

# Faculty and Advisor Self Service Guide



## Office of the Registrar

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## Introduction

Welcome to Banner Faculty and Advisor Self-Service! The purpose of this user guide is to provide UTHSC Faculty and Advisors step-by-step instructions on how to successfully use the Banner Student Information System.

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to UTHSC policy concerning storage, retention, use release and destruction of data. Generally, students records are protected by the Family Rights and Privacy Act of 1974 (FERPA). Access to student 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 on U.S. Department of Education website:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

For further information you may contact the Office of the Registrar:

Mon-Fri 8:00am-5:00pm  
910 Madison Avenue, Suite 520  
Memphis, Tennessee 38163  
Phone: 901-448-5560  
Fax: 901-448-7772

# Using Faculty Self Service

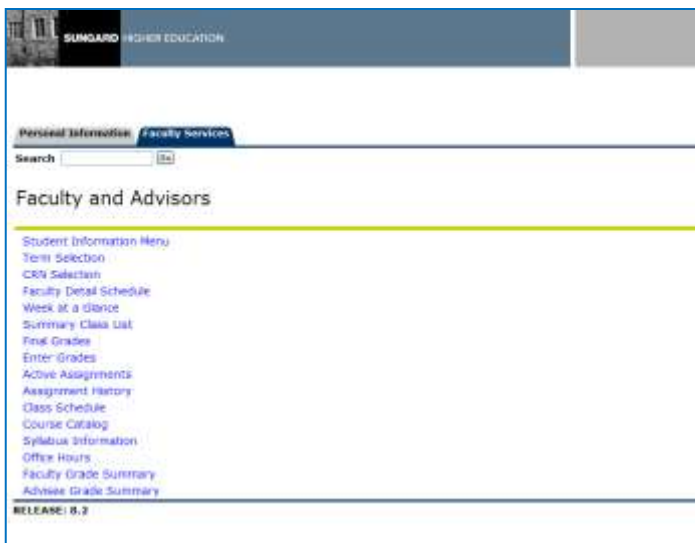


1. Go to the UTHSC Homepage: [www.uthsc.edu](http://www.uthsc.edu)
2. Select Banner Self Service

To access Banner Faculty Self-Service as an authenticated user, you must successfully log-in with your *UTHSC net ID* and *PIN*.



Select Faculty and Advisors



Your *Faculty and Advisors Menu* will contain only items specific to you. Every faculty member will have a Faculty Services tab, as well as a Personal Information tab.

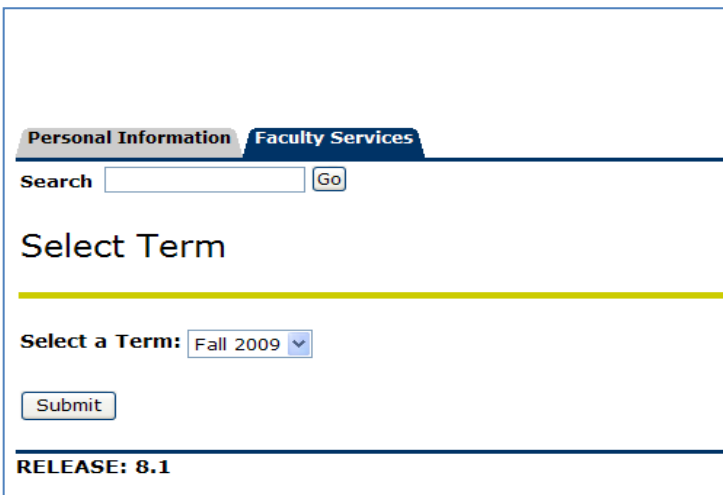


Under the Faculty Services tab you will find the Student Information Menu.

**Student Information Menu-** This screen will give you the option to view a student's schedule, address/telephone information, email address, their academic transcript, etc.

### ***Student Information***

#### ***Quick Reference***



***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.



***ID Selection-*** Allows you to select a student for your current session of Self-Service. Information about this student will be displayed until you select a different student or you log out of Self-Service. In the case show, no individual student was selected.

Personal Information Faculty Services

Search  Go

## General Student Information

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Information for [Mock Testing I](#)  
**Student Information effective from Fall 2009 to The End of Time**

**Registered for Term:** Yes  
**First Term Attended:** Fall 2009  
**Status:** Active  
**Site:** UT Health Science Center  
**Residence:** In State  
**Student Type:** First-time Graduate or Prof

**Curriculum Information**  
**Current Program**  
 Master of Science in Nursing  
**Level:** Graduate  
**Program:** Nursing-MSN  
**Admit Term:** Fall 2009  
**Admit Type:** First-Time Graduate  
**Catalog Term:** Fall 2009  
**College:** Nursing  
**Major:** Nursing


**Student Information-** You may **Search** using a Student's ID or Name here also. By entering a Name or Student ID in the search box and pressing Submit. General information about that student will be displayed.

Personal Information Faculty Services

Search  Go

## View Student Addresses and Phones

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Information for [Mock Testing I](#)  
 **There are no addresses available for you to view.**

[ [Student Information](#) | [Student E-mail Address](#) ]

RELEASE: 8.0

**Student Address and Phones-** Allows you to access contact information for a particular student. Students are able to make change current address and telephone number via Self-Service.

Personal Information Faculty Services

Search  Go

## Select Student E-Mail Address to View

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Information for [Mock Testing I](#)

**E-mail Addresses**  
**Campus Email**  
 mocktesting1@uthsc.edu

[ [Student Information](#) | [Student Address and Phones](#) | [Class List](#) | [Wait List](#) | [Mid-Term Selection](#) | [Summary Class List](#) | [S](#) ]

RELEASE: 8.0

**Student E-mail Address-** Allows view access to the selected student's primary and secondary e-mail addresses.

**View Student Schedule**

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Information for Mock Testing I

Current Schedule

Total Credit Hours: 16.000

**Acute Cardiopulmonary Nursing - ACNP 800 - 00**

Associated Term: Fall 2009  
 CRN: 41506  
 Status: \*\*Registered\*\* on Jul 02, 2009  
 Assigned Instructor: Testing Faculty  
 Grade Mode: Standard Letter  
 Credits: 3.000  
 Level: Graduate  
 Campus: UT Health Science Center (86)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Jul 01, 2009 - Dec 18, 2009	Web Base Lecture	Testing Faculty (P)

**Anesthetic Mgmt for OBS/PED - ANES 823 - 00**

Associated Term: Fall 2009  
 CRN: 40010  
 Status: \*\*Registered\*\* on Jul 02, 2009  
 Assigned Instructor: Testing Faculty  
 Grade Mode: Standard Letter  
 Credits: 3.000  
 Level: Graduate  
 Campus: UT Health Science Center (86)

Student Schedule- Allows view access to the selected student's detailed class schedule.

**Personal Information** **Faculty Services**

Search

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Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

Academic Transcript- Allows view access to the selected student's UTHSC transcript.

**Personal Information** **Faculty Services**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Degree Evaluation** 08518894 Testing Faculty  
Jan 26, 2010 01:08 pm

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Information for Mock Testing I

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

**Curriculum Information**

**Primary Curriculum**

Program: Nursing-MSN  
 Catalog Term: Fall 2009  
 Level: Graduate  
 Campus: Nursing  
 College: Master of Science in Nursing  
 Degrees: Nursing

First Major: Nursing

[Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#)

Degree Evaluation- ( Available to Advisors Only) Allows comparison of student's record with the required courses in a student's curriculum.

Active Registrations for Mock Testing I 00110094  
3/1/20

Information for Mock Testing I  
 ⓘ The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

Anesthetic Mgmt for OBS/PED - ANES 823 - 00		Credits	3.000
Associated Term	Fall 2009	Grade Mode	Standard Letter
CRN	40010	Course Level	Graduate
Status	**Registered** Jul 02, 2009	Midterm Grade	
Schedule Type	Lecture	Grade Detail	
Instructional Method	Conventional Methodology	Associated Instructor	Testing Faculty
Campus	UT Health Science Center (96)	Course URL	
Diagnostic Radiology-KNOX - RAD2 4010 - 00		Credits	7.000
Associated Term	Fall 2009	Grade Mode	Standard Letter
CRN	41509	Course Level	Professional Doctorate
Status	**Registered** Jul 02, 2009	Midterm Grade	
Schedule Type	Clinical	Grade Detail	
Instructional Method	Clinical	Associated Instructor	Anton W. Allen
Campus	UT Health Science Center (86)	Course URL	
Acute Cardiopulmonary Nursing - ACNP 800 - 00		Credits	3.000
Associated Term	Fall 2010	Grade Mode	Standard Letter
CRN	40003	Course Level	Graduate
Status	**Registered** Jul 02, 2010	Midterm Grade	
Schedule Type	Web Based Lecture	Grade Detail	
Instructional Method	Internet/Web Based/Online	Associated Instructor	
Campus	UT Health Science Center (86)		

**Active Registrations-** Allows you view access to the detailed course schedule of students.

Registration History for Mock Testing I

Information for Mock Testing I  
 ⓘ The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding that this grade will be displayed on your transcript.

Associated Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
Fall 2010	40001	ACNP 800	Acute Cardiopulmonary Nursing	3.000	Graduate	**Registered** Jul 02, 2010		
Fall 2010	40002	ACNP 802	Acute Cardiopulmonary Clinic	3.000	Graduate	**Registered** Jul 02, 2010		
Fall 2010	40003	ANAT 342	Neurobiology	2.000	Professional Doctorate	**Registered** Jul 02, 2010		
Fall 2009	41506	ACNP 800	Acute Cardiopulmonary Nursing	3.000	Graduate	**Registered** Jul 02, 2009		A
Fall 2009	40010	ANES 823	Anesthetic Mgmt for OBS/PED	3.000	Graduate	**Registered** Jul 02, 2009		
Fall 2009	40192	NSG 823	Physical Diagnosis	3.000	Graduate	**Registered** Jul 02, 2009		B
Fall 2009	41509	RAD2 4010	Diagnostic Radiology-KNOX	7.000	Professional Doctorate	**Registered** Jul 02, 2009		

[ Active Registration | Look Up Classes | Add or Drop Classes | Academic Transcript ]

**Registration History-** Allows view access students' course registration history including courses currently in progress.

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Personal Information | **Faculty Services**

Search

Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Summary Class List
- Final Grades
- Enter Grades
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- Faculty Grade Summary
- Advisee Grade Summary

RELEASE: 8.2

Return to the Faculty and Advisors Main Menu by clicking Return to Menu on the right hand side of the screen:

\*Description of other Self-Service Banner functions follows.

**Term Selection-** Most information is term driven. You will need to select the term you need to work with before you are allowed to view data. If you fail to select a term you will be prompted to the current term. You will continue to view data from the term you selected until you choose another term.

**CRN Selection-** CRN is short for course reference number. You can choose the CRN of your preference to view course information, enrollment counts, duration and class rosters. You will only be able to see information for course(s) in which you are the assigned instructor.

**Faculty Detail Schedule-** Displays detailed information specific to each course you are teaching: such as number of credits, enrollment, days and time.



**Week at a Glance**

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more details.

Week of Jun 28, 2010 (1 of 20)

Day	Class	Time
Monday		
Tuesday		
Wednesday	CRNP 011-09 45002 Class 8:08 am-9:20 am TBA	
Thursday		
Friday	ANAT 103-09 1370 Class 9:00 am-9:58 am TBA	
Saturday		
Sunday		

Navigation: Home Assignments | Assignment History | Detail Class List | Detail Seat List | Add Term Grades | Final Grades | Faculty Detail Schedule | Summary Class List | Summary

**Week at a Glance**- Displays your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. You may click on individual courses for more details about that course.

**Summary Class List**

We advise you 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 program or secondary curriculum. 2) The student has a program, block, 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**  
Critical & Acute Care I - CAMP 011-09  
CRN: 1111  
Description: SO-OL, 2010 - Dec 31, 2010  
Status: Active

**Enrollment Counts**  
Maximum Actual Remaining  
Enrollment: 100 / 2 / 87  
Class List: 0 / 0 / 0

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail
1	Zachary		**Registered**	lecture	1.00	A	
2	Matthew		**Registered**	lecture	1.00	B+	

Navigation: Home Assignments | Assignment History | Detail Class List | Detail Seat List | Add Term Grades | Final Grades | Faculty Detail Schedule | Summary Class List | Summary

**Summary Class List**- Selecting a CRN will result in access to course-specific information, including an enrollment count and an alphabetical roster. Individual student grades may be entered on this screen, unless the university's grade submission deadline has passed. You can also send emails to the student e-mail accounts from this display. (The icon  will appear next to the student's name if the email option is available.)

**Final Grades**

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
Critical & Acute Care I - CRNP 011-09  
CRN: 1111  
Students Registered: 2

Please submit the grades often. There is a 15 minute time limit starting at 09:16 am on Dec 17, 2009 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rollback	Last Attended Date	Attendance Hours	Registration Number
						MM/DD/YYYY			0-999.99
1	Zachary	2.000	**Registered**	A	Y	None	None		
2	Matthew	2.000	**Registered**	B+	Y				

Navigation: Home Assignments | Assignment History | Detail Class List | Detail Seat List | Add Term Grades | Final Grades | Faculty Detail Schedule | Summary Class List | Summary

**Final Grades**- Used to enter final grades. The Registrar's office will inform faculty via email when final grades can be entered. There is a 15 minute limit on this page so this screen need not be accessed until you are ready to enter grades. You are allowed to make grade changes here only while exams are still in progress. After the grade reporting period ends, you must adhere to the university's grade change policy to make changes.

Search [ ] [GO] RETURN

### View Active Assignments

The following classes have active (enrolled to academic history) students. The class syllabus and office hours may also be maintained.

**Active Assignments**

**Histology for Dental Students - AMAT 100 #**

Associated Term:	Fal 2010	Credits:	4.000
CRN:	1370	Grade Mode:	Standard Letter
Status:	Active	Course Level:	Professional Doctorate
Schedule Type:	Lecture/Lab	Syllabus:	Add
Instructional Method:	Conventional Methodology	Office Hours:	Add
Campus:	UT Health Science Center (H)	Books:	Display
Available for Registration (Y):		Detail Schedule:	Display

**Critical & Acute Care I - CAMP 811 80**

Associated Term:	Fal 2010	Credits:	2.000
CRN:	1371	Grade Mode:	Standard Letter
Status:	Active	Course Level:	Graduate
Schedule Type:	Web Based Lecture	Syllabus:	Add
Instructional Method:	Distance/Web Based/Online	Office Hours:	Add
Campus:	UT Health Science Center (H)	Books:	Display
Available for Registration (Y):		Detail Schedule:	Display

**Critical & Acute Care Clin - CAMP 812 80**

Associated Term:	Fal 2010	Credits:	3.000
CRN:	4080	Grade Mode:	Standard Letter
Status:	Active	Course Level:	Graduate
Schedule Type:	Clinical	Syllabus:	Add
Instructional Method:	Clinical	Office Hours:	Add
Campus:	UT Health Science Center (H)	Books:	Display
Available for Registration (Y):		Detail Schedule:	Display

[ View Assignment History | Week at a Glance | Detail Class List | Detail What List | Mid Term Grades | Final Grades | Summary Class List | Summary What List ]

RELEASE: 7.2

**Active Assignments-** As a Faculty member, you can utilize this screen to view all active course assignments for a term. The class syllabus and office hours may also be posted here. You may also display the class list and detailed schedule information, for all courses to which you have been assigned.

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Personal Information **Faculty Services**

Search [ ] [GO] RETURN

### View Assignment History

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

**Assignment History**

Associated Term	CRN	Course	Course Title	Credits Level	Campus	Instructional Method	Open for Registration	Status	
Fal 2010	1370	AMAT 100	Histology for Dental Students	4.000	Professional Doctorate	UT Health Science Center (H)	Conventional Methodology	No	Active
Fal 2010	1371	CAMP 811	Critical & Acute Care I	2.000	Graduate	UT Health Science Center (H)	Internet/Web Based/Online	No	Active
Fal 2010	4080	CAMP 812	Critical & Acute Care Clin I	3.000	Graduate	UT Health Science Center (H)	Clinical	No	Active

[ View Active Assignments | Week at a Glance | Detail Class List | Detail What List | Mid Term Grades | Final Grades | Summary Class List | Summary What List ]

RELEASE: 7.2

**Assignment History-** Allows view access to all your current as well as past teaching assignments.

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Personal Information **Faculty Services**

Search [ ] [GO] RETURN

### Class Schedule Search

Subject:

Course Number:

Web:

Schedule Type:

Instructional Method:

Credit Range:  hours to  hours

Campus:

Course Level:

Part of Term:

Use date based courses:

Days:

Start Time:  Hour  Minute  AM/PM

End Time:  Hour  Minute  AM/PM

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

RELEASE: 8.8

**Class Schedule-** Allows view access to all UTHSC courses and course schedules.

Course Catalog- Allows view access to all active courses in the UTHSC catalog.

Syllabus Information- Banner provides a standard syllabus format. This screen allows maintenance access to course syllabus information, learning objectives, required materials and technical requirements for all courses in which you are the Primary Instructor.

Office Hours- Allows maintenance access to your office hours. From/To Times and Dates are required when adding office hours. Students may view your office hours when Display indicator is checked. Office hours may be deleted by clearing From/To Times and Dates and clicking the Submit button. To duplicate the same office hours for another course, select course from Copy to field.

## Faculty Self-Service Frequently Asked Questions

1. *What is Faculty Self-Service?*

Faculty Self-Service (also known as Banner Self-Service) is the web based product used by faculty. This web product retrieves and records data directly to and from the Banner database, based upon the user's role. All information is live and in real time. Banner Self-Service provides information in an easy-to-read format that is available from any computer connected to the Internet.

2. *Which browser do I use?*

It is important that you use the most up-to-date version of your Internet browser.

3. *What information do I need to login to Faculty Self-Service?*

You will need your UTHSC net ID and PIN. The first time that you login you will be prompted to reset your PIN. Do not give your PIN to anyone else. Policy prohibits access to the system by anyone other than the authorized user.

4. *I've forgotten my PIN or my account has become disabled. What do I do?*

If you have forgotten your PIN, you can answer your own PIN question and have Banner reset your PIN. If you are still having a problem, contact the Registrar's Office at 901-448-5560.

5. *Is there an inactivity time limit on Faculty Self-Service?*

Yes. For your protection, if your Faculty Self-Service session is inactive for more than 30 minutes, your session will be terminated.

6. *What if I get lost or stuck in Faculty Self Service?*

If you are having trouble or need to exit Faculty Self Service, you can always click on the EXIT button on the top right of the page. Any data that you have entered on the page will be lost.

7. *Who do I call for help?*

If you have questions specific to Faculty Self-Service, contact the Registrar's Office at 901-448-5560.

8. *How do I print class rosters?*

Faculty can print their own up-to-the-minute class rosters using Faculty Self-Service.

- a. Login to Faculty Self-Service.
  - b. Open the Summary Class List.
  - c. Print the class list by clicking the Printer icon or choosing the File menu and Print.
9. *How safe is my Banner ID and PIN?*

The only way anybody can get access to your data through Banner Self-Service is by entering your Banner ID number as well as the PIN known only to you. This is why you should set your PIN number to something that is known only to you. Please treat your PIN as you would your PIN number for your ATM card, for instance.