

Faculty Schedule

➤ Shows your schedule of assigned courses for a specific semester, including enrollment counts, scheduled class meeting times, and office hours.

- 1) Click Faculty Schedule.
- 2) Select the term for which you'd like to view your schedule and click Submit.
- 3) The Faculty Schedule screen shows all of the courses and release time that you were assigned during that semester.

For each class, the course information is listed in blue at the top, followed by status information on the course.

You'll also see the following information:

Enrollment Counts
 Scheduled Meeting Times
 Office Hours



Faculty Schedule

Standard Freshman Composition - 93971 - ENG 101 - 317

Status: Active
Available for Registration: Apr 07, 2008 - Aug 25, 2008
College: Suffolk Comm College
Department: English
Part of Term: FE
Course Credits: 3.000
Course Levels: Undergraduate
Campus: Eastern (E)
Override: No
Syllabus: [Add](#)
Rosters: [Classlist](#)
Office Hours: [Maintain](#)

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	19	0	19
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Eastern-D2L-Online	Sep 02, 2008 - Dec 18, 2008	Lecture	View Faculty Schedule

Week at a Glance

➔ *Displays your weekly class schedule by day and time.*

- 1) Click Week at a Glance from the Faculty Services menu.
- 2) Banner will display the current week by default. To view a different week:

Click the “previous week” or “next week” links at the top left or right.

Or on the “Go to MM/DD/YYYY” line, enter a specific date and click Submit.

Personal Information Student Services **Faculty Services** Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Week at a Glance

i 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 detail.

Go to (MM/DD/YYYY): Submit

[Previous Week](#) Week of Apr 07, 2008 (33 of 69) [Next Week](#)

No courses with assigned times this week.

- 3) Any classes without specific meeting times—such as online courses, internships, externships, or reassigned time assignments—are listed at the bottom of the page.
- 4) Click any link for detailed class info.

[Previous Week](#) Week of Sep 01, 2008 (54 of 69) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am							
10am	ENG 205-300 91844 Class 9:30 am-10:45 am CORCHG 010		ENG 205-300 91844 Class 9:30 am-10:45 am CORCHG 010				
Courses without assigned meeting times: ENG 101-317 - 93971 TBA							

Click for more detail

On-line Course

Class Roster

➤ Shows the roster of students registered for any specific class.

- 1) Click Class Roster.
- 2) Select the term for which you'd like to view a class roster and click Submit.
- 3) Select the CRN and course you'd like to see and click Submit.
- 4) Banner Self-Service will display the current class roster for that specific class and section.

Course Information				
<u>Contemporary Literature - ENG 205 300</u>				
CRN:	91844			
Duration:	Aug 25, 2008 - Dec 19, 2008			
Status:	Active			
Enrollment Counts				
	Maximum	Actual	Remaining	
Enrollment:	32	5	27	
Cross List:	0	0	0	
Summary Class List				
Record Number	Student Name	ID	Reg Status	Level
1	Buttigieg, Jeffrey A	00728707	**Registered**	Undergraduate
2	Cavaglio, Cleopatra A	00767000	**Web Registered**	Undergraduate

Enrollment Verification Roster

➤ Allows you to submit your enrollment verification roster for each of your assigned classes.

Note: The fields related to enrollment verification will be activated after the start of the semester.

- 1) Click Enrollment Verification Roster. *[Further instructions pending availability of enrollment rosters.]*
- 2) Select the term for which you'd like to submit your enrollment verification and click Submit.
- 3) Select the CRN and course you'd like to see and click Submit.
- 4) Banner Self-Service will display the current enrollment verification roster for that specific class and section.

Final Grade Roster

➤ Shows the final grade roster for any specific class.


1) Click Final Grade Roster. *[Further instructions pending availability of final grade rosters.]*

Active Assignments

➤ Displays the classes that have active students (i.e., those not yet rolled to Academic History). You can link to Syllabus, Office Hours, and Detail Schedule.


1) Simply click Active Assignments to view classes with active students.

Active Assignments

 The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may a

Active Assignments

Contemporary Literature - ENG 205 300

Associated Term:	Fall 2007	Credits:	3.000
CRN:	91844	Grade Mode:	Audit , Standard Letter
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Traditional on campus	Office Hours:	Maintain  Link to Office Hours
Campus:	Eastern (E)	Roster:	Classlist
Available for Registration:	May 01, 2007 to Dec 31, 2008	Detail Schedule:	Display

Assignment History

➤ Displays all of the classes you have been assigned for the current and previous semesters.

1) Click Assignment History. *[Further instructions pending availability of final assignment histories.]*

Class Schedule Search

➔ Allows you to do a dynamic search for all classes in a specific semester so that you can see how many students are enrolled and how many seats are remaining. You can search in a variety of ways: by discipline, by time, by campus, etc.

- 1) Click Class Schedule Search.
- 2) Select the term for which you'd like to search for courses and click Submit.
- 3) Select the discipline of the course(s) you are searching for. To select multiple disciplines, hold down the control key (CTRL) while you click.
- 4) For easier scrolling inside the Subject box, highlight "All" or anywhere in the box, then press the first letter of the discipline you want. For example, if you type "p" for psychology, your cursor will move to disciplines beginning with the letter "p."
- 5) Either enter the course number of a specific course or leave blank to search for all courses within that discipline.
- 6) Specify other search criteria as desired. Again, hold down the control key and click to select more than one option.
- 7) Click Class Search.

Sample of Class Schedule Search by Discipline and Campus

Subject:	<div style="border: 1px solid gray; padding: 2px;"> ENG-English ENS-Engineering Science ENV-Special Topics Science </div>	<p>← Select Subject (hold Ctrl key to select more than one)</p>
Course Number:	<input type="text" value="101"/>	<p>← Enter new course number or leave blank for all courses within discipline</p>
Title:	<input type="text"/>	
Schedule Type:	<div style="border: 1px solid gray; padding: 2px;"> All Clinical Continuing Education </div>	
Instructional Method:	<div style="border: 1px solid gray; padding: 2px;"> All Blended/Hybrid-Class w/ D2L Distance Learning Classroom </div>	
Credit Range:	<input type="text"/> hours to <input type="text"/> hours	
Campus:	<div style="border: 1px solid gray; padding: 2px;"> All Ammerman (A) Cul Arts&Hospitality Ctr (R) </div>	<p>← Select Campus</p>
Course Level:	<div style="border: 1px solid gray; padding: 2px;"> All Continuing Education Unit Non Credit </div>	
Part of Term:	Non-date based classes only	
Start Time:	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>	
End Time:	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>	
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat	
<input type="button" value="Class Search"/> <input type="button" value="Reset"/>		

Class Schedule Listing

Sections Found

[Standard Freshman Composition - 91502 - ENG 101 - 300](#)

[Click for more detail](#)

Associated Term: Fall 2008

Registration Dates: Apr 05, 2008 to Aug 17, 2008

Levels: Undergraduate

Attributes: ENG-English, GBC-Gen. Ed. Basic Communic., HUMA-Humanities Area, LIBA-Liberal Arts, UNRE-Unrestricted Elective

Eastern (E) Campus

Lecture Schedule Type

Traditional on campus Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:15 am	TR	Eastern-Corchaug Building	010 Aug 25, 2008 - Dec 19, 2008	Lecture	TBA

Note: Click on the course title for more detail such as seat availability.

College Catalog

➤ Allows you to search for all classes in a specific semester in a variety of ways: by discipline, by time, by campus, etc.

- 1) Click College Catalog.
- 2) Select the term for which you'd like to search for courses and click Submit.
- 3) Select the subject(s) of the courses that you're searching for. To select multiple subject, hold down the control key (CTRL) while you click.
- 4) Specify other search criteria as desired.
- 5) Click Get Courses.

Course Catalog Search

Subject:	<input type="text" value="RTV-Radio/TV Production"/> <input type="text" value="SOC-Sociology"/> <input type="text" value="SPN-Spanish"/>
Course Number Range:	from <input type="text" value="200"/> to <input type="text" value="299"/>
Title:	<input type="text"/>
Schedule Type:	<input type="text" value="All"/> <input type="text" value="Clinical"/> <input type="text" value="Continuing Education"/>
Credit Range:	<input type="text"/> hours to <input type="text"/> hours
<input type="button" value="Get Courses"/> <input type="button" value="Reset"/>	

Syllabus Information

➤ Allows you to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

- 1) Click Syllabus Information.
- 2) Select the term for which you'd like to search for courses and click Submit.
- 3) Either type or cut & paste the following information from your syllabus into the areas provided. This allows students to view the basic course information for this class. (This is not your entire syllabus.)
- 4) Click Submit.

Course Information	
Contemporary Literature - 91844 - ENG 205 - 300	
Levels: Undergraduate	
Status: Active	
91844 CRN	
Eastern (E) Campus	
Lecture Schedule Type	
Traditional on campus Instructional Method	
Syllabus Data	
Long Section Title	<input type="text"/>
Course URL:	<input type="text"/>
Learning Objectives	<input type="text"/>
Required Materials	<input type="text"/>
Technical Requirements	<input type="text"/>
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

Office Hours

➤ Allows you to enter and maintain your office hours, both for your department records and so your students can view them.

Note: You should enter your office hours in this screen so that they're available to your department. From here, you can make them available to students registered in each of your classes. If you enter your office hours in other areas of Banner, they may ONLY be available to students in that specific class.

- 1) Click Office Hours.
- 2) Select the term for which you'd like to enter or maintain your office hours and click Submit.
- 3) Select the CRN and course for any class during that semester and click Submit. You'll register office hours under this one class and then copy them to your other classes.
- 4) Here's how to fill in the Office Hours section of the page. *Note: Only a few lines appear at first; if you need to enter more hours, you'll get 3 more lines after you submit these lines.*
 - Enter the hours in military time and check off the corresponding days of the week for each hour.
Remember: 0100 to 1159 represent a.m. hours
 1200 to 2359 represent p.m. hours
 - Select your contact number and enter your office or location.
 - You MUST enter the start & end dates of that semester. If you don't, the office hours will not successfully save.
 - Check the Display box at the end of each row if you want your office hours to be displayed to students registered in those courses.

- 5) Below the Office Hours chart, you'll see a "Copy to" line. Select one of your other courses for that semester and click Submit. Once you submit successfully, you should copy your office hours to each of your other classes.


Office Hours							
From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
		M T W Th F S U					
0900	1000	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Internal 631-5482564	O127	08/25/2008	12/19/2008	<input checked="" type="checkbox"/>
1000	1100	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Internal 631-5482564	O127	08/25/2008	12/19/2008	<input checked="" type="checkbox"/>
1300	1400	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Internal 631-5482564	O127	08/25/2008	12/19/2008	<input checked="" type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>














Copy To:

Student Advisement Menu

➤ This menu allows you to view student information such as schedule, transcript, SAIN report, test scores, placements, and holds.

- 1) Select Student Advisement Menu from the menu options.

 **Student Advisement Menu**


-  **Select Term**
-  **Student ID Selection**
-  **View Holds**
-  **View Test Scores**
-  **Academic Transcript**
-  **Student's SAIN**
-  **Class Schedule Search**
-  **College Catalog**
-  **Add or Drop Classes**
-  **Student Schedule**
-  **Registration Compliance Results**
-  **General Student Information**
-  **Student E-mail Address**

View Student's SAIN

- 1) Select Student's SAIN from the Student Advisement Menu options.
- 2) Enter the student's Banner ID or social security number (SSN#).
- 3) Click Submit.

Note: Although you have the option to search by name, it is much more efficient to search by ID or SSN.

Student and Advisee ID Selection

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both.

Student or Advisee ID:

Enter Student's ID or Social Security #

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

- 4) Verify the student and click submit.

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee:

Click

- 5) Scroll down and click on Student's SAIN Report or What-if Analysis.

Curriculum Information

Primary Curriculum

Program: LibArts:GeneralStudies-AA-W

Catalog Term: Fall 2007

Level: Undergraduate

Campus: Michael J Grant (W)

College: Suffolk Comm College

Degree: Associate in Arts

First Major: Liberal Arts-General Studies

**SAIN
for Current
Curriculum**

**SAIN for a
different
Curriculum**


[[Student's SAIN Report](#) | [What-if Analysis](#)]


RELEASE: 7.3.3

- 6) Verify program and click the button to the left of the program.
- 7) Select term.
- 8) Click the Generate Request button.
- 9) Click Detail Requirements and click Submit.

SAIN Report

Information for Erin M. Johnston


 To generate a new evaluation, select a program, degree,

Click on Button 

Program: LibArts:GeneralStudies-AA-W
Degree: Associate in Arts
Major: Liberal Arts-General Studies


Term:

Use In-Progress Courses

Generate Request  **Then Select**


Sample of SAIN Report

This is NOT an official evaluation.

Area : Freshman Composition (3.000 credits) - Met  **This Area requirement is Met**


Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		ENG		101				200702	EG	11	FRESHMAN COMP		3.000	TR	T
													Total Credits and GPA	3.000	.00

unofficial evaluation

Area : Freshman Seminar (1.500 credits) - Not Met  **This requirement Not Met**

Description : Must select 1 of the following courses as listed in program: COL101, COL105, COL143, LIB101, LIB103, or WST112

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No	(COL		101											
No)OR(COL		105											
No)OR(COL		143											
No)OR(LIB		101											
No)OR(LIB		103											
No)OR(WST		112											


Course options to meet this requirement 

View Test Scores

➤ You can view standardized test scores, placement test scores, and course placements.

1) Select View Test Scores from the Student Advisement Menu.

Test Scores

 For any changes that need to be made or questions regarding this student's data, please call the appropriate campus counseling center:
 Ammerman - 451-4056
 East - 548-2527
 Grant - 851-6250

Information for Joe J. College

Test Scores

Test Description	Test Score	Date Taken
CPT Sentence Skills Scores	070	Apr 05, 2008
Placement Level Math MAT124	101	Apr 05, 2008
Placement Lvl Col Reading	101	Apr 05, 2008
SAT Verbal/Critical Reading	600	Mar 03, 2008
SAT Mathematics	550	Mar 03, 2008

Notes:

- Placement levels are listed in Test Description. Placements at the college level are listed as a test score of 101. Other scores are aligned with the developmental course placement.

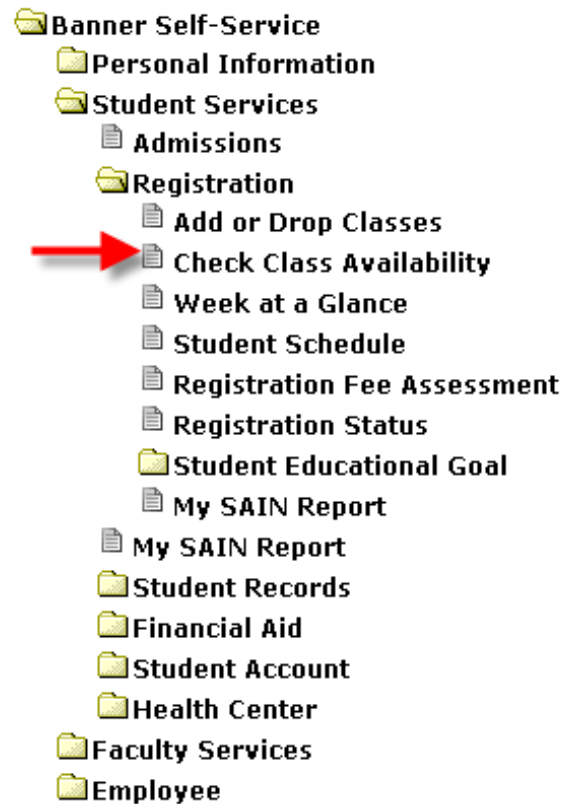
For example, a student who places into ENG010 will show a test description of "Placement Level English ENG010" and a test score of 010.

- College Placement Test (CPT) scores will be listed as raw scores from 0 to 120. For assistance in interpreting the CPT scores, contact your campus counseling center (listed at top of Test Scores page).
- If a student did not take a placement exam or was waived from a placement exam, the student will not have any College Placement Test (CPT) test scores posted here. Call your campus counseling center for more information.

Check Class Availability

➤ As an alternative to the class search through your Faculty Services menu, you can also search the schedule of classes and check class availability, enrollment capacity, actual enrollment, and remaining seats available through the Student Services menu.

- 1) Go to the Main Menu of Banner Self-Service.
- 2) Select Student Services folder, then select Registration.
- 3) Select Check Class Availability.
- 4) Select the term for your search and click Submit.



Sections Found

BIO-Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	91493	BIO	101	100	A	4.000	Principles of Biology	MW	07:30 am-08:45 am	20	20	0	Rosa M. Gambier (P)	08/25-12/19	SMTHSC 126
								M	09:00 am-10:50 am				Rosa M. Gambier	08/25-12/19	SMTHSC 23
<input type="checkbox"/>	91671	BIO	101	101	A	4.000	Principles of Biology	MW	07:30 am-08:45 am	20	15	5	Rosa M. Gambier (P)	08/25-12/19	SMTHSC 126
								W	09:00 am-10:50 am				Rosa M. Gambier	08/25-12/19	SMTHSC 23

Closed (arrow pointing to the checked section)

Seats Available (arrow pointing to the 'Rem' column for the second section)

Sections Found

NUR-Nursing

Seat Restricted

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	92418	NUR	101	100	A	7.000	Fundamentals of Nursing	MW	07:30 pm-09:20 pm	0	0	0	TBA	09/02-12/18	RIVRHE 119
								M	05:20 pm-				TBA	09/02-12/18	RIVRHE 111C

Seat Restricted (arrow pointing to the 'Cap' column for the first section)

Course Reference Guide

New PREFIX	COURSE TITLE	Old PREFIX	New PREFIX	COURSE TITLE	Old PREFIX
ACC	Accounting	AC	INP	Information Processing	IP
ANT	Anthropology	AN	INT	Interior Design	IN
APT	Applied Technology	AP	IND	Interdisciplinary Studies	ID
ARB	Arabic		ITL	Italian	IT
ART	Computer Art: Visual Arts	CA, VA	JPN	Japanese	
ASL	American Sign Language	SL	LAT	Latin	LA
AST	Astronomy	ES	LAW	Business: Law	BL
AUT	Auto Services Specialist	AT	LIB	Library Studies	LR
BIO	Biology	BY	MAR	Marine Biology	MB
BNK	Banking & Finance	BF	MAT	Mathematics	MA
BUS	Business: Management	BA, BU	MED	Medical Assisting	MD
CDC	Chemical Dependency Counseling	CD	MET	Meteorology	ES
CHE	Chemistry	CH	MKT	Business: Marketing	BD
CHI	Chinese		MUS	Music	MU
CIN	Cinema Studies	CN	NUR	Nursing	NR
COL	College Studies	OS	OFT	Office Technologies	OT
COM	Communications	CO	OTA	Occupational Therapy Assistant	OA
COT	Construction Technology	CT	PED	Physical Education	PE
CRJ	Criminal Justice	CJ	PFS	Fitness Specialist	PF
CST	Computer Science/Info Tech	CI, CS	PHL	Philosophy	PL
CUL	Culinary Arts	CU	PHY	Physics	PH
DRF	Drafting	DR	PNU	Practical Nursing (LPN)	
DTE	Dietetic Technician	FM	POL	Political Science	PO
ECO	Economics	EK	PSY	Psychology	PC
EDU	Early Childhood Education	ED	PTA	Physical Therapy Assistant	PT
ELT	Electrical Tech/Electronics	TE	RDG	Reading	RE
ENG	English & Journalism	EG	RET	Business: Retail	BD
ENS	Engineering Science	EN	RTV	Radio/Television Production	RT
ENV	Environmental Science	SE	SOC	Sociology	SO
ESC	Earth & Space Science	ES	SPN	Spanish	SP
ESL	ESL: Credit Courses	EF	TEL	Telecommunications Technology	TT
FPT	Fire Protection Technology	FS	THR	Theatre Arts	TH
FRE	French	FR	VST	Veterinary Science Technology	VS
GEO	Geography	GY	WST	Women's Studies	WS
GER	German	GE			
GRD	Graphic Design	GR			
HBW	Hebrew				
HIS	History	HS			
HIT	Health Info Technology	HI			
HOR	Horticulture	HO			
HSC	Health Careers	HC			
HRM	Hotel & Resort Management	HF			
HUM	Humanities	HM			
HUS	Human Services	SS			
HVA	HVACR: Heat/Vent/AirCon/Refrig	HV			