

# Faculty & Advisor Self-Service

Revised: February 16, 2006  
By: Elizabeth Sanburg

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## Selecting a Student ID

1. From the Faculty & Advisor Services page, click **Student Menu**.
2. Click **ID Selection**.
3. You may enter:
  - The UNC Charlotte ID of the student you want to process.
  - A combination of partial names and/or a student search type.

**Student/Advisee ID Selection**

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 You may enter:

1. The ID of the Student/Advisee you want to process, or
2. A combination of partial names and/or a student search type. Then press the Submit button.

**Student or Advisee ID:**

**OR**

*Student and Advisee Query*

**Last Name:**

**First Name:**

**Search Type:**  **Students**

**Advisees**  **Both**

**All**

4. Click **Submit**.
  - A page will display, asking you to confirm the student returned is the one for whom you are seeking information.
5. Click **Submit**.

# Viewing Student Information

## General Information


1. From the Faculty & Advisor Services page, click **Student Menu**.
2. Click **View Student Information**.
  - This will display the student's general information.

Faculty View of Student Information	
If the word "Confidential" appears beneath a student's name, his/her personal information is to be kept confidential.	
Information for <a href="#">Robert D. Smith</a>	
<b>Student Information effective from Fall 2005 to Fall 2006</b>	
Registered for Term:	Yes
First Term Attended:	Spring 2000
Last Term Attended:	Spring 2006
Status:	Active
Matric Term:	Fall 2002
Residence:	Out of state Resident
Citizenship:	United States Citizen
Student Type:	Continuing
Class:	Freshman
Block:	ASUN Block 1
Academic Standing Status:	Suspended-Academic
Academic Standing Term:	Fall 2005
Academic Standing Override:	Suspended-Academic-Reinstated
Academic Standing Override Term:	Fall 2005

To view information for a different student, refer to the instructions for **Selecting a Student ID** (pg. 3)

## Class Schedule

1. From the Faculty & Advisor Services page, click **Student Menu**.
2. Click **View Student Schedule**.
  - This will display the student's schedule for the term selected.

Current Schedule	
Total Credit Hours: 3.000	
<b>Principles of Biology I - BIOL 1110 001</b>	
Associated Term:	Fall 2005
CRN:	20707
Status:	Registered on Oct 17, 2005
Assigned Instructor:	Bradley E. Wright 
Grade Mode:	Standard Letter
Credits:	3.000
Level:	Undergraduate

To view information for a different student, refer to the instructions for **Selecting a Student ID** (pg. 3).

# Viewing Student Information

## Address Information

1. From the Faculty & Advisor Services page, click **Student Menu**.
2. Click **View Student Address and Phones**.
  - This will display the student's address and any phone numbers listed in the system.

<i>Addresses and Phones</i>	
Local Mailing Address	Phones
<b>Current:</b> Sep 15, 2005 - (No end date) 10010 Woodberry Trail Apartment 322 Charlotte, North Carolina 28262	Primary: None Provided
Permanent	Phones
<b>Current:</b> Sep 15, 2005 - (No end date) 923 Spruce Street Whiteville, North Carolina 28472	Primary: None Provided

## E-mail Information

1. From the Faculty & Advisor Services page, click **Student Menu**.
2. Click **View Student E-mail Address**.
  - This will display the student's e-mail address that is listed in the system.

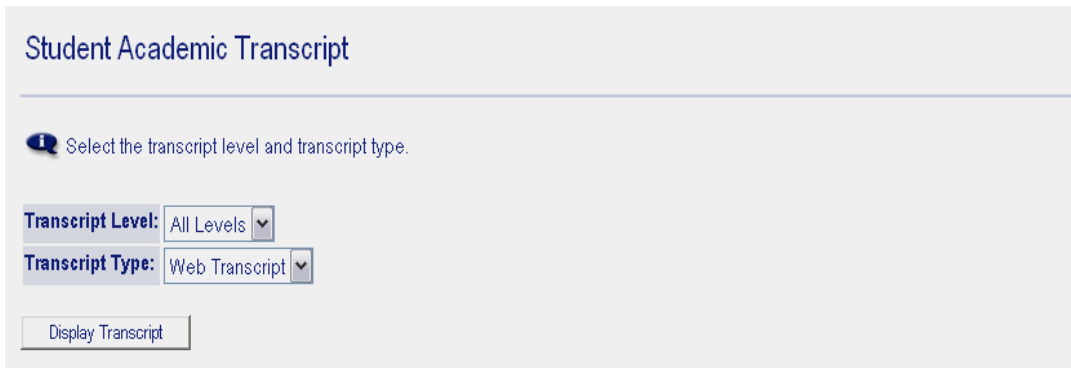
<i>E-mail Addresses</i>
<b>UNC Charlotte</b> marlittl@uncc.edu <b>Preferred</b>

To view information for a different student, refer to the instructions for **Selecting a Student ID** (pg. 3).

# Viewing Transcripts

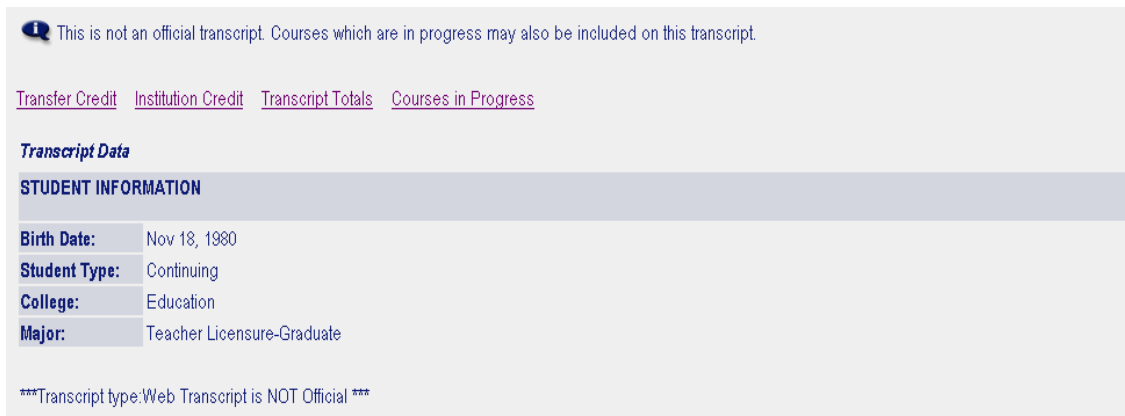
## Transcripts

1. From the Advisor's Menu, click **Student Academic Transcript**.
2. Select appropriate term from the drop-down menu.
3. Enter the UNC Charlotte ID of the student you wish to view.
4. Verify student selected is correct.
5. Select **Transcript Level** and **Transcript Type** from the drop-down boxes.



The screenshot shows a web interface titled "Student Academic Transcript". Below the title is an information icon and the text "Select the transcript level and transcript type." There are two dropdown menus: "Transcript Level:" with "All Levels" selected, and "Transcript Type:" with "Web Transcript" selected. Below these is a button labeled "Display Transcript".

6. Click **Display Transcript**.
7. Choose from the available views:
  - Institution Credit
  - Transcript Totals
  - Courses in Progress



The screenshot shows the transcript view interface. At the top, there is an information icon and the text "This is not an official transcript. Courses which are in progress may also be included on this transcript." Below this are four links: "Transfer Credit", "Institution Credit", "Transcript Totals", and "Courses in Progress". Underneath is the heading "Transcript Data" and a sub-heading "STUDENT INFORMATION". A table displays the following information:

<b>Birth Date:</b>	Nov 18, 1980
<b>Student Type:</b>	Continuing
<b>College:</b>	Education
<b>Major:</b>	Teacher Licensure-Graduate

At the bottom, there is a disclaimer: "\*\*\*Transcript type: Web Transcript is NOT Official \*\*\*"

To view information for a different student, refer to the instructions for **Selecting a Student ID** (pg. 3).

# Releasing Advisement Holds

## Please Note:

Advising holds for Summer are cleared in SIS PLUS and cleared in Banner for Fall 2006. This one time, advising holds will have to be cleared in both places.

1. From the Advisor's Menu, click **View All Student Holds/ Remove Advisement Holds**.
2. Select appropriate **Term** from the drop-down menu.
3. Click **Submit**.
4. Enter the UNC Charlotte ID of the student you wish to view.
5. Click **Submit**.
6. Verify student selected is correct.
7. Click **Submit**
  - Hold information for the student selected will be displayed.

Search  Go RETURN TO MENU SITE MAP HELP EXIT

**Personal Information Student Services & Financial Aid Faculty & Advisors Employee WebTailor Administration Finance**

View all Student Holds /Remove Advisement Holds 800209033 Martha E. Sanburg  
Feb 15, 2006 11:12 am

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Information for [Richard L. Yount](#)

Please note that some holds are sensitive and may not display.

**Administrative Holds**

Hold Type	From Date	To Date	Amount Reason	Originator	Processes Affected
Advisement Required	Feb 13, 2006	Dec 31, 2009			Registration

[Return to Previous](#)

8. Click the **Remove Advising Hold** button.
9. You will receive a message that the Advising Hold has been removed.

Search  Go RETURN TO MENU SITE MAP HELP EXIT

**Personal Information Student Services & Financial Aid Faculty & Advisors Employee WebTailor Administration Finance**

View all Student Holds /Remove Advisement Holds 800209033 Martha E. Sanburg  
Feb 16, 2006 11:51 am

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Information for [Richard L. Yount](#)

**Administrative Holds**

Hold Type	From Date	To Date	Amount Reason	Originator	Processes Affected
Advisement Required	Feb 13, 2006	Dec 31, 2009			Registration

**Advising Hold has been Removed.**


To view information for a different student, refer to the instructions for **Selecting a Student ID** (pg. 3).

## Viewing Your Teaching Schedule

1. From the Faculty & Advisor Services page, click either **Faculty Detail Schedule** or **Faculty Schedule by Day and Time**.
2. Select the appropriate term.

**Select Term**

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


**Select a Term:** Fall 2006

Fall 2006  
 Second Summer 2006  
 First Summer 2006  
 Spring 2006  
 Fall 2005

3. Click **Submit**.
  - This will display a summary or weekly view for the sections you are scheduled to teach.

### Faculty Schedule by Day and Time

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

[Previous Week](#)                      **Week of Sep 26, 2005** (6 of 17)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>9am</b>						
<b>10am</b>		<a href="#">LBST 2101-134</a> <a href="#">20320 Class</a> 9:30 am-10:50 am <a href="#">TBA</a>		<a href="#">LBST 2101-134</a> <a href="#">20320 Class</a> 9:30 am-10:50 am <a href="#">TBA</a>		
<b>11am</b>	<a href="#">JAPN 2201-001</a> <a href="#">20738 Class</a> 11:00 am-11:50 am <a href="#">COED 32</a>		<a href="#">JAPN 2201-001</a> <a href="#">20738 Class</a> 11:00 am-11:50 am <a href="#">COED 32</a>		<a href="#">JAPN 2201-001</a> <a href="#">20738 Class</a> 11:00 am-11:50 am <a href="#">COED 32</a>	

# Viewing Your Class List

## Detail Class List

1. From the Faculty and Advisor Services page, click **Detail Class List**.
2. Select appropriate term.
3. Click **Submit**.
4. Select the appropriate section.
  - The only sections available to you are those you have been assigned to teach.
5. Click **Submit**

**Course Information**

**Economics for Non-Majors - ECON 1101 002**

**CRN:** 20375  
**Duration:** Aug 22, 2005 - Dec 16, 2005  
**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	30	25	5
<b>Cross List:</b>	0	0	0

**Current Record Set:** 1 - 10 | 11

**Detail Class List**

Record Number	Student Name	ID	Registration Status	Start Date	Expected Completion	Registration Number
1	<a href="#">Brown, Laura A.</a>	800247135	Registered on Oct 18, 2005	Oct 17, 2005	Nov 30, 2005	17 

**Program:** Teacher Licensure-Graduate  
**Level:** Undergraduate  
**College:** Education  
**Department:** Education  
**Degree:** Undesignated  
**Major:** Teacher Licensure-Graduate  
**Class:** Graduate Student  
**Credits:** 3.000

This will display the detailed information about the students registered in this section.

You have the option to e-mail the student from the e-mail icon.

# Viewing Your Class List

## Summary Class List

1. From the Faculty & Advisor Services page, click **Summary Class List**.
2. Select the appropriate term.
3. Click **Submit**.
4. Select the appropriate section; the only sections available to you are those that you have been assigned to teach.

Select CRN

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

CRN: Intro to Special Education - 20304

Submit

Intro to Special Education - 20304  
Instr Planning in Special Educ - 20306  
Principles of Biology I - 20707

5. Click **Submit**.

**Intro to Special Education - SPED 5100 089**

CRN: 20304




Duration: Aug 22, 2005 - Dec 16, 2005


Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	30	3	27
Cross List:	0	0	0

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	<a href="#">McDonald, Josh</a>	800033212	Web Registered	Graduate	3.000	<u>U</u>	<a href="#">Enter</a>	
2	<a href="#">Lin, Charles</a>	800158804	Web Registered	Graduate	3.000	<u>C</u>	<a href="#">Enter</a>	
3	<a href="#">Langdon, Laura</a>	800213611	Web Registered	Graduate	3.000	<u>A</u>	<a href="#">Enter</a>	

[Email class](#) 

This will display the summary information about the students registered in this section.

You have the option to e-mail individual students or the entire class from the e-mail icons.

## Registration Overrides

1. From the Faculty & Advisor Services page, click **Term Selection**.
2. Select the appropriate term.
3. Click **Student Menu**.
4. Click **ID Selection** (you can type in the UNC Charlotte ID or search by student name).
5. A page will display, asking you to confirm the student returned is the one for whom you are seeking information.
6. Click **Submit** (the Student Menu will display).
7. Click **Registration Overrides**.

Faculty Registration Permits/Overrides

Information for [Laura Langdon](#)

Welcome to the Faculty Registration Permits/Overrides Worksheet.

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.

**Registration Overrides**

Override	Course
None	None
None	None
Authorization	None
Allow enrollment in duplicates	None
Permit to Register	None

8. There are two drop-down menus:
  - a. Override
  - b. Course
9. Select the appropriate **override type** from the **Override** drop-down menu.
10. Select the appropriate **course number** from the **Course** drop-down menu.
11. Click **Submit**.

12. Confirm the override information (correct student, correct type of override, correct course).

### Faculty Registration Overrides Confirmation

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 Below are the override requests you entered. Please confirm by clicking Commit Changes.

**Registration Overrides**

Override	CRN	Course Number	Section	Student	Activity Date
Permit to Register	20306	SPED 5175	089	Laura Langdon	Nov 29, 2005

13. Click **Submit**.

- The student now has a Registration Override for the course you selected.

# Grading

## Please note:

- Midterm grades are **NOT OFFICIAL**.
- Midterm grades will **NOT** be on transcripts and do not appear on a student's academic history.
- Midterm grades submitted are immediately viewable to students.
- Midterm grades should be entered within the 30 minute time frame allotted.

## Midterm Grades

1. From the Faculty & Advisor Services page, click on **Mid-Term Grades**.
2. Select appropriate term from the drop-down menu.
3. Click **Submit**.
4. Select the course section for which you are submitting grades from the drop-down box.
5. Click **Submit**.
  - This will display a class list to enter a grade for each student.

**Course Information**

Intro to Special Education - SPED 5100 089

CRN: 20304

 Please submit the grades often. There is a 30 minute time limit starting at 10:50 am on Nov 21, 2005 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	<a href="#">Langdon, Laura</a>	800033212	3.000	Web Registered Oct 17, 2005	A			1	
2	<a href="#">McDonald, Josh</a>	800158804	3.000	Web Registered Oct 18, 2005	A			3	
3	<a href="#">Lin, Charles</a>	800213611	3.000	Web Registered Oct 18, 2005	A			2	

None  
A  
B  
C  
I

6. From the grade drop-down box, select the correct grade for the appropriate student.
  - Students who have **Withdrawn** will not be eligible to have grades entered.
7. After you have entered grades for all students:
  - a. Review grades for accuracy.
  - b. Click the print icon on the top task bar to make a printout of the grades you submit. The printout is your record of the submitted midterm grades.
8. Click **Submit**.

A confirmation page will display to confirm that **mid-term** grades have been entered successfully.

# Grading

## Please note:

- Final grades are **OFFICIAL**.
- Final grades will show on student transcripts and appear on a student's academic history.
- Final grades should be entered within the 30 minute time frame allotted.
- Final grades submitted will be viewable to students after the grading period.

## Final Grades

1. From the Faculty & Advisor Services page, click **Final Grades**.
2. Select appropriate term from the drop-down menu.
3. Click **Submit**.
4. Select the course section from the drop-down box for which you are submitting grades.
5. Click **Submit**.

**Final Grade Worksheet**

- 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).

**Course Information**  
**Intro to Special Education - SPED 5100 089**  
CRN: 20304  
Students Registered: 3

Please submit the grades often. There is a 30 minute time limit starting at 09:39 am on Jan 20, 2006 for this page.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Roll'd	Last Attend Date	Registration Number
1	Langdon, Laura	800033212	3.000	Web Registered Oct 17, 2005	A	N		1
2	McDonald, Josh	800158804	3.000	Web Registered Oct 18, 2005	A	N		3
3	Lin, Charles	800213611	3.000	Web Registered Oct 18, 2005	A	N		2

Please submit the grades often. There is a 30 minute time limit on thi

- This will display a class list to enter a grade for each student.
6. From the grade drop-down box, select the correct grade for the appropriate student.
    - Students who have **Withdrawn** will not be eligible to have grades entered.
    - Students with the grade type of **Audit** should be given a grade of AU (student attended) or NR (student never attended). These will be the only grade choices for students with an Audit grade type.
    - Students with the grade type of **Pass/No Credit** should be given a grade of P (student passed), H (Honors), or N (student failed). These will be the only grade choices for students with a Pass/No Credit grade type.
  7. After you have entered grades for all students:
    - a. Review grades for accuracy.
    - b. Click the **Print** icon on the top task bar to make a printout of the grades you submit. The printout is your record of the submitted final grades.
  8. Click **Submit**.

A confirmation page will display to confirm that **final grades** have been entered successfully.