPA Services Financial Aid Search Ga Ga RETURN TO MENU SITE MAP HELP EXIT Personal Information Request a Parking Permit, Reserve an Orientation Date or Complete a Survey View Addresses and Phones Update Addresses Update Addresses Update Addresses New Final Addresses View Final Addresses View Final Addresses View Email Addresses Suppart Enail Addresses View Final Addresses View Email Addresses Admissions View Final Addresses View Email Addresses View Final Addresses View Email Addresses View Email Addresses View Final Addresses View Email Addresses View Email Addresses View Final Addresses View Final Addresses View Emergency Contacts View Emergency Contacts View Final Addresses View Mergency Contacts View Final Addresses View Final Addresses View Addresses View Addresses View Addresses View Addresses View Addresses View Addresses View Addresses View Addresses View Addresses View Addresses <	
3	Choose an option from the Personal Information Menu Search Personal Information Parking Permits, Emergency Loans and Surveys View Addresses and Phones Update Addresses Update Addresses Update E-mail Addresses Update Emergency Contacts Name Change Information Social Security Number Change Information ReLEASE: 7.3	

Lesson: Updating Addresses and Phone Numbers

Step	Action
1	Log into Self-Service
2	Click on the Personal Information Tab
3	Click on Update Addresses and Phones
4	Select which type of information you'd like to update using the Type of Address down
	arrow and click Submit

		Update Addresses and Phones - Select Address				
		 Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit. Entering overlapping dates may change the effective dates on existing address records. 				
		Change of address information and USPS forms are available through this link.				
		Addresses and Phones Mailing Phones Current: Oct 11, 2007 to (No end date) Primary: None Provided S513 El Sauz Mailing: 956-7813391 Edinburg, Texas 78539				
		PermanentPhonesCurrent: Oct 11, 2007 to (No end date) Primary: None Provided5613 El SauzPermanent: 956-7813391Edinburg, Texas78539				
		System of Address to Insert: Select Select Submit Mailing Parents Permanent				
5	Enter	the Dates you wish to start and all applicable information on the provided fields				
		te Addresses and Phones - Update/Insert				
	🗨 Rec	uired fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province,				
	req	ZIP or Postal Code; all other helds are optional. If Nation is entered, only Address Line 1 and City are lined. Wh en updating an address you do not need to change the Valid From This Date value.				
	1 Permanent Valid From This Date: MM/DD/YYYY					
	Until Th Addres:	Until This Date: MM/DD/YYYY Address Line 1:				
	Addres: Addres:	ess Line 2:				
	City: State o	r Province: Not Applicable				
	ZIP or F County	ZIP or Postal Code:				
	Nation:	Area Code:				
	Phone Number: OR International Access Code and Phone Number:					
	Extension: Unlisted in Web Directory:					
	Delete	his Address:				
	Phone ⁻	ype Area Phone Ext. International Unlisted Delete Code Number Access Code and Phone Number				
	Select Select					
	Select					
	Select					
	Submit	Reset				
		Select a Different Address to Update				
	RELEAS	[View Addresses and Phones]				
6	You w	ill be able to view the updated information.				

Lesson: Updating Email Addresses

Step	Action
1	Log into Self-Service
2	Click on the Personal Information Tab
3	Click on Update E-mail Addresses
4	Select which email type you'd like to update using the Type of Email down arrow and click on the Submit button.
	Update E-mail Addresses - Select Address Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.
	E-mail Addresses Business Iamares@utpa.edu
	Type of E-mail to Insert: Select Business Personal Primary email address UTPA Assigned Email [View E-mail Addresses]
5	Enter your new information and Click the Submit Button. Update E-mail Addresses - Update/Insert
	only one preferred e-mail address. Personal E-mail: Comment: Delete this address: Preferred cannot be displayed
	Submit Reset Select a Different E-mail Address to Update [View E-mail Addresses]
6	The Update E-Mail Addresses page will appear with the new information.

Lesson: Updating Emergency Contacts

Step	Action
1	Log into Self-Service
2	Click on the Personal Information Tab
3	Click on Update Emergency Contacts
4	Click on New Contact

		Update Emergency Contacts
		• Update a contact by selecting that contact and making the necessary cha
		Emergency Contacts Order Name Address and Phone Relationship New Contact [View Emergency Contacts] RELEASE: 7.3
5	Enter information on t	he Update page then click on Submit Changes
	L	Jpdate Emergency Contacts
	•	Enter a new emergency contact. When finished, Submit Changes.
	Ra O Ra Fi M La A A A Ci SI Zi Ci SI Ci A	emove Contact: rder: 1 elationship: Not Applicable frst Name: ddf entital: ddf entital: ddf enss Line 1: ddf enss Line 2: ddf enss Line 3: ddf enss Line 3: fry: tate or Province: Not Applicable por Postal Code: pountry: Not Applicable Free Code: Phone Number: Extension:
6	The Update Emergence	v Contacts page will appear with your new information.
-	Update Eme Update a contac Emergency Conta Order Name	ergency Contacts at by selecting that contact and making the necessary changes. cts Address and Phone Belationship
	1 Testing My C	ontacts 956 5551234
		[View Emergency Contacts]

The following is a list of options under the Faculty and Advisor Tab.

aculty and Advisors	
En dest Information Marci	
Student Information Menu	
CON Selection	
uru Seleuun Escultu Datail Schadula	
Paculty Detail Schedule Week at a Clance	
Detail Class List	
Summary Class List	
(Online Grading Tutorial)	
Final Grades	
Ungraded Courses	
Assignment History	
Class Schedule	
Course Catalog	
Office Hours	
Early Warning System	
ELEASE: 8.3	

Lesson: Viewing Faculty Detail Schedule

	Action		
Log into Self-Service			
Click the Faculty and Ad	visor tab		
Click on Faculty Detail S	chedule		
The Select Term page ap	opears		
Select the desired term	using the drop-down list		
	Select Term		
Select a Term: Fall 2008 🛩			
Submit			
Click Submit			
The Faculty Detail Schedule page appears. Use the scroll bar on the right to view all			
courses.			
	Log into Self-Service Click the Faculty and Ad Click on Faculty Detail S The Select Term page ag Select the desired term Click Submit The Faculty Detail Sched courses.		

Intermediate Acct III - 10027	- ACC 3329 - 01		
Status:		Active	
Available for Registration:		Feb 01, 2008 - Dec 11, 2008	
College:		Business Administration	
Department:		Accounting and Business Law	
Part of Term:		1	
Course Credits:		3.000	
Course Levels:		Undergraduate	
Campus:		Main	
Override:		No	
Syllabus:		Maintain	
Rosters:		Classlist	
Office Hours:		Add	
Enrollment Counts			
Maximum Actual R	emaining		
Enrollment: 40 0 4			
Cross List: 0 0 0			
Scheduled Meetina Times			

Lesson: Week at a Glance

S tep	Action		
1	Log into Self-Service		
2	Click the Faculty and Advisor tab		
3	Click on Week at a Glance		
	The Week at a Glance page appears. Use the scroll bar to view complete data		
	Go to (MM/DD/YYYY): Submit		
(Previous Week Week of Aug 25, 2008 (1 of 16)		
	Monday Tuesday Wednesday Thursday Friday Saturday Sunday 11am		
	ACC 3329- 12pm ACC 3329-01 ACC 112pm ACC 3329-01 ACC 10027 Class 3329-01 10027 11:45 am- Class 12:35 pm Class 11:45 am- 12:35 pm TBA 11:45 12:35 pm TBA TBA 11:45 12:35 pm TBA TBA TBA		
	1pm		
	2pm		
	Done 🕒 Internet 🔍 100% 🗸		
4	To view the Previous Week or Next Week of a semester, click Previous Week or Next		
	Week (circled in red).		
	The Week at a Glance page appears.		
5	To view a Specific Week in a semester, complete the Go To (MM/DD/YYYY) field. 🛛 ★		

	The Week at a Glance page appears.
6	After viewing the Week at a Glance page, click Return to Menu in the upper-right hand
	corner of the screen to return to the Faculty and Advisors Menu

Lesson: Viewing a Detailed Class List

Step	Action		
1	Log into Self-Service		
2	Click the Faculty and Advisor tab		
3	Click on Detail Class List		
	The Select CRN page appears		
4	Select the CRN (course) from the drop-down list		
	Select a CRIN		
	CRN: Intermediate Acct III - 10027		
	Principles of Accounting - 10032		
	Subme		
E	Click Submit		
5	Click Sublill The Detail Class List appears		
	Detail Class List appears		
	• An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary		
	curriculum that is different from that in his/her primary curriculum.		
	If the word Confidential appears next to a student's name, the personal information is to be kept confidential.		
	Course Information Intermediate Acct III - ACC 3329 01		
	CRN: 10027 Duration: Aug 25, 2008 - Dec 11, 2008		
	Status: Active information. Current		
	Enrollment Counts programs for all		
	Enrollment: 40 1 39 students in the course		
	will be listed.		
	Record Student Name ID Registration Status Registration Number		
	Number 1 SampleA, Anna 20006804 Registered 1		
	Current Program Bachelor of Arts		
	Level: Undergraduate Program: BA in Communication		
	Admit Term: Fall 2008		
	Catalog Term: Fall 2008		
	College: Arts and Humanities Major and Department: Communications, Communications		
	Class: Freshman		
	Credits: 3.000		
E	After viewing the Detail Class List page, click Peture to Menu in the upper right hand		
O	corner of the screen to return to the Eaculty and Advisors Monu		
	conner of the screen to return to the Faculty and Advisors Menu		

Lesson: Viewing the Summary Class List and Sending a Class Email

Step	Action
1	Log into Self-Service

-	Click the F	aculty and Advisc	or tab						
3	Click on Summary Class List								
	The Select	a term page app	ears						
4	Select a Cl	RN using the drop	o-down lis	t					
	RN: In In Submit	termediate Acct III - 10027 termediate Acct III - 10027 nciples of Accounting - 100	32						
5	Select cou	rse and click Subr	mit						
	The Summ	hary Class List pag	e appears	S					
	Summ	ary Class List						1()186233 Mar 18, 2
	An ast depart curricu	erisk will appear next to ment in his/her primary o Ilum that is different from	the appropriat Ir secondary c In that in his/h	te field if any curriculum. 2) er primary cu	of the following The student ha ırriculum.	conditions exist s a program, lev	t: 1) The stu vel, college, c	dent has m or degree in	ore than the seco
	If the word	Confidential appears nex	t to a studen:	it's name, the	e personal inform	ation is to be ke	ept confident	ial.	
	Course In	formation							
	Intermed	ate Acct III - ACC 33	329 01						
	Duration:	Aug 25, 2008 - Dec 11	., 2008						
	Status:	Active							
	Enrollmer	nt Counts							
	Enrollmer	nt Counts Maximum Actual Re	emaining						
	Enrollmer Enrollmer	nt Counts Maximum Actual Re ht: 40 2 38	emaining }						
	Enrollmer Enrollmer Cross List	nt Counts Maximum Actual Re it: 40 2 38 : 0 0 0	emaining						
	Enrollmer Enrollmer Cross List Summary	At Counts Maximum Actual Re it: 40 2 38 : 0 0 0 Class List	emaining	D	Deg Status	Level	Cred	ite Final	Grade
	Enrollmer Enrollmer Cross List Summary Record Number	nt Counts Maximum Actual Re it: 40 2 38 : 0 0 0 Class List Student Name	emaining	ID	Reg Status	Level	Credi	its Final	Grade
	Enrollmer Enrollmer Cross List Summary Record Number 1 2	At Counts Maximum Actual Re it: 40 2 38 : 0 0 0 Class List Student Name SampleA, Anna SampleB, Bobby Confide	emaining	ID 20006804 20006805	Reg Status Registered Begistered	Level Undergraduat	Credi e 3.000	its Final Enter	Grade
6	Enrollmer Enrollmer Cross List Summary Record Number 1 2 To E-mail	At Counts Maximum Actual Re it: 40 2 38 : 0 0 0 Class List Student Name SampleA, Anna SampleB, Bobby Confide a student. click th	emaining	ID 20006804 20006805 con next	Reg Status Registered Registered to their nar	Level Undergraduat Undergraduat	Credi :e 3.000 :e 3.000	its Final Enter Enter	Grade
6	Enrollmer Enrollmer Cross List Summary Record Number 1 2 To E-mail	At Counts Maximum Actual Re it: 40 2 38 : 0 0 0 0 Class List Student Name SampleA, Anna SampleB, Bobby Confide a student, click th the entire class, c	emaining ential ee e-mail i lick the e-	1D 20006804 20006805 con next -mail icor	Reg Status Registered Registered to their nar nat the bott	Level Undergraduat Undergraduat The tom of the	Credi e 3.000 e 3.000	its Final Enter Enter	Grade
6	Enrollmer Enrollmer Cross List Summary Record Number 1 2 To E-mail	At Counts Maximum Actual Re tt: 40 2 38 : 0 0 0 Class List Student Name SampleA, Anna SampleB, Bobby Confide a student, click th the entire class, c	emaining ential lick the e-	ID 20006804 20006805 con next -mail icor	Reg Status Registered Registered to their nar at the both	Level Undergraduat Undergraduat ne tom of the	Credi e 3.000 e 3.000 page	its Final Enter Enter	Grade
6	Enrollmer Enrollmer Cross List Summary Record Number 1 2 To E-mail To E-mail	At Counts Maximum Actual Re it: 40 2 38 : 0 0 0 0 Class List Student Name SampleA, Anna SampleB, Bobby Confide a student, click th the entire class, c Student Name	emaining ential le e-mail i lick the e-	ID 20006804 20006805 con next -mail icor	Reg Status Registered Registered to their nar nat the both	Level Undergraduat Undergraduat The tom of the Credits	Credi e 3.000 e 3.000 page Final Grad	its Final Enter Enter	Grade
6	Enrollmer Enrollmer Cross List Summary Record Number 1 2 To E-mail To E-mail	At Counts Maximum Actual Re it: 40 2 38 : 0 0 0 Class List Student Name SampleA, Anna SampleB, Bobby Confide a student, click th the entire class, c Student Name SampleA, Anna	ential ential lick the e- lick the e- lick the e-	ID 20006804 20006805 CON Next -mail icor Reg Sta 804 Register	Reg Status Registered Registered to their nar nat the both atus Level	Level Undergraduat Undergraduat tom of the Credits	e 3.000 e 3.000 page Final Grad Enter	its Final Enter Enter	Grade
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6	Enrollmer Enrollmer Cross List Summary Record Number 1 2 To E-mail 1 2 To E-mail 1 2 Email class	At Counts Maximum Actual Re 14: 40 2 38 15: 0 0 0 17 Class List Student Name SampleA, Anna SampleB, Bobby Confidential Student Name SampleA, Anna SampleA, Anna SampleB, Bobby Confidential SampleB, Bobby Confidential SampleB, Bobby Confidential	emaining ential the e-mail i lick the e- 10 200064	ID 20006804 20006805 CON Next -mail icor Reg Sta 804 Register	Reg Status Registered Registered to their nar nat the both at Undergradu	Level Undergraduat Undergraduat The tom of the Credits Jate 3.000	e 3.000 e 3.000 page Final Grad Enter Enter	its Final Enter Enter	Grade
6	Enrollmer Enrollmer Cross List Summary Record Number 1 2 To E-mail To E-mail 1 2 Email class Deturn to	At Counts Maximum Actual Re It: 40 2 38 Class List Student Name SampleA, Anna SampleB, Bobby Confide a student, click th the entire class, c Student Name SampleA, Anna SampleA, Anna SampleA, Anna SampleA, Bobby Confidential SampleA, Anna	emaining antial le e-mail i lick the e- 200064	ID 20006804 20006805 CON Next -mail icon Reg Sta 804 Register 805 Register	Reg Status Registered to their nar at the both atus Level Undergradu	Level Undergraduat Undergraduat tom of the tom of the ate 3.000 ate 3.000	credi ae 3.000 page Final Grad Enter Enter	its Final Enter Enter	Grade
6	Enrollmer Enrollmer Cross List Summary Record Number 1 2 To E-mail To E-mail 1 2 To E-mail 1 2 Email class Dotum to	At Counts Maximum Actual Re 11: 40 2 38 2 0 0 0 0 7 Class List Student Name SampleA, Anna SampleB, Bobby Confide a student, click th the entire class, c Student Name SampleB, Bobby Confidential SampleB, Bobby Confidential SampleB, Bobby Confidential SampleB, Bobby Confidential SampleB, Bobby Confidential SampleB, Bobby Confidential	emaining ential te e-mail i lick the e- 200064 1 200064	ID 20006804 20006805 Con next mail icor Reg Sta 804 Register 805 Register	Reg Status Registered Registered to their nar at the both atus Level ad Undergradu ad Undergradu ad	Level Undergraduat Undergraduat me tom of the credits Jate 3.000	e 3.000 e 3.000 page Final Grad Enter Enter	its Final Enter Enter	Grade

	View Student A	ddresses and Phones	10186233 Linda Arellano Mar 18, 2008 08:32 pm	
	Information for Anna Sar	npleA		
	Addresses and Phones			
	Permanent	Phones		
	Current: Mar 18, 2008 - († 1 Street Edinburg, Texas	Io end date) Primary: 956-5551234 78540		
	[Student Information S	tudent E-mail Address Class List	Wait List Mid-Term Grades Final Grades Registration Overrides	
8	After viewing the	Class Summary page,	click Return to Menu in the upper-right h	and
	corner of the scree	en to return to the Fa	aculty and Advisors Menu	

Lesson: Looking up Courses by CRN

Step	Action		
1	Log into Self-Service		
2	Click on Faculty and Advisors tab		
3	Click on CRN Selection		
4	Select a Term and click Submit		
5	Click on Enter CRN Directly		
	Select a CRN		
	You have no assigned sections for this term.		
	ELEASE: 7.3		
6	Enter the CRN (course reference number) to the course you need and click Submit		
	Enter CRN Directly		
	CRN:		
	Submit		
	[Select Assigned CRN]		
	You will be redirected to the Faculty and Advisor menu		
7	Select either Detail Class List or Summary Class list to view selected course		

Lesson: Viewing and Searching the Course Catalog

The course catalog is a general source guide which only provides course descriptions.

Step	Action
1	Log into Self-Service
2	Click on the Faculty and Advisors tab
3	Click on Course Catalog to view Catalog Term page
4	Select desired term in Search by Term drop down list
5	Click Submit
	The Course Catalog page appears

6	In the Subject, Title, Level, Schedule Type, College, and Department fields, select or		
	enter the desired search information		
	YOU DO NOT HAVE TO ENTER EVERY FIELD		
7	Click Get Courses		
	The Catalog Entries page appears		
8	On the Catalog Entries page, click the Course Entry to view course details.		
9	After viewing course details, click on Site Map in the upper-right side of screen to		
	return to the Faculty and Advisors Menu		

Lesson: Viewing and Searching the Class Schedule

The Course Schedule is different than the Course Catalog in that the Schedule, as a semester course offering guide, provides information for courses offered.

Step	Action
1	Log into Self-Service
2	Click on the Faculty and Advisors tab
3	Click on Class Schedule to view Class Schedule Search page
4	Select desired term in Search by Term drop down list
5	Click Submit
	The Class Schedule Search page appears
6	In the Subject, Course Number, Title, Campus, Course Level or Instructor fields, select
	or enter the desired search information.
	YOU DO NOT HAVE TO ENTER EVERY FIELD
7	Click Class Search
	The Class Search Listing page appears
8	On Class Schedule page, click the Section Found to view class details.
9	After viewing class details, click Site Map in the upper right-hand corner of the screen
	to return to the Faculty and Advisors Menu

Lesson: Attendance Verification

Attendance verification is very important to both our students and the Institution. Institutions of Higher Education that disburse Title IV Aid (i.e. Pell, Loans, TEACH, Perkins, etc.) must verify attendance. If a student is reported as not attending, we are required to return the disbursed funds to the appropriate program even if those funds were directly disbursed to the student **no later than 30 days after the census date.**

Completing the attendance verification is only the first step in the process. The reports must be reviewed and refunds processed so it is imperative that verification is complete when requested.

Please log in to ASSIST and follow these steps:

- 1. Click on "Faculty and Advisors"
- 2. Click on "Attendance Verification"
- 3. Choose the appropriate term from the menu

- 4. Choose the class from the menu and click "submit"
- 5. Check the box for the students who have NOT attended ANY class sessions. (For online courses, check the box for students who have not participated in the course.)
- 6. Click "Submit Attendance Verification"
- 7. To verify attendance in other courses, click the "Attendance Verification CRN Selection" link at the bottom of the screen.
- 8. Repeat steps 4-6.