NASSAU
COMMUNITY
COLLEGE

The
Banner
Book
For Faculty and Advisors

MIS Department
December 14, 2011

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INTRODUCTION

Welcome to Nassau Community College ***Banner*!**

In the fall 2008, the college converted to a new computer database system, named Banner.

There are two distinct user interfaces in Banner:

- ***Self Service Banner (SSB)* –** the Web based product that **students**, **faculty**, and **advisors** use to interact with the new Banner system. Some of the tasks that can be completed by the Faculty on the Web in Banner SSB include: assign an early alert submission to students, enter attendance confirmation and final grades, look up student information, view and print course rosters and enter office hours and syllabus information; Students can use Banner SSB to search for classes, check their schedule, and register for courses, Advisors can look up classes, register students, and run degree evaluations.
- ***Internet native Banner (INB)* –** is the forms driven interface in the Banner system that most **clerical** and **administrative staff** use at NCC; (for example) staff members can create courses for faculty and students, change student programs of study, or process applications for graduation.

Banner SSB (Self Service Banner) is for Faculty and Student use. Each semester, all full and part-time faculty members are required to perform the following **three processes** in **Banner SSB:**

- **Confirmation of Attendance** (twice a semester)
- **Early Warning Submission** (each semester)
- **Submission of Final Grades** (each semester)

This book will serve as a manual to guide you through accessing and using the various **required** processes in Banner SSB (Self Service Banner).

Also included are instructions for accessing **class rosters**, entering **office hours** and **course syllabi** in Banner for students to view, general information on how Banner works and a variety of ways to find information about a **student**: including **transcript**, **degree evaluation**, **placement scores**, etc.

In addition, the **Appendices** at the end provide general faculty information and will guide you through how to submit Adjunct classroom availability and log into LionNet.

Need Help:

For Banner questions and assistance call the **Banner Help Desk**: **572-9980; 9981**.

- **Hours: M, T, W, F (8:00am – 4:45pm), Th (8:00am – 7:00pm)**

Email: Banner@ncc.edu

For Banner training and assistance, call **Bea Marin** at **572-7220**.
Email: Beatrice.Marin@ncc.edu

We hope you find this guide helpful.

The ITS Department

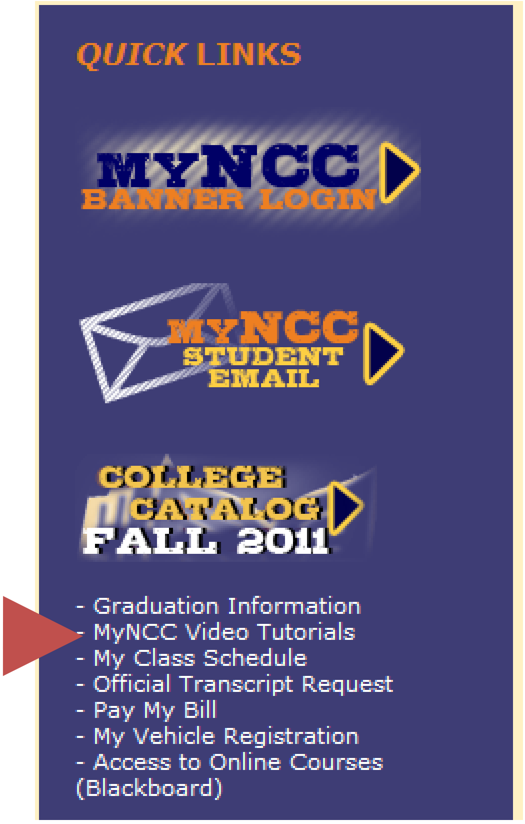
What Can I do in Banner?

- View and Print Your Class List(s)
- Enter Syllabus and Office Hours
- Access Student Information (address and phone, email address, academic transcript, schedule, test scores, holds etc.)
- View Class Schedules or Assignments
- View Course Catalog. The Web-based schedule of classes offers the ability to search for courses by subject, course number, title, department, course attribute or any of these combinations.
- *Enter Final Grades
- *Enter Attendance Confirmation (twice a semester)
- *Enter Early Warning Submission
- Add/Drop or Look Up Classes for a Student
- Search for Classes in the Class Schedule or Course Catalog: The Web-based schedule of classes offers the ability to view course schedules and descriptions and to search for courses by subject, course number, and title, department, course attributes, meeting day, instructor or any of these combinations.
- Advise and Register Students

***Items marked with asterisk (*) must be entered by the faculty each semester in Banner Self-Serve**.

***Note to Advisors**: When registering students, please advise students to view Banner Videos at: www.ncc.edu/myncc for information on the **NCC Banner Student Registration process**.*

To access these videos: click on **My NCC Video Tutorials on the Quick Links Menu**.


QUICK LINKS
MYNCC BANNER LOGIN
MYNCC STUDENT EMAIL
COLLEGE CATALOG FALL 2011
- Graduation Information
- MyNCC Video Tutorials
- My Class Schedule
- Official Transcript Request
- Pay My Bill
- My Vehicle Registration
- Access to Online Courses (Blackboard)

How to Log into Banner

There are a variety of ways to open and log into Banner:

1. Open the **NCC Home Page**. Open your web browser and enter: (http://www.ncc.edu/myncc/).
2. Scroll to Quick Links. Click on **MY NCC** Banner Login.
   (*Note: Alternatively, if you have a Banner icon on your desktop, you can click on the icon)*
3. Or you can click on the following link to log into Banner. Click here to log-in to MyNCC Banner.
4. Click on Log In.
5. Enter your **Banner User ID** (starting with a capital **"N"**).
6. Enter your **Banner PIN (six numbers)**.

Your BANNER User ID

1) Your **Banner User ID** is a **nine (9) character** unique value that identifies you in the Banner system.
2) Your Banner User ID will always begin with a **capital "N"** followed by **00** and **six (6)** numbers, i.e. **N00123456.**

Getting You Banner User ID:

You will receive your Banner User ID from the following offices:

- ***Adjuncts:** The Office of Academic Affairs, Jean Dolce (572-7775) or Veronica Esposito (572-7776).*
- ***Fulltime Faculty:** The Office of Human Resources, Jacqueline Leary 572-7312.*

*If you receive a Banner ID (N) # and forget it, contact your Department Chairman or the HR office, **Fulltime Faculty** – contact **Jacqueline Leary, 572-7312**, **Adjunct Faculty** contact **Deborah Bodzer, 572-7648** . You will need a photo ID to obtain your ID number.*

Your BANNER PIN

The first time you login:

1) Enter your default Banner **PIN** which is your **date of birth** in the MMDDYY six (6) number format. For example, if your birthday is January 3, 1985, your initial password is **010385**.
2) When you enter your pin and click **Login**, you will see the **Login Verification Change PIN** screen to reset your pin. The **new PIN** needs to be **six (6) numbers**
3) Re-enter your old pin which is your birth date.

4) Enter your new pin which must consist of six numbers that are different from your birth date.
5) Then re-enter your new pin and click on **Login**.
6) Read the terms of usage and click on continue.
7) The Security Question and Answer Screen will open.
8) Please confirm your new pin.
9) You will be prompted to either select or create a security question and answer.
10) If you create a question, be sure it is one that you will remember. Keep your answer concise and remember it is case sensitive; you will need it to change your PIN.
11) Type your answer and click on **Submit**.
12) The Main Menu will open.

If You Forget Your Pin:

1) Do not continue to try to log into Banner, after **ten** unsuccessful attempts your account will be locked. If your account is locked, you will need to contact the Banner Helpdesk at 516-572-9980.
2) On the login screen, enter your Banner User ID (use capital N- your id is case Sensitive.)
3) Click the **Forgot Pin** option.
4) Type answer to security question you created or selected (answer is case sensitive). If you have forgotten your security answer, contact the Banner Help desk at 516-572-9980.
5) Click **Submit Answer**
6) A screen will open that prompts you to reset your pin.
7) In the "Reset Your Pin" screen, Type a new PIN into the New PIN field.
8) This PIN must consist of 6 numbers.
9) Re-enter the Pin.
10) Click **Reset PIN.**
11) The Main Menu will open.

Choices after You Login

Once you log into Banner, you will see two links on the Main Menu.

- **Personal Information:** Click the **Personal Information link** or **Tab** on the main screen to change your PIN and security question, fill in Emergency Alert Notification, and view your address, phone and e-mail information.
- **Faculty and Advisors:** Click the **Faculty and Advisors link** or **Faculty Services Tab**, on the main screen, (either will take you to Faculty and Advisors Menu) to view your class lists and student information; enter final semester grades, attendance confirmation, early warning notification and other related features in Banner.

Banner FAQ's

1) Banner is accessible from any computer 24 hours a day/7 days a week.

2) Your Banner ID and Pin should never be shared with anyone, because it would give that person access to all of your information including your personal and class information.

3) After 30 minutes of inactivity, you will be timed out of Banner and will have to login again.

4) You can use the "Back" button in your browser to navigate in Banner and return to the Main Faculty and Advisors Screen. Clicking the Faculty Services Tab or The Site Map Link is another alternative. If you wish to leave the system, **click** EXIT in the upper right hand corner, which appears on all of the Banner screens.

5) To ensure security, when you finish using Banner Self-Service, select **Exit** in the upper right corner of the page. You should also close Internet Explorer.

6) **CRN:** Course Reference Number is a 5 character number that uniquely identifies every course that is open for enrollment in a given term. The CRN or Course Reference Number is assigned by the Registrar's office in the Schedule of Classes.

7) The class schedule in Banner only shows the sections that are active (running), not the sections that were cancelled.

8) Banner will not allow students to register for any course that requires prerequisites, permission of instructor/department or courses or sections reserved for specific majors.

9) The Registrar's Office has the ability to override students into special approval sections and courses that require pre or co-requisites. Students must bring a Department signed override form to the Registrar's Office.

10) CAPP – (Curriculum Advising and Program Planning) is the Banner module that allows students and faculty to conduct degree audits on student progress toward a degree.

11) Students who have received waivers and course substitutions as recommended by the Department and approved by Academic Affairs will be recorded on their CAPP transcripts.

12) Students who are 25 years plus and evening students can have their gym credits automatically waived and recorded on their CAPP transcripts.

13) Students who are using the self-serve registration system and need to register for co-requisite courses must add all the co-req courses to their registration list FIRST before

submitting the courses. If they try to register for one of the co- req courses (and click submit) without the other, Banner will not let the registration take place. Both courses must be submitted at the same time.

14) Students who meet all course requirements can **Waitlist** closed classes. The Waitlist is limited to eight students. If a seat becomes available in a class for which the student has waitlisted and the student is the next person on the waitlist, they will receive an email in their NCC account. The Student must register within **24 hours** to enroll in the course.

The Banner Faculty and Advisors Menu

After you have successfully logged into Banner, you will be taken to the Banner Self-Service **Main Menu**. From the Main Menu, you can click on the **Faculty and Advisors Link** or **Faculty Services tab** – (either will take you to Faculty and Advisors Menu).
On the **Faculty and Advisors screen**, you can make the following selections from the menu:

[*]**Early Warning Submission**	This is an intervention/retention tool to save some students from dropping or failing your course(s). There is a limited submission period in which you can enter this information for each term; you will receive the dates in an email. **Note:** CERC Counselors are available for students who might be having difficulty in your class. **(See How to Enter Early Warning Submission on pg. 22 for more information)**
Student Information Menu	This screen gives you the option to view a student's schedule, registration history, address/telephone number, e-mail address, academic transcript, run a degree evaluation, and view any holds on a student's record. **Note:** You will need the student's PIN in order to perform some of these functions. (See **Student Information quick reference** on **pg. 13**, for a brief description of each link located on the **Student Information** menu)
Term Selection	Many of the links on the Faculty Services page require that you select a term in which to work. You may do this **at the beginning** of your session by choosing the "**Term Selection" link** or the system will prompt you to select a term when you choose one of the other links. You will continue to view data from the term you selected until you choose another term. **Note:** You can return to the **Faculty Services Menu** at any time to change the term.
Class Schedule	Using any combination of search parameters, (subject, course number, session, attribute type, days) you may search for the schedule of **all available** courses given at NCC.
CRN Selection - (Course Reference Number).	You can choose the CRN of your course to view course information, enrollment counts, and duration and class rosters. You may also enter the CRN Directly. Each time you select or enter a CRN, you will gain access to relatable information based on the chosen course reference number. ***Note:*** *You will continue to view data from the CRN you selected until you choose another CRN. You can return to the* ***Faculty Services Menu*** *at any time to change the CRN.*

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[*] **Must be entered each semester in Banner Self-Serve**.

Add or Drop Classes (Register Students)	Allows you to update a student's registration. ***Note:*** *You must know the student's PIN to access this feature.*
Look Up Classes – (for a specific student)	Allows you to perform a class search when advising a student.
Look Up Class Counts	Allows a general search for; and overview of all classes offered at NCC.
[*]Final Grades	All final grades must be entered using Self-Service Banner. This feature is not available until the end of each term. After the grade reporting period ends, the Final Grades link will no longer be available. **Note:** If you miss the cutoff date, please adhere to the standard Grade Change policy by submitting the necessary change grade documentation to the Office of the Registrar. **(See How to Enter Final Grades on pg. 25 for more information about grading).**
Week at a Glance	The week at a glance screen displays a calendar with all your classes scheduled for the specified term by day and time. It will even show if there is a conflict, such as having two classes scheduled at the same time. Classes that do not have scheduled meeting times (TBA) or have time conflicts are listed at the bottom of the page. You may click in hyperlinked courses for more details.
Summary Class List (Rosters)	After selecting the CRN, this option will give you course information, enrollment counts and a summary class list (an alphabetized roster) based on the CRN chosen that you can print out. You can also send emails to the students account from this display. (The icon will appear next to the student's name if the email option is available.) You can drill down to the student's address information from this class list by clicking the link on the student's name, as well as follow links at bottom of page on General Student Screen for additional student information. (See pg. 15 for more information on class Rosters).
Detailed Class List (Rosters)	Provides course information, enrollment, and a roster of students in the class with academic information about each student.
Faculty and Advisor Security Information	Indicates if you are an active faculty member and/or Advisor and what your Banner SSB access rights are.
Active Assignments	Click this link to view all active assignments for a term. Your class syllabus and office hours may be added and maintained here as well. You can also display the class list and detail schedule information from this menu.

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[*] **Must be entered each semester in Banner Self-Serve**.

Assignment History	Allows you to view course information (course title, term, etc.) for all classes both past and present assigned to you as a faculty member in the Banner system. Clicking on the CRN of the class will take you to the Faculty Detail Schedule view of the class. The Syllabus and Office Hours links will display **"Add"** if no entries were made. The links will display **"Maintain"** if you had entered information on these pages. Clicking on these links will also allow you to edit these pages. Clicking on the course link will take you to a listing of other sections of the courses that were offered at NCC in the same term and also allow you to view the catalog entry for the course. The "Summary Class List" link at the bottom of screen will all take you to the Summary Class List.
Faculty Detail Schedule	Displays detailed information specific to each course you are teaching: such as number of credits, enrollment, days, time and location. You can also add your syllabus and your office hours on this screen. As you scroll down the **Faculty Detail Schedule** screen you will also see **Enrollment Counts** and **Scheduled Meeting** times. **You should check your class schedule** to confirm that all instructor assignments have been reported to the Office of the Registrar. To check your class sections: **log on to Banner SSB > click Faculty and Advisors link > On the Faculty and Advisors Menu > click Faculty Detail Schedule > and select the appropriate term to display the class sections assigned to you for the term. The Select a CRN screen will appear. You will note that all the classes you are scheduled to teach for the term selected can be found in the drop-down box. Click on the class you wish to see.** **Click** Submit If corrections are needed to your schedule, please contact your department chair.
Syllabus Information	Click this link to maintain course syllabus information, learning objectives, required materials and technical requirements. **The following statement will display after submitting the syllabus:** You have updated your syllabus information successfully. (See pg. 35 for additional information)

Office Hours	Click this link to enter and maintain your office hours for a class. **From/To Times and Dates** are required when adding office hours. (See pg. 35 for additional information)
***Attendance Confirmation**	Click this link to track attendance. You are required to enter Attendance Confirmation **two times** a semester. For the First Confirmation, indicate if the student has attended your class **at least once** on the dates provided. For the Second Confirmation indicate if the student attended your class **at least once** and **consistently** attended your class on the dates provided. You will receive the dates in an email. **Note:** There is a limited submission period in which you can enter this information for each for each term. **(See How to Enter Attendance Confirmation on pg. 20 for more information)**
Course Catalog	The master course catalog is stored in the Banner system and reflects all courses that are offered by the College. Using a combination of search parameters, you may search for all active courses and course information in the NCC catalog. (See pg. 37 for additional information)

Entering Term/CRN (Course Reference Number)

Banner SSB is a **Term** and **CRN** driven database. After logging into Banner, you should enter the **Term Selection** and **CRN Selection (**click the links on the **Faculty and Advisors** menu**)**. What you choose will remain active until you change it or log off.

To enter the Term and CRN:

1) Log into Banner
2) To choose a **Term** or **CRN**, click on the **Faculty Services tab**, or **Faculty and Advisors link** to open the Faculty and Advisors Menu.
3) Click on **"Term Selection",** enter the **current** term and click **Submit**.
4) Click on **"CRN Selection" link.** (The course reference number is the only method of locating the course you are teaching). The **Select a CRN** screen will display. You will note that all the classes you are scheduled to teach for the term selected can be found in the drop-down box. In the **Select a CRN** screen, click the drop-down arrow and you can see both the **CRN** and **course title**. Select a CRN from the drop-down menu and click **Submit**. **NOTE:** If you are not teaching a class that appears on your list, or one you are teaching is missing, contact your department chairman so that the registrar can make the appropriate changes in Banner.

Note: *If your screen displays the message, "you have no assigned sections for this*

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* **Must be entered each semester in Banner Self-Serve**.

*term," click [***Enter CRN Directly***] (located on center of page.). You can enter the course CRN, and click* ***Submit****.*

5) After entering the Term and/or CRN, you will automatically be taken back to the **Faculty Services** screen where you can choose the information you wish to see.

Note: *All student information pulled from the Banner database will be based on the term and CRN selected. The CRN and Term will remain the same until you change it.*

Student Information Quick Reference

Clicking on the Student Information link will display the following menu options:

Term Selection	Allows you to select a term to be the default for your current session of Self-Service. This term will not change until you are prompted to change it or you log out of Self-Service.
ID Selection	Allows you to select a student ID for your current session of Self-Service. This student ID will not change until you enter a new Student ID or student name or you log out of Self-Service. You can return to the **Faculty Services Menu** at any time to change the Student ID.
Note: How to Find the student's Banner ID When the Banner ID is not know	Click **ID Selection** in the **Student Information Menu** to open the Student And Advisee ID Selection Menu. Enter all or part of the student's last and/or first names to perform a name search **(% may be used as a wildcard).** Wildcards are used to fill in unknown characters in a name in a search criterion. The percent sign % wildcard can be used in Banner when one or more consecutive characters are unknown. For example, entering Smi% would find Smith, Smithers, Smidt, etc. Click the "**Submit**" button. Choose the appropriate student from the drop down list of all the advisees and students who met your search criteria and click **Submit**. **Note:** If this is not the correct student, click the "**ID Selection**" link at the bottom of the page to search again.
Student Information	You may also enter in the Student's ID or Name here. If you have placed an ID in the ID Selection box, the **General Student Information** Screen will appear which displays information such as: if the student is registered for the term, first term attended residence status and other pertinent information.
Student Address and Phones	Allows you to access contact information for the student you select. All Address and Phone Updates should continue to be updated in the Office of the Registrar.
Student E-mail Address	If available, allows access to student's primary email address.
Student Schedule	Allows you to view the student's detailed class schedule. This is where advisors should confirm that their advisees have registered for appropriate classes.
Add or Drop Classes	Allows you to update a student's registration. You must have the student's PIN to access this function.
Academic Transcript	Allows you to view Student's transcript. This is not an official transcript. You will have the option to view course history. It will also show courses that are in progress for the current term.
Degree Evaluation	Allows you to view evaluations regarding graduation requirements. However, this is NOT an Official evaluation, view the student's degree evaluation to help plan their schedule. After selecting the advisee/student of your choice, details of classes that have been completed/not completed will appear on the evaluation. (See pg. 47 for additional information)

Active Registrations	Allows you to view the detailed course schedule of student.
Registration History	Allows you to see students registered courses and/or in progress courses.
View Holds	Allows you to view registration and transcript holds on a student’s record.

How To View and Print a Class List (Roster)

Web based class lists are available from within Banner SSB. Lists are updated in real-time as students add or drop from your course(s). Class lists are available to faculty members who are formally assigned to the course through the Registrar's Office. Instructions on accessing you web-based class list are listed below.

In Banner, you can choose to view your class list in a **Detailed** or **Summary** format.

- **Detail Class List:** See detailed academic information on students enrolled in your class i.e. (major/department etc.)
- **Summary Class List:** Access a quick list of students.

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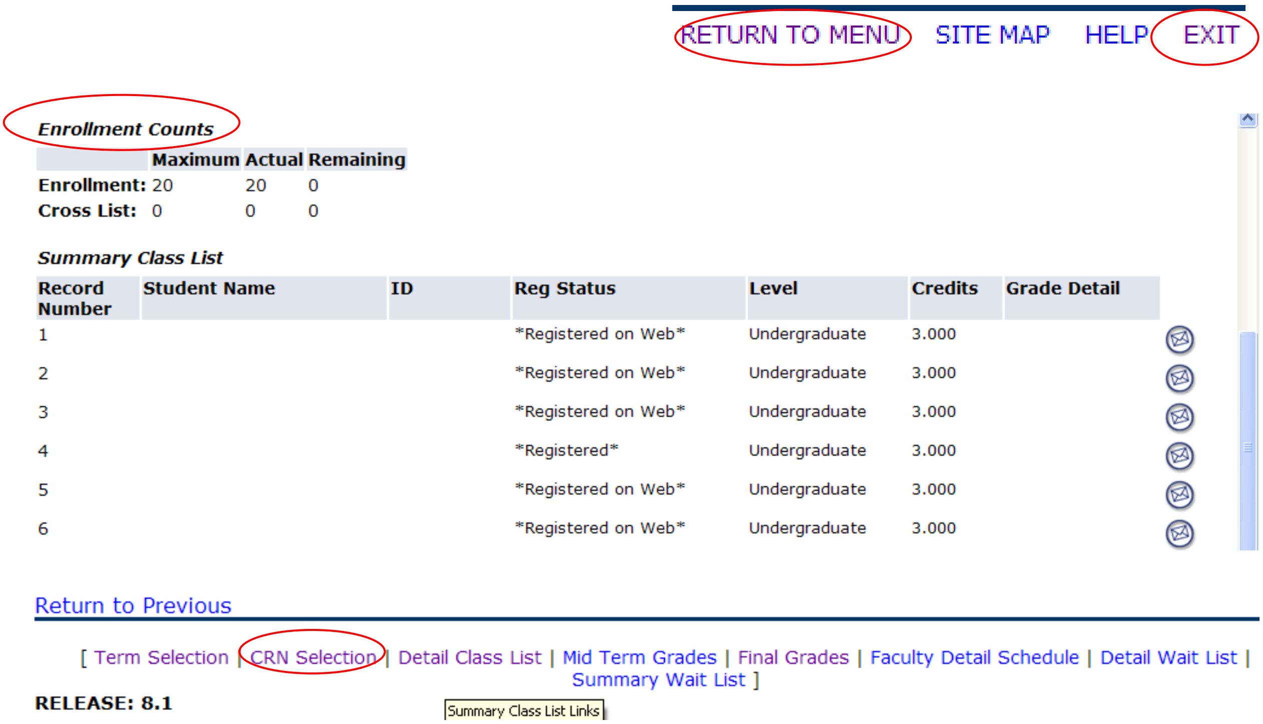
1. Open the **Nassau CC Homepage.** (http://www.ncc.edu/myncc/. Scroll to Quick Links.
2. Click on **MyNCC/Banner Login** (blue rectangle on right side of page.)
3. Click **LOGIN** which will bring you to the screen where you can enter your Banner Number and personal Pin Number.
4. Click **Login**.
5. The **Main Menu** will open - click on **Faculty and Advisors Link** (or **Faculty Services tab** - either will take you to same place).
6. You will see the **Faculty and Advisors** menu.
7. On the Faculty **and Advisors** screen, click on **Summary Class List**, or click on **Detail Class List**.
8. Select **Term**: (only need to do this upon initial login) click **Submit**.
9. The **Select CRN** screen appears with CRN's and courses to which you have been assigned.
10. Prior to viewing a class list, check that the **CRN** is set to the desired class.
11. **Select** the **CRN number** of the course you wish to access. Click on **Submit**.

Note: *If the **Select CRN** screen indicates that "**You Have No Assigned Sections for This Term"**, (for example, the course instructor may be listed as TBA), **click the Enter CRN Directly Link** (center of page) and **type** in the CRN for your course.*

12. The class list will display in alphabetical order. Use the scroll bar on the far right of the screen to view the complete list of students.
13. To print the class list, click the **Printer** icon or choose **File** from the menu and click on Print.

The Primary Instructor is the only person who has access to look up and print a class list from Banner Self-Serve.

- When you access your class list, you will see a roster similar to the one below, (in the example below the name and ID fields have been obscured.) **Clicking on the student's name on your class list, will quickly bring you to the address/phone number screen.**


RETURN TO MENU
SITE MAP
HELP
EXIT

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	20	0
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail	
1			*Registered on Web*	Undergraduate	3.000		✉
2			*Registered on Web*	Undergraduate	3.000		✉
3			*Registered on Web*	Undergraduate	3.000		✉
4			*Registered*	Undergraduate	3.000		✉
5			*Registered on Web*	Undergraduate	3.000		✉
6			*Registered on Web*	Undergraduate	3.000		✉

Return to Previous
[Term Selection | CRN Selection | Detail Class List | Mid Term Grades | Final Grades | Faculty Detail Schedule | Detail Wait List | Summary Wait List]
Summary Class List Links

RELEASE: 8.1

TIPS for Viewing Class Lists:

- *Each time you wish to view the class list of a different course, click the **CRN Selection link** at the bottom of the **Class List** screen, and either make a new selection from the drop-down list or click on the **Enter CRN directly** link and enter the CRN. Click Submit.*
- *If you wish to view other services from the Faculty Services menu, click **Return to Menu** in the upper right corner of the screen. **To access the main menu:** Click the **Back button** on your browser or click on the **Faculty Services** tab at top of screen or **Return to Previous** at bottom of screen. Alternatively, you can click the RETURN TO MENU or SITE MAP links.*

What You Can See on a Class List:

- **Course Information:** Description, duration, status.
- **Enrollment Counts:** Displays, Maximum, Class limit, Actual (how many registered), remaining and if dual listed displays how many seats are remaining for one not two sections.
- ***Student Names:** Click on a student’s name to view address/phone number and additional useful links that will display at the bottom of screen.
- **Student Banner ID**
- **Reg Status:** how the student registered-either "Registered on the Web" or "Registered" in person at the Registrar's Office.

- **Credits**
- **Student E-mail address** ✉
- If you view the **Detail Class List,** in addition to the information listed above, you will also see the ***Student's Current Program Information***.

In addition, on the bottom of the class list screen you will see several useful links:

Clicking on the **Student Information Link** on the bottom of the screen will display the **General Student Information** Screen where you will see the following:

a) Student Information-Status (enrolled or not);
b) County of Residence (also listed on the address screen);
c) Whether the student is a citizen (comes in handy when looking for students who may be eligible for scholarships and awards);
d) Semesters at the college;
e) General student information including curriculum information.
f) The category entitled Catalog Term is very important as that date is the student's date of entry and determines which configuration of programmatic study she/he must abide. For example, all Liberal Arts students entered in Fall 08 follow the new AA/AS degree requirements which became effective in Fall 08.

Clicking on the **Student Schedule link** at bottom of the **General Student Information** screen-gives you the sections in which a student is enrolled and includes:

a) Date student enrolled.
b) All section information: times/day/credits/bldg./rooms/instructor if assigned/section CRN number/how student registered.
c) Drop/Add history of student (will have to enter the student's Banner ID number on this screen).

What is a Cross Listed Class?

When accessing a class list, there is a category entitled **Enrollment Counts** near the top of the screen. This is a way of viewing class counts including Cross Listed classes.

- **Maximum** = class limit;
- **Actual** = how many students have registered for the course;
- **Remaining** = how many seats are left.
- **Cross List** = means that the same course is listed under another subject area or department. If the course is **Dual Listed** or **Cross Listed** in "Banner Speak," the system will calculate how many seats are remaining based on the class limit for "one" not "two" sections as the two sections are linked.

- In the Example below, AFR 185/SOC 214 are not two separate courses. It is one course with two ways to register. Thus, the number on the Cross list line in the "Remaining" column gives you the **real** number of seats currently available based on the maximum "Max" number of seats listed.

Example:

Course: **AFR 185/Soc 214 (Cross Listed)**
Enrollment: **Max**: 32 **Actual**: 7 **Remaining**: 25
***Cross List**: **Max** 32 **Actual**: 15 **Remaining:** 17 (number of seats currently available)

For example, this is how the numbers appear when accessing **AFR 185**. The numbers on the Enrollment Line (actual/remaining) give you how many students are registered for the sections as **AFR 185 only, "Actual"** (7) and how many seats in the **AFR 185** are still open, **"Remaining"** (25). However, the second line, **Cross List**, gives you the collective, actual numbers of how many students are registered in the cross listed section-including the counts from the **SOC 214**, **"Actual"** (15). Therefore, the real number of remaining seats is **"Remaining"** (17).

If you look up **SOC 214**, the enrollment number would be **8 actual** and **24 remaining**, but the (Cross List) line, would be exactly the same as the **AFR 185** course referenced above.

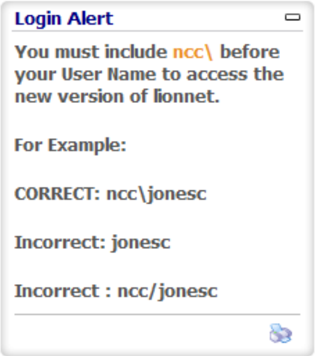
There does not have to be equal registration per course. Banner adds the counts in both courses together and stops registering students when the max, in this case **32 students** is reached.

Emailing Students

Notice in the class roster that there are email links that allow you to email individual students. **To email a student:** click on the envelope icon (on the right side of the page) ✉ next to the student's name on your class list. The email form will appear with the student's name in the "To" Box.

Requesting a Class Mailing List

Note: *Class Mailing lists (to email your entire class) can be developed. To request a class mailing list, log into LionNet* http://lionnet.ncc.edu



Login Alert

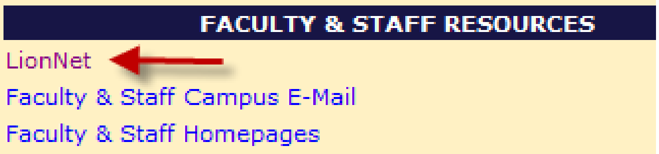
You must include ncc\ before your User Name to access the new version of lionnet.

For Example:

CORRECT: ncc\jonesc

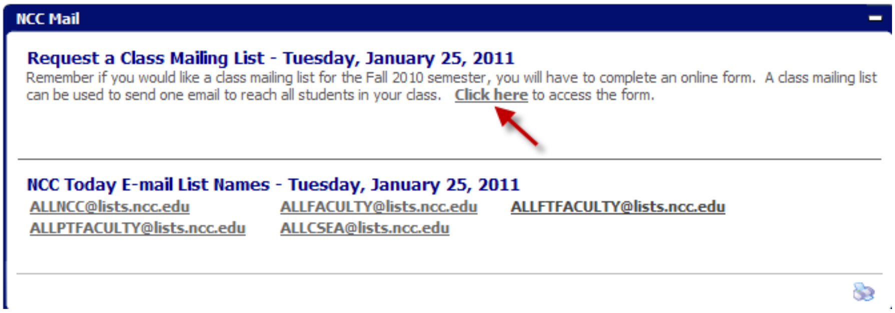
Incorrect: jonesc

Incorrect : ncc/jonesc


FACULTY & STAFF RESOURCES
LionNet
Faculty & Staff Campus E-Mail
Faculty & Staff Homepages

- Once logged in, your name will appear in the upper-right hand corner of the screen.

- *After logging into LionNet, locate the link under NCC Mail "Request a Class Mailing List" Click on the* ***Click here*** *link to access the form. Fill out the form and submit your request.*



Request a Class Mailing List - Tuesday, January 25, 2011
Remember if you would like a class mailing list for the Fall 2010 semester, you will have to complete an online form. A class mailing list can be used to send one email to reach all students in your class. Click here to access the form.

NCC Today E-mail List Names - Tuesday, January 25, 2011
ALLNCC@lists.ncc.edu
ALLFACULTY@lists.ncc.edu
ALLFTFACULTY@lists.ncc.edu
ALLPTFACULTY@lists.ncc.edu
ALLCSEA@lists.ncc.edu

Exporting Your Class List into Excel

A cut and paste operation can be used to export your Summary class list from Banner Self-Serve into Excel.

1. Begin by displaying your Summary Class List (refer to the instructions titled "How to View A Class List"). Once you have displayed your class list, proceed to step 2.
2. Scroll down the page until you see the beginning of your class list.
3. Using your mouse, click once to place your cursor to the immediate left of the Record Number heading.
4. Without releasing the mouse button, drag the mouse to the end of the class list so that all rows are highlighted in blue.
5. From the Edit menu on the menu bar, select Copy.
6. Open a new Microsoft Excel workbook and verify that cell A1 is selected.
7. From the Clipboard group in Home Tab on the Ribbon, select Paste. The entire Summary Class List should appear in your spreadsheet.
8. Click on the Microsoft Office Button and select Save to save your workbook.

Note: Any changes that occur in the Banner class list will not be reflected in your Excel workbook.

How To Enter The First Attendance Confirmation

For the First Attendance Confirmation, indicate if the student has attended your class at least **once** during the semester on the dates provided. You will receive the dates in an email from **Sandra Friedman**, Associate Vice President for Student Financial Affairs.

- Attendance confirmation must be completed in Banner self-serve; paper class lists will not be distributed. Rosters should be submitted as soon as possible, but no later than the date indicated in the email. Your students may not receive vital student support services necessary to support their academic success if this form is not completed.
- **For questions, contact Sandra Friedman's office:**
  Phone: 516.572.7320
  E-mail: Sandra.Friedman@ncc.edu

To Enter the First Attendance Confirmation, follow the directions below:

1. Login to your Banner Account. Click the **Faculty and Advisors Link** (or **Faculty Services tab) on Main Menu.**
2. Click on the **Attendance Confirmation** link at the bottom of the **Faculty and Advisors** menu.
3. Select the **CRN** (course title) from the drop-down list; click **Submit**.
4. You will be taken to the **Attendance Confirmation** page.
5. Along the right hand side, use the drop down arrow to select **"Yes"** or **"No"** to indicate if the student has attended your class **at least once** between (dates will be provided.) An answer ***must*** be selected for each student.
6. When completed, be sure to click **Submit**. An email will be sent to you to confirm that you have submitted a response for that CRN #. You may print the confirmation screen for your records.
7. You may return to the Attendance Confirmation Page to view your responses, or if you make an error, to delete and re-submit if a correction is needed. To delete, select **"Click this button to delete responses for this CRN".** You will see a confirmation pop-up window. You will also receive a confirmation of Deletion email. You must re-enter your responses for the entire class. Specific instructions regarding these features are noted on the respective pages.
8. After you submit your attendance confirmation, you will be returned to the appropriate screen to select another CRN if necessary. Follow the same procedures as above until all sections have been completed.
9. When all CRN's have been completed, exit your web session and close Banner.

How To Enter The Second Attendance Confirmation

For the Second Attendance Confirmation, indicate if the student has **consistently attended** your class** and has **appeared at least once** on the dates provided. You will receive the dates in an email from Sandra Friedman, Associate Vice President for Student Financial Affairs.

Please indicate **YES** if both conditions apply; if not, indicate **NO**.
****Consistent attendance is defined as regular attendance with only allowable absences****

- **For questions, contact Sandra Friedman's office:**
  Phone: 516.572.7320
  E-mail: Sandra.Friedman@ncc.edu

To Enter the Second Attendance Confirmation:

1. Login to Your Banner Account. Click **Faculty and Advisors Link** (or **Faculty Services tab**) **on Main Menu**.
2. Click on the **Attendance Confirmation** link at the bottom of the **Faculty and Advisors Menu.**
3. Select the CRN (course title) from the dropdown menu; click **Submit.**
4. You will be taken to the **Attendance Confirmation** page.
5. Along the right hand side, use the drop-down arrow to select "Yes" or "No" to indicate if the student has consistently attended this class and has been present at least once between (dates will be provided). Select "yes", only if both conditions apply; otherwise select No. An answer ***must*** be selected for each student.
6. When complete, click **Submit.** An email will be sent to you to confirm that you have submitted a response for that CRN #. You may print the confirmation screen for your records.
7. You may return to the Attendance Confirmation page to view your responses or if you make an error, to delete and re-submit if a correction is needed. To delete, select **"Click this button to delete responses for this CRN".** You will see a confirmation pop-up window. You will also receive a confirmation of Deletion email. You must re-enter your responses for the entire class. Specific instructions regarding these features are noted on the respective pages.

7. After you submit your attendance confirmation, you will be returned to the **Attendance Confirmation** page.

8. On the **Attendance Confirmation** page select **Option #2** to access another CRN (if necessary). Follow the same procedures as above until you complete the Attendance Confirmation for all of your sections.

9. Select option #3 on the **Attendance Confirmation** page to exit your web session and close Banner.

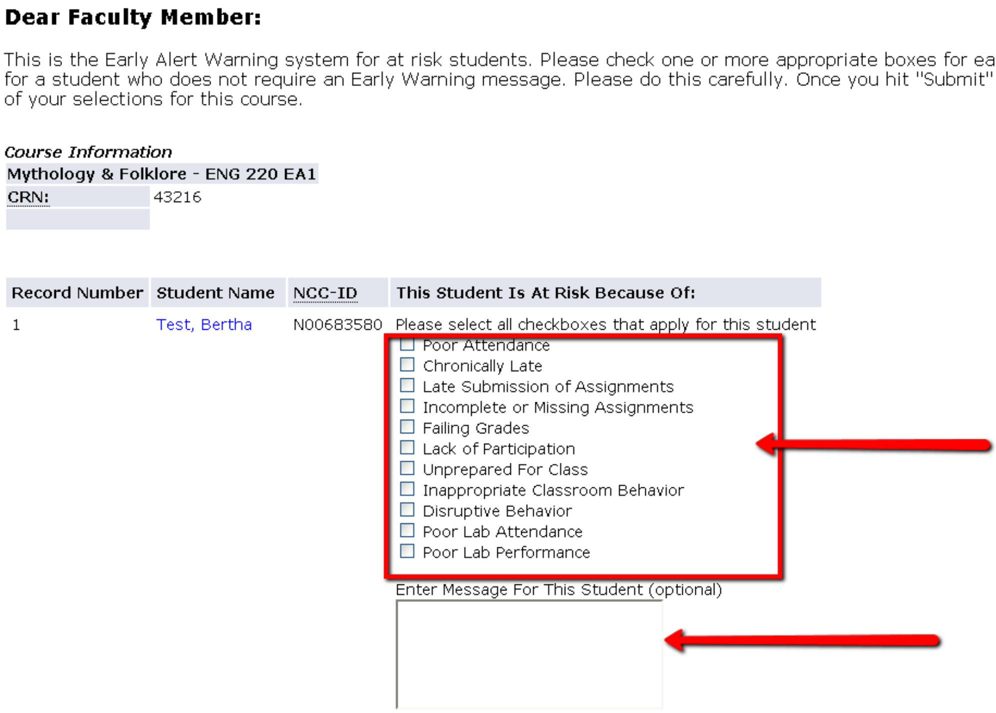
How to Enter an Early Warning Submission

This is an intervention/retention tool to save some students from dropping or failing your course(s). You will be notified by e-mail each semester by Roberta Schroder, Acting VP, for Academic Affairs when the Early Warning System has been turned on, the dates you can enter the Early Warnings, and when your students can view them.

- **For questions, contact your department Chair or call the Office of Academic Affairs**
  Phone: (516) 572-7047)
- **Note:** CERC Counselors are available for students who might be having difficulty in your class. We provide counseling as well as workshops, which are offered during the semester. Please refer students who you feel need assistance to the Center for Educational and Retention Counseling (CERC), Nassau Hall, Room M-19, (516) 572-7141

To enter an Early Warning follow directions below:

1. Open the **Nassau CC Homepage.** (http://www.ncc.edu/myncc/. Scroll to Quick Links.
2. Click on **MyNCC/Banner Login** (blue rectangle on right side of page.)
3. Click the Log In button.
4. Enter your MyNCC ID and PIN number and then press the Login Button.
5. Click either "Faculty Services" on the top tab or click "Faculty and Advisors" on the menu. Both will bring you to the same place.
6. Next, click on the “Early Warning Submission” menu item. The next screen will show you the CRN’s for your courses.
7. Click on the dropdown menu and it will display all of your courses for this semester. Choose one CRN at a time. Click the "Submit" button to continue.
8. You will see the Early Warning Submission roster for the CRN you chose where you will see the names of your students and a list of 11 different items per student as shown on the next page.



Dear Faculty Member:

This is the Early Alert Warning system for at risk students. Please check one or more appropriate boxes for each stu
for a student who does not require an Early Warning message. Please do this carefully. Once you hit "Submit" you ca
of your selections for this course.

Course Information

Mythology & Folklore - ENG 220 EA1

CRN: 43216

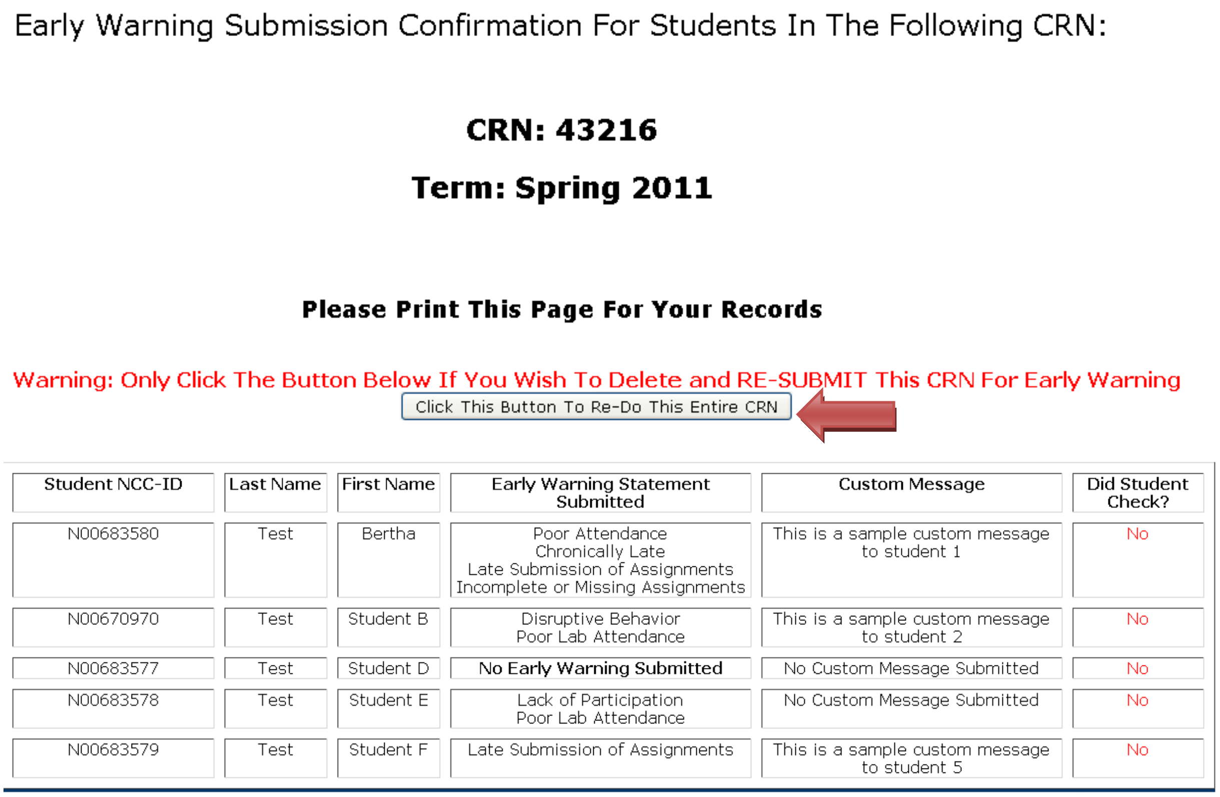
Record Number	Student Name	NCC-ID	This Student Is At Risk Because Of:
1	Test, Bertha	N00683580	Please select all checkboxes that apply for this student ☐ Poor Attendance ☐ Chronically Late ☐ Late Submission of Assignments ☐ Incomplete or Missing Assignments ☐ Failing Grades ☐ Lack of Participation ☐ Unprepared For Class ☐ Inappropriate Classroom Behavior ☐ Disruptive Behavior ☐ Poor Lab Attendance ☐ Poor Lab Performance Enter Message For This Student (optional)

9. Click on the appropriate checkboxes for each student. You can check as many boxes as you believe applicable for that student. If there is no Early Warning for a student, simply leave all checkboxes blank for that student. Below the checkboxes is another box for general comments where you may enter an optional, personal message for some or all of your students. This will display when the student checks his/her Early Warning Messages.

10. When you finish entering your responses, click the "Submit" button at the bottom of the page. An email will be sent to you confirming that Early Warnings have been submitted for this CRN. You will then be brought to a confirmation screen.

11. This screen shown below serves as confirmation, and will show you all of the responses you entered for the confirmed CRN.

12. Print it for your records.



Early Warning Submission Confirmation For Students In The Following CRN:

CRN: 43216

Term: Spring 2011

Please Print This Page For Your Records

Warning: Only Click The Button Below If You Wish To Delete and RE-SUBMIT This CRN For Early Warning

Student NCC-ID	Last Name	First Name	Early Warning Statement Submitted	Custom Message	Did Student Check?
N00683580	Test	Bertha	Poor Attendance Chronically Late Late Submission of Assignments Incomplete or Missing Assignments	This is a sample custom message to student 1	No
N00670970	Test	Student B	Disruptive Behavior Poor Lab Attendance	This is a sample custom message to student 2	No
N00683577	Test	Student D	No Early Warning Submitted	No Custom Message Submitted	No
N00683578	Test	Student E	Lack of Participation Poor Lab Attendance	No Custom Message Submitted	No
N00683579	Test	Student F	Late Submission of Assignments	This is a sample custom message to student 5	No

---

The confirmation screen also serves other purposes.

1. You can change a submission for one or more students on your roster by clicking the **Re-Do button** on the confirmation screen, but you will have to delete all the responses you submitted on that roster and redo the entire class.

2. The Confirmation screen shows you what CRN's you have submitted and tells you what CRN's you have left to do. Please look at the top of the confirmation screen where it says: "Early Warning Responses Still Needed For:" The CRN's for the courses for which you have not submitted Early Warnings will appear.

3. You will not see this CRN box on top of the confirmation screen, if you:
   a) Completed ALL CRN's this semester
   b) Only have one CRN assigned to you this semester
4. If you see the Blue CRN Links listed in the box, click on a link to complete the Early Warning submissions for the CRN's shown on the link. You will be brought directly to the Roster screen for each of the CRN's shown. This will save you time, you will not have to repeat all the steps listed again.
5. A special feature on this screen is the last column. You will see a "Did Student Check" field. This field tells you if the student viewed the Early Warning you submitted.
6. The confirmation screen for each of your CRN's will remain viewable for the rest of the semester so you can check periodically to see if the student logged in to his/her Early Warning message. **(Please let the students in your classes know the dates when they can start viewing their Early Warning, which will be indicated in the email).**

How To Enter Final Grades

You will receive an email from **Charles Kean** or **Liz Iglesias** in the Office of the Registrar, indicating when you can start entering grades and when the online grade process will be turned on and off.

- There is a limited submission period for each term to permit a timely generation of grades and final transcripts for our students. Please enter your grades by the **deadline**. **The window for Final Grading opens on the last day of each term and is open for one week**.
  Note: You cannot post grades **before** the system is activated.
- It is imperative that grades be submitted on time. Delays impact students' ability to receive financial aid and/or other benefits. If grades are not submitted, a temporary grade-not submitted code is entered by the system. This non-grade jeopardizes a student's eligibility for benefits. The Office of the Registrar cannot manually enter grades for late submissions; all those who **miss the deadline** must obtain and submit a **grade change form** obtained from your department or the Registrar's office.
- Complete your Permanent Grade roster (hard copy). Permanent class rosters must be submitted to your department NO LATER THAN the first working day after the registrar closes grading.
- Please **do not** staple your paper record of grades to the hardcopy rosters. You may only use scotch tape completely across the added grade sheet and may be taped below the "Dated Grades" line.
- **Do not** cover the ID's and names on the hard copy roster unless your record has ALL the information, and please **do not** tape your record on the back of the roster.
- The permanent class roster that you received or printed early in the semester is an official document that is used to corroborate any grade changes you wish to make after the grade submission window is closed. It must reflect class activity (test dates, grades, etc.). Your failure to submit your roster to your chairperson will make it impossible for the Registrar to make desired grade changes in the future.
- For questions, contact **Charles Kean**
  Phone: (516) 572-8114
  E-mail: **keanc@ncc.edu**

Or

- **Liz Iglesias**
  Phone: (516) 572-7363
  E-mail: Liz.Iglesias@ncc.edu

To enter Final grades, click the following links or follow the directions listed below:

Click here for screen shots on "**how to confirm grades**" that were successfully processed; please note information for submitting Incomplete grades. MAKE SURE TO PRINT THE FINAL PAGE FOR YOUR RECORDS. The page must note "Grades successfully submitted". If you do not print the page we will not be able to determine if there was a problem with the system, even though, you are telling us grades were submitted. It is imperative that you have this page for proof of submission.

Click here to log-in to MyNCC. If you are a new faculty member and do not know your NCC-ID or PIN, ask your department. For Q&A's on Final Grading click here.

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1. Login to Banner. Click on **Faculty and Advisors Link** (or **Faculty Services tab**) **on Main Menu.**
2. Click the **Final Grades** link on the Faculty and Advisors Menu.
3. Select the term (only need to do this upon initial login)
4. Click **Submit.** You will be taken to the **Select a** CRN page.
5. From here, select a course title from the dropdown menu. Once the correct CRN is selected, Click **Submit.** You will be taken to the Final Grades page. (IF you do not enter all grades for a course at once, when you return, the course will show the number of students you have entered out of the total enrolled on the Select CRN page.) **Note:** There is a 30 minute time limit starting at the time you log into this page."
6. On the Final Grades Worksheet page, compare your **permanent Grade Roster** with the **online roster**. If there is a name of a student missing, you MUST add him/her to the list. Select a student and click the dropdown arrow in the Grade Column to choose the letter grade and click to select. Use the tab key on your keyboard to move from one name to the next or click on the dropdown arrow to select a grade for the next name.
7. Scroll to the bottom of the page and click **Submit.** Official transcripts for students will be available when all grades have been submitted. However, students may view their grades by accessing their MyNCC account.
8. Students will not see their grades until the academic history load is complete and is then rolled into their accounts. The grade is posted to the student record each evening at midnight on the day that you entered them and can be viewed by the student the following day. Thus, students may view them sometime after midnight the day after you submit your grades. Therefore, after the day of original entry, any grade changes must be made by filing a paper **Change of Grade form** in the Registrar's Office
   Note: Grades submitted over the weekend will not be rolled over until Monday evening.
9. After you click **Submit** the screen will indicate how many grades you assigned and the total number of students. For example: 15 students registered and 15 students graded" would mean you just added the final grades for a class of 15 students. You will also see a list of the grades in the grade column.
10. This is your confirmation. It is imperative that you print this page for your records;

there will not be any other confirmation sent to you. See pg. 28 for more information on how to check if your grades have been successfully submitted.

11. You may also go to Summary Class List to check the grades you just entered.
12. To access another course, you must go back to the **Faculty Menu**. Click the **CRN Selection** link at the bottom of the page. Choose another course from the pull down menu and click Submit. Then click on Final Grades to report the grades for this class.
13. Submit your **Permanent Grade Roster** (hard copy) to your **Department Chair** by the established due dates for each term.

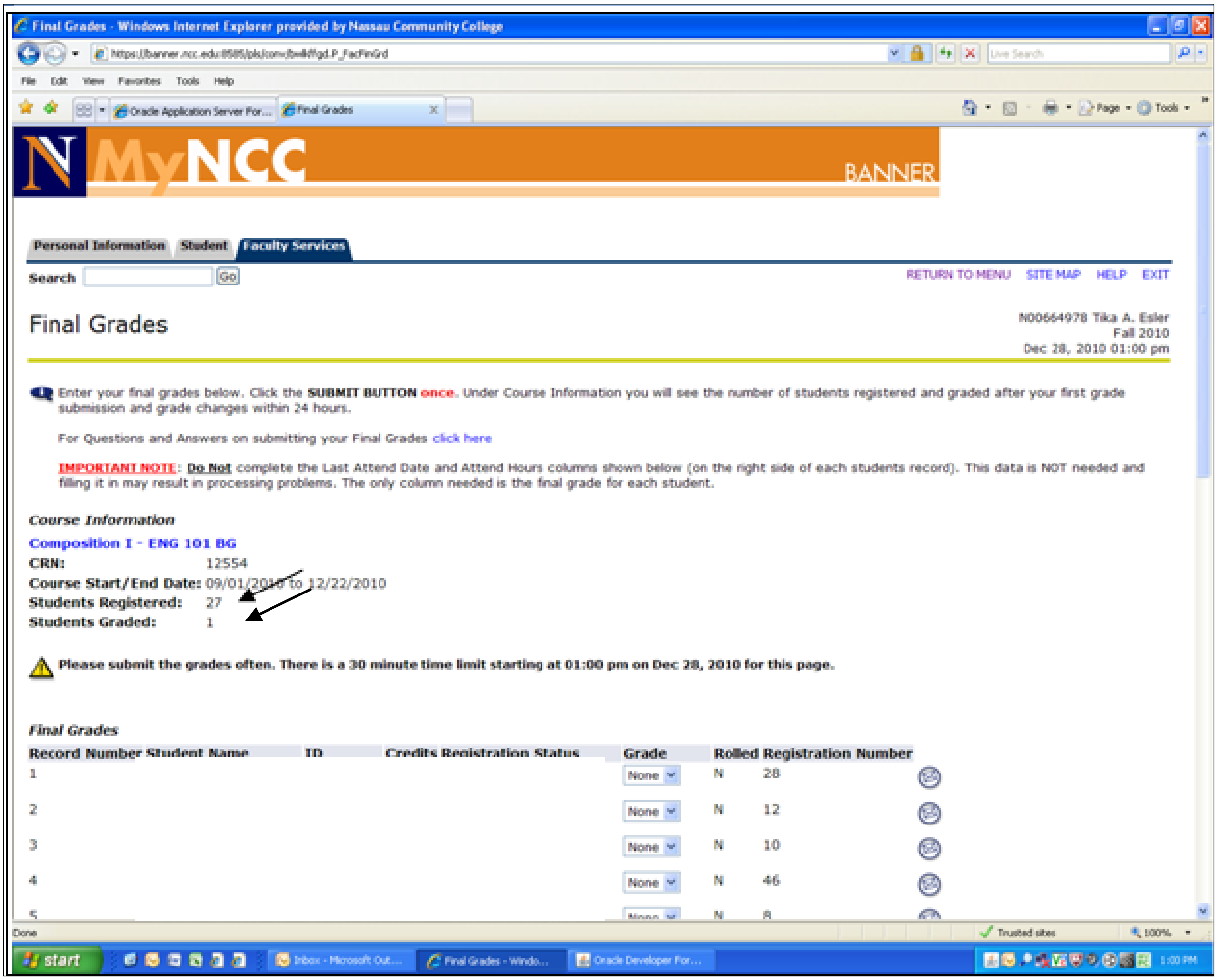
If there is a student who has been attending your class and is not listed on the online Final Grade Form, you will have to adhere to the following procedure in order for that student to be awarded credit for your course:

- Notify your chairperson in writing concerning the special circumstances which allowed the student to attend your class while not officially enrolled.
- Obtain the chairperson's signature on that document.
- Present the document to the appropriate dean as follows:

Judith Bennett Murray	Acting Dean of Nursing and Health Sciences, Ext. 2	2- 9942
Tom Fernandez	Acting Dean of Math and Sciences, Ext. 2	2-7833
Melanie Hammer	Acting Dean of Humanities and Performing Arts, 2	2-9950
Anissa Moore	Acting Dean of Social and Behavioral Sciences, 2	2-7047
Ann Muth	Acting Dean of Professional Studies,	2-7832

How Do I Know If I Submitted My Online Grades Successfully?

When you first access your section, you will see the "Students Registered" total, and possibly a number of "Students Graded" (those who withdrew or were withdrawn for failure to meet immunization requirements).



Final Grades - Windows Internet Explorer provided by Nassau Community College
https://banner.ncc.edu:8585/pls/conv/bwlkffgd.P_FacFinGrd
File Edit View Favorites Tools Help
Oracle Application Server For...
Final Grades
MyNCC
BANNER
Personal Information
Student
Faculty Services
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Done
Trusted sites
100%
start
Inbox - Microsoft Out...
Final Grades - Windo...
Oracle Development For...
1:00 PM

Final Grades

N00664978 Tika A. Esler
Fall 2010
Dec 28, 2010 01:00 pm

Enter your final grades below. Click the **SUBMIT BUTTON** once. Under Course Information you will see the number of students registered and graded after your first grade submission and grade changes within 24 hours.

For Questions and Answers on submitting your Final Grades click here

IMPORTANT NOTE: Do Not complete the Last Attend Date and Attend Hours columns shown below (on the right side of each students record). This data is NOT needed and filling it in may result in processing problems. The only column needed is the final grade for each student.

Course Information

Composition I - ENG 101 BG

CRN: 12554
Course Start/End Date: 09/01/2010 to 12/22/2010
Students Registered: 27
Students Graded: 1

Please submit the grades often. There is a 30 minute time limit starting at 01:00 pm on Dec 28, 2010 for this page.

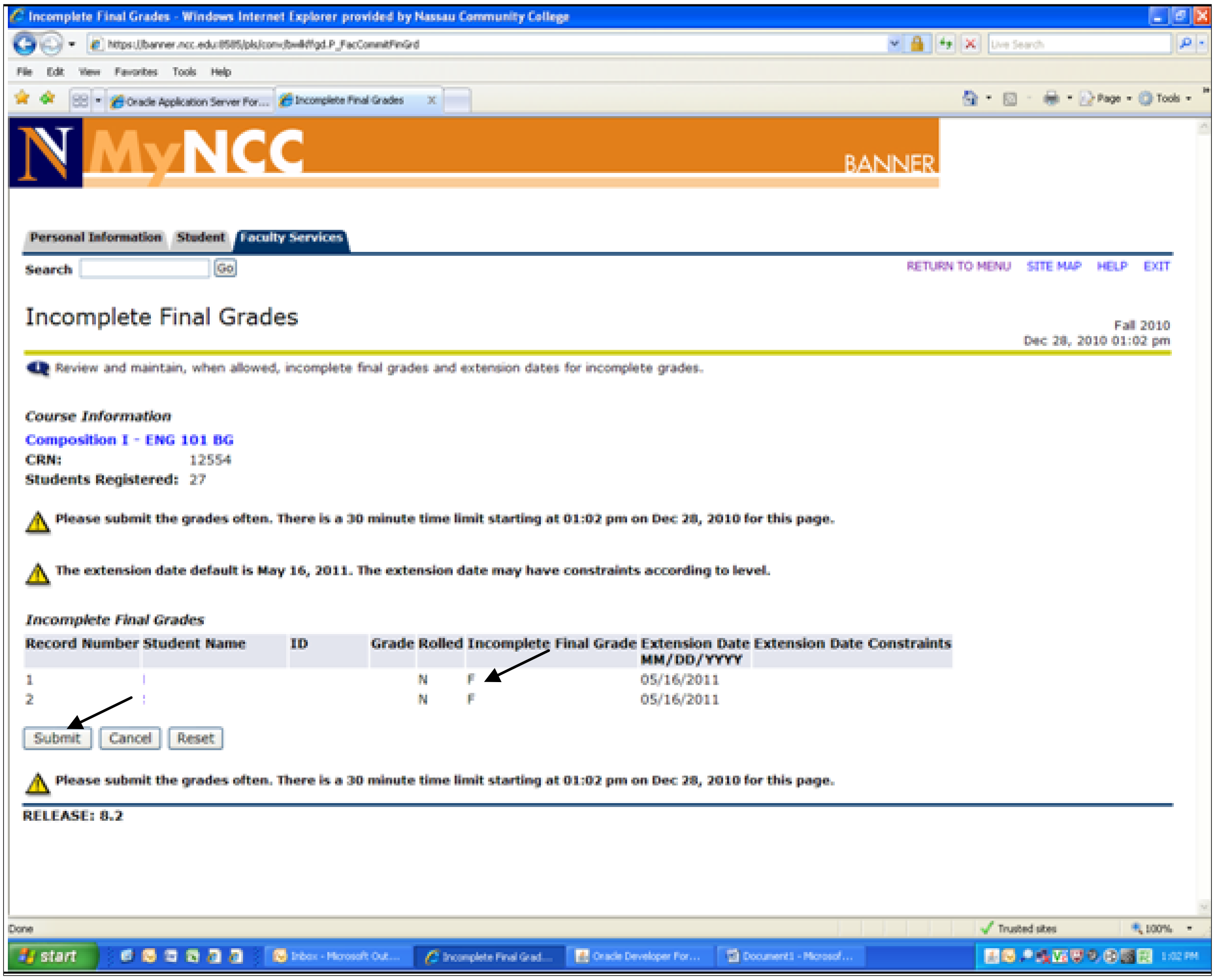
Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Registration Number
1					None	N	28
2					None	N	12
3					None	N	10
4					None	N	46
5					None	N	8

***Note**: Please submit the grades often, there is a 30 minute time limit starting at date and time you logged in to this page."*

SCREEN SHOTS continued on next page….

If you gave an **Incomplete** grade, this is the 2nd page you'll see when you clicked submit. The Final "F" grade is telling you that if you do not submit a Change of Grade form by the Extension Date, the Incomplete will be changed to an "F". The student will also see something similar; assure them if they complete their work you will submit a grade before that date. Click SUBMIT on this page.


Incomplete Final Grades - Windows Internet Explorer provided by Nassau Community College
File Edit View Favorites Tools Help
Oracle Application Server For...
Incomplete Final Grades
MyNCC
BANNER
Personal Information
Student
Faculty Services
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Submit
Cancel
Reset
Done
Trusted sites
100%
start
Inbox - Microsoft Out...
Incomplete Final Grad...
Oracle Developer For...
Document1 - Microsof...
1:02 PM

Incomplete Final Grades

Fall 2010
Dec 28, 2010 01:02 pm

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information

Composition I - ENG 101 BG
CRN: 12554
Students Registered: 27

⚠ **Please submit the grades often. There is a 30 minute time limit starting at 01:02 pm on Dec 28, 2010 for this page.**

⚠ **The extension date default is May 16, 2011. The extension date may have constraints according to level.**

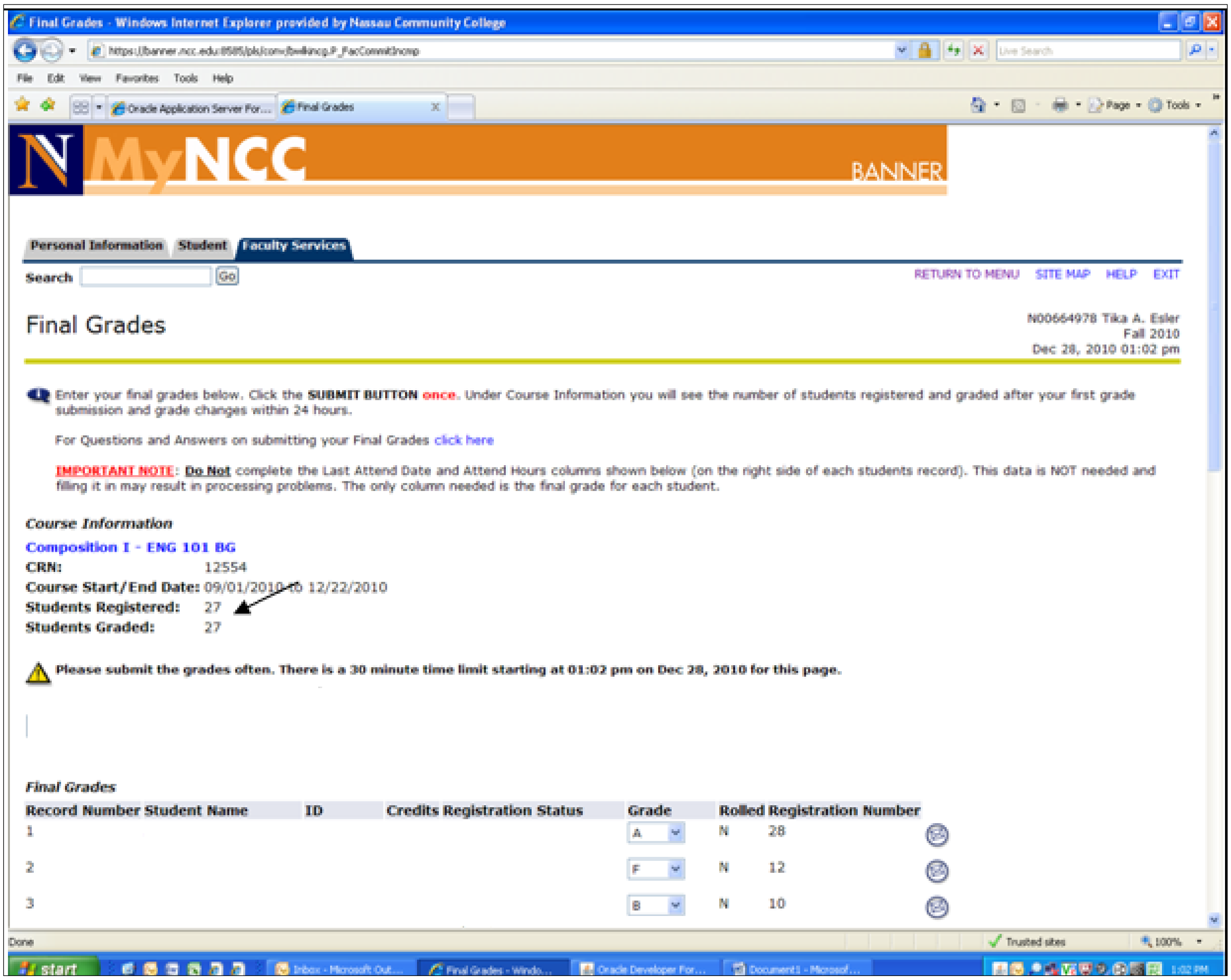
Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1				N	F	05/16/2011	
2				N	F	05/16/2011	

⚠ **Please submit the grades often. There is a 30 minute time limit starting at 01:02 pm on Dec 28, 2010 for this page.**

RELEASE: 8.2

Once you click submit you will see the following confirmation page. PRINT THIS PAGE…. there will not be any other confirmation sent to you. In this case, it shows you that you have 27 students registered and all 27 students "graded". The grades are listed in the Grade column. If the total students graded doesn't equal students registered, go back and make sure you didn't miss entering a grade!


Final Grades - Windows Internet Explorer provided by Nassau Community College
File Edit View Favorites Tools Help
Oracle Application Server For...
Final Grades
N MyNCC
BANNER
Personal Information
Student
Faculty Services
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Done
Trusted sites
100%
start
Inbox - Microsoft Out...
Final Grades - Windo...
Oracle Developer For...
Document1 - Microsof...

Final Grades

N00664978 Tika A. Esler
Fall 2010
Dec 28, 2010 01:02 pm

Enter your final grades below. Click the **SUBMIT BUTTON** once. Under Course Information you will see the number of students registered and graded after your first grade submission and grade changes within 24 hours.

For Questions and Answers on submitting your Final Grades click here

IMPORTANT NOTE: **Do Not** complete the Last Attend Date and Attend Hours columns shown below (on the right side of each students record). This data is NOT needed and filling it in may result in processing problems. The only column needed is the final grade for each student.

Course Information

Composition I - ENG 101 BG
CRN: 12554
Course Start/End Date: 09/01/2010 to 12/22/2010
Students Registered: 27
Students Graded: 27

Please submit the grades often. There is a 30 minute time limit starting at 01:02 pm on Dec 28, 2010 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Registration Number
1					A	N	28
2					F	N	12
3					B	N	10

MAKE SURE TO PRINT THE FINAL GRADES CONFIRMATION PAGE FOR YOUR RECORDS. It is imperative that you print this page for proof of submission. If you do not print the page, the Registrar will not be able to determine and resolve any problems or issues that may occur, after you submit your grades.

Final Grading Q & A's

These questions and answers may be helpful.

1) **Why does it say that final grade sheets are not available now?**

   Make sure that you select the correct term from the drop down menu; once we notify you that final grading is open they will be available.

2) **A student that was allowed back into my class with the proper form for immunization still is withdrawn due to immunization and I cannot enter a grade. What do I do?**

   If the student was allowed back in because s/he met the requirements, the registrar should have re-enrolled the student. Please confirm with the Health Center right away and then contact the Registrar's Office. The Registrar's Office will re-enroll the student and then you will be able to grade him/her as long as it is still during the online grade submission timeline.

3) **Why do I timeout when entering my grades?**

   There is a 30-minute timeout after your last submission during your online session. This is for security purposes and you must log back in to continue entering your final grades.

4) **Can someone else submit my grades for me?**

   No. Your NCC ID (N number) and PIN are unique to you and for the sections you are teaching. Your NCCID and PIN cannot be shared with anyone else.

5) **When can students view their final grades online?**

   Grades will be available online for student viewing once they are "rolled", which occurs each evening once final grading is opened for a term Thus students may view them sometime after midnight the next day after you submit your grades. However, grades submitted over the weekend will not be rolled over until Monday evening.

6) **How can students view their final grades online?**

   Students must login using their NCCID and PIN. Under Student Records, a student will click on Final Grades and for term select the appropriate term. Only those grades which have been rolled into academic history will be viewable. For example, if only one course has been graded, the student will only see the one course because that is the only course in academic history for the fall term so far.

7) **Why was a student that was listed on my permanent roster, whom I have never met, given a W grade?**

   When the student withdrew an automatic "W" grade was posted. You cannot change the grade. The permanent rosters were printed prior to the withdrawal period ending, thus a student will appear on your roster because s/he did enroll; however, the "W" grade indicates that they eventually withdrew.

8) **How do I prepare for final grades?**

   Complete your Permanent Grade Roster. Your Permanent Grade Roster is an official document of the institution and must be submitted to your chairperson no by the established deadlines. Make sure all students are listed on the roster.

9) **How do I submit my final grades online?**

Go to **www.ncc.edu/MyNCC** and click on **MyNCC Banner Login**. Use your NCC-ID (N Number) and your PIN to log in. On the Main Menu select the Faculty Services tab or the Faculty and Advisors link, and then select "Final Grades". Select the correct term and submit.

10) **When can I submit grades?**

A limited submission period has been established for each term to permit a timely generation of grades and final transcripts to our students. THE EMAIL SENT WILL INFORM YOU OF THE TIMELINE FOR EACH PART OF TERM. **It is imperative that grades be submitted on time.** Many processes must run after your grades are submitted. Delays impact the student's ability to receive their financial aid and/or other benefits. Final Grading will open a day or two prior to the end of the term (including parts of term). If grades are not submitted, a temporary grade-not-submitted (GNS) code is entered by the system. This non-grade also jeopardizes a student's eligibility for benefits. DO NOT MISS SUBMITTING A GRADE for your students.

11) **What if I want to give a grade to a student whose name is not listed on my online Final Grade worksheet?**

In the unlikely event that a student is not listed you must write a letter justifying why you allowed that student to attend your class. This letter must be presented to your chairperson and area dean for signatures and then submitted to the Registrar's Office. You must add the missing student's name and grade to the Permanent Grade Roster once the dean approves your letter. The Registrar's Office will register and appropriately enter grades for these few exceptions. If this process is not followed, these students will not be graded.

12) **Who can I call if I have trouble submitting my grades?**

For technical login issues: Call the Help Desk at (516) 572-9980/9981.

13) **A student appears on my roster who never attended, what do I do?**

Our current practice at the college is that withdrawing from the college requires the student to go to the Registrar's Office and withdraw. If they didn't do that, they will be on your roster and a grade should be submitted. Normally you should follow your standard for grading a student who has never attended (likely a failing grade).

14) **There are two of us teaching the course, who can enter grades?**

Once you log into self-serve and select Final Grades, the only course reference numbers (CRNs) that display in the "Select a CRN" box are those to which you have been assigned. In the case where more than one faculty is assigned to a course, the faculty assigned as the Primary Instructor is the only one able to enter grades.

15) **Can I change grades online?**

You may change the grade of your students online during the same day you first entered the grade. At midnight grades will be rolled into academic history. However, on the online Final Grade Worksheet, if the value in the Rolled column is Y, that grade has been “rolled to history” and cannot be changed online. Rolled grades can only be changed by a paper Grade Change form. The Grade Change form can be obtained through your department or at the Registrar’s Office.

16) How do I know if I submitted my online grades successfully?

You should see how many grades you assigned and the total number of students. This appears above the message “Please submit the grades often. It is imperative that you print the page for your records, since there will not be any other confirmation sent to you. ”**Note**: There is a 30 minute time limit starting at date and time you logged in to this screen.”

17) Why can’t I enter grades for some students?

If the student has officially withdrawn or has been withdrawn (i.e. immunization withdrawals), you cannot submit a grade. The appropriate “W” grade will be rolled into his/her transcript.

18) Can I tape a spreadsheet to the permanent grade roster?

Registrar will continue their practice of imaging the permanent grade rosters, thus if you tape the information (like a spreadsheet) into the permanent roster and submit, it will be sufficient, since it has been in the past. Your paper must be taped below the “Dated Grades” line. DO NOT STAPLE your paper record of grades to the hardcopy rosters (we cannot run through the scanner). DO NOT COVER the ID’s and names on the roster, unless your record has all that information. DO NOT TAPE your record to the back of the roster (it won’t scan).

19) Do grades submitted before the deadline get held or do they roll over each night?

They are rolled over each night, with limited exceptions during the summer sessions.

20) When I go in to check on a particular grade list, then try to exit and get to another one, it keeps bringing you back to the same page. How can I select another CRN?

If you have gone into Banner to check a grade list, you have already selected that CRN (Course Reference Number). In order to access another class while on that page, scroll down to the bottom and click **CRN Selection**. You will be taken back to the Select a CRN page. Once you select another course here (making it the "active" CRN), you will then be taken back to the Faculty and Advisors menu. (When you make a CRN active by selecting it, any link can be selected now on your Faculty and Advisors menu). Then you can click the Final Grades link to see another course, or enter grades.

21) Next to one of my student's names, it says, "Drop Faculty Grade." Next to another name, it says, "Withdrawal Faculty Grade." What is the difference and do I need to enter a grade for one or both of them?

In both of these situations, the student withdrew from your course after the withdrawal period was completed and thus must receive a grade. The "drop" means the student dropped your course but did not fully withdraw from the college. The "withdrawal" means that s/he withdrew from the college. The "faculty grade" description means you can decide if the "W" stays or another grade should be entered. You can change this grade.

22) I have students who are not on the Permanent Grade roster hard copy, but ARE listed online. What do I do?

Students who may have had billing errors or other payment issues at the time that the permanent grade rosters were printed will not appear on the paper roster because they weren't officially enrolled at the time. However, after the issues were resolved they would be enrolled and thus now appear on your online roster. Manually add the students to your permanent roster and note their grade, and also enter a grade online for them.

23) Is leaving the grade for a student as NONE appropriate for an auditing student?

This means that your auditor was not identified upon registration, which is why his/her name is not automatically coming up with the NG auto grade built in the system. Please let the Registrar's Office know which IDs belong to an auditor so the Registrar can change the auditor's status. Do not enter a grade for an auditor. The system will assign an auditor the appropriate code as soon as the Registrar changes the auditor's status.

24) There is a message that one or two grades for the class were submitted; however, I haven't done so yet. How did that happen?

The two grades that were submitted prior to you grading your students are "W" grades.

25) Why should I avoid missing the deadline for grade submission?

Late grades impact the registrar's ability to complete end-of-term processing. These include establishing a list of students who did not meet pre-requisites for the following term, crediting students with grades for repeated courses, creating transcript information, calculating GPA's, and establishing the student's academic standing. It is critical that final grades be submitted within one week after the term ends.

26) How do I process an Incomplete Grade?

The new Banner version will take you to a separate page if you entered an INC grade for any student. When you click submit you are taken to a 2nd page. You will need to click Submit again on the 2nd page for the INC grade to actually process. The college-policy requires the grade to be changed by the end of the next 15-week term (i.e., a student who receives an incomplete during a spring term, would have until the end of fall to complete, but a student who gets an incomplete during summer term, would also have until the end of fall to complete). When grades are processed at the end of a 15-week term (during fall and spring), any remaining INC grades are automatically changed to an "F" grade.

How To Display Course Syllabus Information And Office Hours

The Syllabus Information link allows a faculty member to add their syllabus to each class they are teaching in a particular term.

To Display Syllabus information:

1. Log in with your NCC ID number and click on **Faculty and Advisors Link** (or **Faculty Services tab**) on the Main Menu.
2. Select the Syllabus information link.
3. Select the current term (only need to do this upon initial login).
4. Click **Submit**.
5. Select the appropriate CRN number which identifies the course you want to add a syllabus for from the drop-down box (if you haven't already selected one). Click **Submit**.
6. You will see the following fields:
    a. **Long Section Title:** can use up to 100 characters to describe title.
    b. **Course URL:** can use up to 100 characters for this field as well.
    c. **Learning Objectives:** there is no limit to how long this can be. You have unlimited amount of characters.
    d. **Required Materials:** again, this field has an unlimited amount of characters you can use.
    e. **Technical Requirements:** you can fill this in if you like. For example, you may want students to have particular computer skills for this section.
7. The information can be typed directly into the field or you can cut and paste from another document into any of the fields.
8. When completed, click **Submit**. The information will then be displayed on the Class Schedule which is visible on the Student Information System that anyone can access. The words "Syllabus Available" will appear as a hyperlink in the Class Schedule Listing for this section.
9. If you wish to add a syllabus for a different class. Click the back button until you reach the Faculty Services Screen. Select a different CRN.
10. Click on Syllabus Information on the Faculty Services screen.
11. Repeat until all the syllabuses have been added for a particular term.

To Enter Office Hours:

The Office Hours section allows a faculty member to add the office hours they are available to see students for each class they are teaching in a particular term.

1. Log into Banner.
2. Click on the **Faculty and Advisors** link on the Main Menu.

3. Click the Office Hours Link.
4. Select current term, (only need to do this upon initial login).
5. Select or enter the CRN's for your course(s).
6. Click Submit.
7. The Office Hours screen for the selected term and CRN will appear. Fill in the appropriate information. You can select a Contact Number from the drop-down box. Banner automatically gives your permanent number and campus number to choose from. You can also leave the Contact Number as None which is the default setting.

Note: *The hours use the 24 hour clock e.g. 2:00 p.m. is 1400. Also, you must click on the* ***Display*** *box in order for the hours to be displayed when accessed by students.*

8. When you are finished, Click

You will need to do this for each CRN even if you have the same office hours for all your courses. Some people have specific office hours for specific courses.

Tips:

In order to save time, there is a ***Copy to****: field at the bottom of the screen. This allows you to choose the same office hour's set-up for previous classes.*
You can select and copy your office hours to another CRN by selecting it from the dropdown arrow in the COPY TO field. Remember you need to fill in the fields FROM and TO for this to work.

Students may view your office hours when the Display indicator is checked. Office Hours' will display in the student's login under Student Detail Schedule link only for those students on your Summary Class List. Students can access this information through their logins/clicking on student tab/going to student detail schedule/clicking on instructor's name. The office hours will be displayed.

Office hours may be deleted by clearing the ***From/To*** *Times and Dates and clicking the* ***Submit*** *button.*

How to Search for Class Schedules, Availability and Descriptions

There are three links that allow you to search for classes:

- **Class Schedule**: To search for **class availability,** view **class schedules** and **course catalog**.
- **Course Catalog**: To search for classes and view **class descriptions**.
- **Class Counts**: For a general class search and overview.

How To Search for Class Availability and View Class Schedules:

1. Log in with your NCC ID number and click on **Faculty and Advisors Link** (or **Faculty Services tab**) on the Main Menu.
2. Select the **current** term and click Submit.
3. The Class Schedule Screen will display.
4. To start a search, in the Class Schedule Screen, you may choose any combination of fields to narrow your search, (subject, course number, session, attribute type, days), but you must select at least one Subject.
5. To search by Subject**,** scroll through the subject list until you find the desired course or a quicker way is to click in the subject search box, type the first letter of the course name and scroll to the course.
6. For example, suppose you want to search for all English classes.
7. Click in the subject search box and type E. Scroll down the list until you find English and select it.
8. Scroll to the bottom of the screen and click on Class Search.
9. You will see a list of available courses. Notice, that a search by subject only may give you a very large search result.
10. At the bottom of the screen you may see a message to limit your search
11. If you see that all results could not be displayed. You will need to narrow your search by including additional search fields.
12. To narrow your search, return to the Class Schedule Screen Window by clicking the Back button at the top of the screen.
13. In the Class Schedule screen, you can narrow your search by clicking the reset button to clear all previously selected search fields or you can modify your previous search by selecting additional fields.
14. One way to narrow your search once you have selected a subject is to enter the course number.
15. You can type the exact course number or just the first number.
16. For example: entering English 102 would find an exact match while entering English 1 would find a range of courses such as English 101, 102 and so on.
17. You can narrow your search even further by entering other search options such as

session and or days.

18. In the session search box, select an option such as Day to search for all day classes.
19. In the Days check box, although you can select any combination of days, if you select days that the course is not held, you may not see results.
20. For best results, select only one day. For example, select Monday. All courses that meet on Monday will be displayed plus any additional days the courses meet.
21. Click on Class Search.
22. Another way to search for courses is by a specific course attribute category.
23. To search by Attribute Type, click on the back button to return to the Class Schedule screen.
24. If you want to clear previous search selections, click on the Reset button.
25. Suppose you want to search for all Social and Behavioral Sciences courses.
26. Click in the Attribute type box. Type S and scroll down to select Social and Behavioral Sciences.
27. A search by course attribute type may display a very large search result. To limit your search, select additional search fields.
28. For example click in the Session box and select evening to search for all Social and Behavioral Sciences classes that are held in the evening.
29. Then, click on class search.
30. The courses are displayed by the different sections that match the Social and Behavioral Sciences Requirements.
31. Once you have located a class, you can view the Associated Term, Registration dates, attributes, instructor, and meeting times. You can also click on the **View Catalog Entry link** to see a course description.
32. To view more detailed information about a course, click on the course link in the **Class Schedule Listing screen**, to open the Detailed Class Information screen.
33. In the **Detailed Class Information screen**, you will see the associated term, registration dates, levels, attributes, instructional method, and scheduled meeting times. You can also check registration availability such as seats, wait list seats, if there are any restrictions, prerequisites and/or general requirements.

How To Access A Class Schedule & Class Counts

1. Go to **NCC Home Page or LionNet**
2. Click on **MyNCC**
3. On the **MyNCC** page, enter your **NCC-ID** (Banner No.) and **PIN No.**
4. Click **Login**
5. Click on **Faculty and Advisor**
6. Click on **Look up Class Counts**

7. A **Select Term or Date Range** menu will appear. Click the arrow on **Search by Term**, select the term (ex: Fall 2011), and click **Submit**.
8. A **Class Schedule Search** menu will appear. **Subject**: click on the area you wish to view. If you wish to view a specific course, enter the **Course Number.** If you wish to view only Day, Evening, Online, Telecourse or Friday evening and Weekend courses, scroll down to **Session and click on the specific session.**
9. Click **Class Search**.

How to Search for Classes and Course information in the Course Catalog:

Log in with your NCC ID number and click on **Faculty and Advisors Link** (or **Faculty Services tab**) on the Main Menu.

1. Select the current catalog term and click Submit.
2. The Course Catalog Search Screen will display.
3. You may choose to search by **subject**, **course number range**, **title**, **department**, **course attributes**, or any combination of these fields to narrow your search.
4. Click on **Get Courses** at the Bottom of the Screen. The Catalog Entries will display including course descriptions, prerequisites, co-requisites, dual listings course attributes.
5. Select the Course Number to get further detail on the course.
6. Select the desired Schedule Type to find available classes for the course. The Class Schedule Listing screen will appear showing you the classes offered.

Note: *The Faculty assigned to teach this class has their email address available so you can contact them with questions.*

7. When you are finished with the Course Catalog screen, you can click on ⬅ in the toolbar of your web browser to return to the Faculty Services menu, or click Return to Previous found at the bottom of the page. You can also exit the system by clicking EXIT in the top right hand corner of the screen.

How to Read the Look Up Classes Screen When Advising a Student

1. Log into Banner and run a class search by clicking the **Look Up Classes** (for a specific student) **link on the Faculty and Advisors menu.**
2. Select the Current Term and click Submit. Enter the student's N number or Last Name, First Name. Click Submit.
3. Verify the Student and click Submit. Enter the Student's **pin** and click Submit.
4. The Look Up Classes screen will display. Enter your search parameters and click on Class Search. The Look Up Classes Screen with your search results will display.
5. When you have found the class you want the student to register for, look below each column heading.
6. In the first column under select, a box that you can check means you can register for this course.
7. A **"C"** under select means that the class is closed.
8. **CRN** lists the course reference number a unique 5 digit number that identifies each course.
9. You will also see the **Subject**, **Course Number**, **Section, Campus, Credit Hours, Title** of the course, and **Days and Time** the course meets.
10. **Cap** shows the number of students who can be enrolled in the class.
11. **Act** shows the actual number of students who have enrolled in the class
12. **Rem** shows the remaining number of available seats in the class.
13. **WL** columns indicate wait list availability.
14. **WL (Cap)** shows the number of students who can be placed on the Wait list.
15. **WL (Act)** shows Actual number of students on the Waitlist
16. **WL (Rem**) shows remaining seats on the waitlist.
17. Prior to registering for a course, check the **WL Act** column to see if there are students' waitlisted. Wait listed students are given first priority to register for closed classes that become available. Although, the class will have a registration check box, when you register the student, you will see a registration add errors message and can waitlist the class only.
18. Entries other than 0 in the **XL columns**, indicate that the class is cross listed.
19. Cross listing means that the same course is listed under another subject area or department. It is one course with two ways to register. Banner will calculate how many seats are remaining based on the class limit for "one" not "two" sections as the two sections are linked.

***Note** that there is no option to add a cross listed class to the wait list.*

20. **In the cross-listed columns, XL Cap** shows the total number of students who can be enrolled for cross-listed sections.
21. **XL Act** shows the actual number of students enrolled for cross-listed sections.
22. **XL Rem** shows the remaining number of seats available for cross-listed sections.
23. Actual enrollment and remaining seats listed in XL columns may be different from actual enrollment and remaining seats listed in section columns. The reason is because XL columns display registration for the cross-listed sections, not just individual sections.
24. When a class is cross listed, it is important to check both the section columns and XL columns for seat availability and maximum capacity. Once maximum capacity for the cross-listed sections has been reached, all sections will be closed.
25. The **Instructor, Date**, **Location and Attribute** of the class are also displayed.
26. If the instructor is not listed, you will see (TBA) to be announced.
27. Also, be sure to note the location of the class when creating your schedule. Each semester, a few courses may be taught online or off campus. For example, an **"OL" listing** under location will mean an online course.
28. The last column, the **attribute column**, shows a listing of all the attributes that describe a course.
29. To view more information about a course, in the look up classes screen, click on the course CRN number, and scroll down to see the associated term, registration dates, levels, attributes, instructional method, and scheduled meeting times.
30. To see more detailed class information, click on the Course link.
31. In the Detailed Class Information screen, you can check registration availability such as seats, wait list seats, if there are any restrictions, prerequisites or general requirements.

To return to the Look Up Classes screen, scroll down and click on **Return To Previous** at the bottom of the screen.

How to Add and Drop Classes to Register and Create a Schedule for a Specific Student

1. Log into Banner. In the Faculty and Advisors screen, click on the **Add or Drop** Classes Link.
2. Select the desired registration Term and click on Submit.
3. Enter the student's NCC ID number or the student's name, first and/or last. Click Submit. Verify the student, and click Submit.
4. Enter the Student’s PIN. Click Submit.
5. In the Add or Drop Classes Screen, scroll down to the Add Classes Worksheet
6. There are two ways to register a student for classes.
7. One way is to enter the course CRNs, (Course Reference Numbers). Entering CRNs into the Add Classes worksheet is the fastest way to register.
8. For example, if you want to register the student for an Economics 110 Personal Finance course, and you know the CRN number, you would enter it in the CRN Box. Then, click Submit Changes.
9. Scroll down in the Add or Drop classes screen. Look under **Current Schedule**. If the registration request has been successful, you should see registered on web and the newly added course.
10. If you don’t know the course CRNs, the second way to register is to search for classes.
11. To search for classes, in the Add or Drop Classes Screen scroll down to the bottom of the screen and click on Class Search.
12. Enter your search options, for example; in the subject field, enter a subject.
13. To conduct the class search, scroll down to the bottom of the Look Up Classes screen and click on class search.
14. Click the checkbox beside the class you want to register the student for. A check box means that you can register the student for the class. A “C” means the class is closed.
15. Scroll down to the bottom of the Look Up classes screen and click on Register.
16. In the Add or Drop Classes Screen Scroll down, and look under Current Schedule.
17. If the registration request has been successful, you should see, **Registered on Web** and the newly added course.

18. To search and register for another class, click on Class Search at the bottom of the Add or Drop Classes screen
19. Repeat these steps for each class you register the student for. Also, have the student write down the course title, and the days, and times, for each class. This will help avoid selecting classes that conflict.
20. It is important that the student meet all pre-requisites, co-requisites, and/or restrictions for the courses they are registered for. If they don't meet the requirements, you will see a registration add errors message and the class will not be added to their schedule.
21. Look in the Status Column to see what the error is. For example, there may be a prerequisite error.
22. If you selected a course you cannot register the student for click on class search again at the bottom of the screen to search for a different class.

In the Add or Drop classes screen, you can **drop** classes from the student schedule as well as **add** them.

23. If you added a class to the student schedule and then decide to drop it, scroll down to the Current Schedule section.
24. Locate the class you want to drop from the schedule and click the down arrow in the **Action column**.
25. Select **Drop and Delete on the Web.**
26. Click on **Submit Changes**. The class will be removed from the student's schedule.

How to Add A Student to the Waitlist

1. Before you can Wait list a class for a student, you need to run a class search. Log into Banner and run a class search by clicking the **Look Up Classes** (for a specific student) **link on the Faculty and Advisors menu.**
2. Select the Current Term and click Submit. Enter the student's N number or Last Name, First Name. Click Submit.
3. Verify the Student and click Submit. Enter the Student's **pin** and click Submit.
4. The Look Up Classes screen will display. Enter your search parameters and click on Class Search. The Look Up Classes Screen with your search results will display.
5. In the Look Up Classes Screen, look in the first column under select.
6. A "C" to the left of a class indicates a closed class but the student may be able to waitlist the class.
7. First check the WL, Wait List columns.
8. **WL (Cap)** Wait List Capacity, shows the number of students that can be added to the Wait List.
9. **WL (Act)**, Wait List Actual, shows the Actual number of students on the Waitlist.
10. **WL (Rem)** Wait List Remaining, shows the remaining seats on the waitlist.
11. If you see under the "WL Rem" Wait List Remaining column, that there is availability on the waitlist, and the student meets all course requirements, the student can waitlist the course.
12. To do so, you or the student need to either type or copy the CRN (Course Reference number) for the closed class into the worksheet.
13. Either write the CRN down, or to copy it, click and drag your mouse to select the CRN.
14. Right click your mouse and select copy from the shortcut menu.
15. Scroll down to the bottom of the Look Up Classes screen and click on Add to Worksheet.
16. In the Add or Drop Classes Screen, scroll down to the Add Classes Worksheet.
17. Click in the CRNs box, and either type the CRN or if you copied it, right click your mouse and select Paste from the shortcut menu.
18. Click on Submit Changes.
19. In the Add or Drop Classes Screen, scroll down to Current Schedule.
20. You will see a Registration Add Errors Message
21. Look in the Status Column to see what the error is. In this case, it is because the course

is closed.

22. You can also check how many people are on the Waitlist.
23. To be added to the Wait list, in the Action column click the drop-down arrow.
24. Select Waitlisted from the drop-down menu and click on submit changes.
25. You will see under Status that the student is added to the Waitlist.
26. If a seat becomes available in a class for which the student has waitlisted and the student is the next person on the waitlist, they will receive an email in their NCC account.
27. Student must register within 24 hours to enroll in the course.
28. If the student is no longer interested in the seat, they should drop the course as soon as they receive the email. A waitlist "seat" is not available to the next student until the student either registers or drops the waitlisted seat.
29. Also, each semester, there is a waitlist cutoff date. The wait list option may not be available if you are registering very late in the semester.
30. One way to see the Wait list cutoff date is to click on the **Registration Fee Assessment link** at the bottom of the **Add or Drop Classes Screen**.

In addition to the Wait list cutoff date, you will see Payment and Deadlines, Total Credit Hours and Tuition and Fees for the classes the student registered for.

How To Access and Read Student Transcripts

1. Open the **Nassau CC Homepage.** (http://www.ncc.edu/myncc/. Scroll to Quick Links.
2. Click on **MyNCC/Banner Login** (blue rectangle on right side of page.)
3. Click **LOGIN** which will bring you to the screen where you can enter your Banner ID and personal Pin Number.
4. Click **Login**. The **Main Menu** will open - click on **Faculty and Advisors Link** (or **Faculty Services tab**- either will take you to same place).
5. Click on **Student Information Menu.** Click on **Academic Transcript**.
6. Select the Term, (only need to do this upon initial login) - click Submit. The Student ID Selection screen will open.
7. Enter the Student's **Banner ID number**. If you don't know it, type in the student's **last name**, **first name** and click **Submit**. Verify the student Name and ID. Click **Submit**.

Note: *If you do not know the student's first name, type in the last name. Click **Submit**. The name that will come up is the first name in the computer with that last name. It may not be the student for whom you are looking. Click the drop down arrow and you will get a list of all the students with that last name. Find your student by looking at first name and middle initial as there may be more than one student with the same first and last names. Click on the correct name; and the name and Banner ID number will appear. Click **Submit**.*

8. Select a transcript level, (All Levels, Undergraduate or Lifelong learning. You do not have to choose a type). Click **Display Transcript**.
9. The student's complete transcript will display. Scroll down: you will see the entire academic transcript by semester.

FYI **Points on how to read the transcript:**

- Transcript Level - Select **Undergraduate**, or, to display lifelong learning courses, select **All Levels** to show all courses or select **Lifelong Learning** to show just Lifelong learning courses (CE courses will show as In Progress).
- Grades of **"IP"** mean these courses are "In Progress."
- On the right side of the transcript there is a column entitled **"R"** (for repeated courses).
  - **"I"** means the course has been repeated & included in the GPA.
  - **"E"** means the course has been repeated and this grade is excluded from the GPA.
- On very bottom of the transcript there is a category entitled **Transcript Totals: Overall**: "**Earned Hours**" gives you the number of credits the student has earned. **Passed Hours**: number or credits passed
- **Attempted Hours**: number of credits attempted.
- The **GPA** is the Overall Grade Point Average for the student.

Tip: *The **Student ID** remains active in Banner until you change it or log off. To view a transcript for another student, click on the **Return to Menu Link** at the top of the screen. Click on **ID Selection** in the **Student Information** menu and enter the Student's Banner ID Number or Last Name, First Name. Click on **Submit**.*

How To Run Capp – (Curriculum, Advising And Program Planning)

The terms "CAPP" and "Degree Evaluation" are used interchangeably. It is the process of tracking a student's progress toward the degree in which he/she is enrolled *or* determining what the requirements would be if he/she changed programs or wishes to matriculate into a program. It is not an official record and does not replace the transcript. It is a tool to aid students preparing to meet with an advisor and staff confirming eligibility for graduation.

To Run a Degree Evaluation:

1. Login to Banner.
2. Click **Faculty and Advisors Link** (or **Faculty Services tab**) on the **Main Menu.**
3. Click the **Student "Information Menu".**
4. Click **ID Selection.**
5. Select **Term** (only need to do this upon initial login).
6. Next, enter either the student's NCC-ID or his/her last and first name. DO NOT SELECT SEARCH TYPE (on the bottom of the page) - **IGNORE.**
7. Click **Submit.**
8. Verify the Student, and click **Submit**.

Note: *If you do not know the student's first name, type in the* ***last name****. Click* ***Submit****. The name that will come up is the first name in the computer with that last name. It may not be the student for whom you are looking. Click the drop down arrow and you will get a list of all the students with that last name. Find your student by looking at first name and middle initial, as there may be more than one student with the same first and last names. Click on the correct name; and the name and Banner ID number will appear. Click* ***Submit****.*

9. From the **Student Information** menu, select **Degree Evaluation.**

Two options are available in CAPP Degree Evaluation, and appear as choices on the bottom of the main menu:

- **Generate New Evaluation -** allows you to prepare a new Degree Evaluation report based on the student's current program of study reflecting the most current aspects of their CAPP Degree Evaluation.
- **What-if Analysis** - allows you to prepare a CAPP Degree Evaluation report for a student with a different major, minor, etc., if he/she is considering a change in program.

To Generate A New Degree Evaluation:

1. On the **Degree Evaluation** page, verify the correct program has been chosen.
2. Click the **Generate New Evaluation** link at the bottom of the page.
3. On the **Generate New Evaluation** page, click the radio button next to **Program:**
4. Select the term. Leave the "Use In-Progress Courses" box checked to include courses student is currently registered for.
5. Click **Generate Request**. ***Note****: only click once. It may take a few seconds to process.*
6. On the **Degree Evaluation Report** page you will see the following at the top of the screen:

Program Evaluation:

The information at the top of the page gives a summary of the degree requirements. Please note the **Catalog Term** (the term the evaluation is based on), determines the specific requirements for the program).

Under **Program Evaluation**, the **three columns** and **rows** located on the right side of the screen display the NCC requirements to graduate for this degree, a summary of credits required and used and the student's overall GPA.

- **"Met":** A **"Yes"** or **"No"** comment displays under the Met column to alert if that portion of the requirement has been met.
- **"Credits Required":** summarizes the number of credits required for the degree.
- **"Credits Used":** summarizes the number of credits applied (used) toward the degree.
- **Minimum Required:** indicates the total number of credit hours required for the Program.
- **Required Institutional:** indicates NCC credit hours required to graduate for this degree.
- **Overall GPA:** is the student's cumulative GPA.

The next sections of the Degree Evaluation report display the components of the program broken out in specific area requirements and a summary of the courses completed to satisfy each area. Each area is flagged as **"Met"** or **"Not Met."**

Required Courses for Program:

Displays a detailed listing of the program requirements, the courses the student has completed to satisfy those requirements and if the requirements for each section have been “Met” or “Not Met”.

1. Scroll down to where the categories begin.
2. Every program is broken into subject areas or sub-sets. Text that describes a requirement will continue to appear until the student has “met” the requirement.
    - An "And" statement means the student must complete the listed course requirement(s).
    - An "or" statement means the student has a choice of the courses that are listed.
3. The other details display the following course information:
4. **Met:** "Yes" or "No" comment displays under the "Met" column to record if that requirement has been fulfilled.
5. **Requirement**: indicates the subject area (Math, Science, English etc.).
6. **Term:** indicates the semester and year when the course was taken. FA=Fall, Sp=Spring, Su= Summer.
7. **Satisfied by:** indicates the *CRN* (Course Reference Number)
8. **Title:** indicates title of course taken.
9. **Credits:** indicates the number of credits earned for each course.
10. **Grade:** indicates the grade earned for each course. (In-progress courses will have a blank in the grade column). Transferred grades will be listed as TR.
11. **Source:** indicates whether the course is in progress (Reg), has been completed at NCC, (NCC), has been transferred from another institution (Tran) or has been waived(WVR). (Students who are 25 years plus and/or evening students can have their PED credits waived and recorded on their CAPP transcripts).
12. **Total Credits and GPA**: indicates the total number of credits and the GPA (Grade Point Average) for the courses used to satisfy the requirements of this area.

Note: *You may see other areas in the Capp Report; depending on the student’s major, and whether requirements have been “Met” or “Not Met” For example, you may see (culture and diversity, and/or electives).*

Other Areas:

Culture and Diversity:

In certain situations, the same course may be listed under two subject areas or departments.

A course listed here, satisfies the cultural and diversity requirement and may also satisfy a literature, social and behavioral science or humanities requirement, if it has both attributes. Although the course may satisfy two requirements, it only earns credit once. A credit deficit must be made up with additional elective credits.

Note: *Text that describes a requirement will continue to appear until the student has "met" the requirement.*

Electives:

Lists all courses that are not required for the program. The number of elective credits required will vary, depending on how the student has fulfilled the requirements. Minimum credits required must always be fulfilled.

Courses Not Used:

Displays a list of courses not used in the evaluation (i.e., F- failed grade, repeated course, minimum grade not met, W–withdrew, U–Unsatisfactory, transferred course, course did not match a specific degree requirement, course could not be used to fulfill a degree requirement.) In-progress courses will not have a grade listed in this column. The letters "TR" indicate that the course was transferred from another institution.

Note: *If a student takes more courses than required to fulfill their degree, or the courses they are currently enrolled in are not applicable toward their degree, those course will not be used and are not aidable.*

Email:

Clicking on the student name hyperlink at the bottom of the screen will open up a new email message that can be sent to the student being evaluated.

What-If Analysis:

It is possible to see how the courses a student has completed apply toward another degree. If a student wants to switch majors, but is afraid they would lose too many credits, performing a **What-If Analysis** will give you this information. Or, you can run a What-If analysis if the student has an undeclared/undecided major and wishes to matriculate into a program.

To Run a What-If Analysis:

- Log in to Banner. In the Main Menu, click on the Faculty Services Tab or the Faculty and Advisors link.
- In the Faculty and Advisors Screen, click on the Student Information Menu link.
- In the Student Information Screen, click on the Degree Evaluation link.
- Select the current term from the drop down menu. (you only need to do this upon initial login.)

- Click Submit.
- On the Student and Advisee ID Selection screen, either type the student’s NCC ID number or Last Name, First Name, or the student’s partial last name and the % wildcard (Do Not Select Search Type on bottom of screen).
- Click Submit.
- Verify that the student you selected is correct. If it is not the student for whom you are looking, click the drop down arrow to get a list of all the students with that last name. Find your student by looking at first name and middle initial as there may be more than one student with the same first and last names. Click on the correct name; and the name and Banner ID number will appear. Click Submit.
- On the Degree Evaluation page, click the What-If Analysis link on the bottom right-hand side of the page.
- On the What-If Analysis page, select the entry term and click on Continue.
- Select the program you would like to evaluate. Click on Continue.
- *Ignore* campus, select major and click Submit.
- Select Evaluation Term = to Current Registration Term.
- Leave the "Use In-Progress Courses" box checked to include courses student is currently registered for.
- Click on Generate Request. ***Note****: only click once. It may take a few seconds to process.*

Reading the Degree Evaluation Report Page:

Each area is flagged as "Met" or "Not Met."

- Program Evaluation: Displays Nassau Community College's requirements to graduate for the selected program and a summary of courses completed for the program.
- Required Courses for the Program: displays a listing of program requirements and the courses completed by the student to satisfy those requirements.
- Courses Not Used: displays a list of courses not used in the evaluation.

Tip: *The* ***Student ID*** *remains active in Banner until you change it or log off. To view a new degree evaluation or what if evaluation for another student, click on the* ***Return to Menu Link*** *at the top of the screen. Click on* ***ID Selection*** *in the* ***Student Information*** *menu and enter the Student’s Banner ID Number or Last Name, First Name. Click on Submit.*

Understanding the Alternate (Alt) Pin

What is an Alternate Pin

The **alt pin** is a block to self-serve registration. When an alternate pin (**alt pin**) number is assigned in Banner to a student's record the student's personal pin is not recognized. This prevents the student from self-serve registering because the student cannot access this **alt pin**. Once the student is advised by an appropriate faculty member or counselor, most students, except for those with **remedial courses**, will be eligible to register his/her courses on Banner self-serve.

Who are Alternate (alt pins) assigned to?

a) Students who need one or more remedial courses.
b) Students who are in the following majors: Nursing (for major courses only), Studio Recording Technology, and Mortuary Science.
c) Students who are not in good standing (they must speak to a counselor in Nassau Hall).
d) Students whose records are not in order and have holds against them.
e) All Incoming freshmen.

Removing An Alternate Pin

Important: The **alt pin has to be removed** from the student's Record in order for the student to register. Once the **alt pin** is removed, the student can access online registration using his/her personal pin number.

How is an Alt Pin removed?

The **alt pin** can be removed at stations located in the **rear of the library**. The student **must have a faculty member's/counselor's signature** on the **advisement card** for the **alt pin** to be removed. The TA's working at these stations will not remove an alt pin **without a signature** on this card.

How To View Student Test Scores

It is possible to access student placement scores for advisement from faculty self-serve. Listed below are the steps.

1. Open the **Nassau CC Homepage.** (http://www.ncc.edu/myncc/. Scroll to Quick Links.
2. Click on **MyNCC/Banner Login** (blue rectangle on right side of page.)
3. Click **LOGIN** which will bring you to the screen where you can enter your Banner Number and personal Pin Number.
4. Click **Login**.
5. The Main Menu will open- click on **Faculty and Advisors Link** (or **Faculty Services tab-** either will take you to same place).
6. Click on the **Student Information** Menu.
7. Scroll down menu and click on **View Test Scores**.
8. Select term (only need to do this upon initial login).
9. Click Submit.
10. Enter in the student's NCC ID number or the student's name, first and/or last.
11. Click Submit.
12. The Student's name will display.
13. Click Submit.
14. A screen entitled Test Scores displays.

This information is course placement based on the placement exams and SAT or Act scores. If you see a letter as a placement score: A, B, C, D, E, it means the student was exempt from one or more of the tests for a variety of reasons coded by one of the letters. (see chart in appendices)

Frequently Asked Banner Questions

1. **What is Banner Self Service?**

   Banner Self Service is a secure (Web based) database used by students, faculty, staff and advisors. Banner Self Service retrieves and records data directly to and from the Banner database, based upon the user's role in Banner. 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 to access Banner SSB?**

   It is important that you use the Internet Explorer browser.

3. **How do I access Banner Faculty Self Service on the Internet?**
   1) To Log into Banner, open your web browser and type the following: **http://www.ncc.edu/myncc**.
   2) Press Enter to open the Welcome to My NCC Home Page.
   3) Under Quick Links, click on My NCC Banner Login to open the Banner Login Page, MY NCC.
   4) In the MyNCC Banner Login page, click on Login.
   5) Enter your Banner User ID which is your N number.
   6) Enter your 6 digit PIN.
   7) If you encounter problems logging in, please call the Banner Help Desk at: **(516) 572-9980.**

4. **What information do I need to login to Banner Faculty Self Service?**

   1) You will need your Banner User ID (capital N number) and PIN. If you are a new user, enter your **birth date** as your 6 digit pin. The format is: MMDDYY with no spaces or dashes. For example, if your birth date is March 17, 1962, you would enter: 031762.
   2) The first time that you login you will be prompted to reset your pin. Re-enter your old pin which is your birth date. Enter your new pin which must consist of **six** numbers that are different from your birth date. Then re-enter your new pin and click on Login.
   3) Do not give your PIN to anyone else. Policy prohibits access to the system by anyone other than an authorized user.

5. **I've forgotten my PIN or my account has become disabled. What should I do?**
   1) If you have forgotten your PIN, do not continue to try to log into Banner, after **ten** unsuccessful attempts your account will be locked. If your account is locked, you will need to contact the Banner Helpdesk at 516-572-9980.

2) To Login: On the login screen, enter your Banner User ID (use capital N- your id is case Sensitive.)
3) Then, click the **Forgot Pin** option.
4) Type the answer to the security question you created or selected when you initially logged in (answer is case sensitive). If you have forgotten your security answer, contact the Banner Help desk at 516-572-9980.
5) Click **Submit Answer**
6) A screen will open that prompts you to reset your pin.
7) In the "Reset Your Pin" screen, type a new PIN into the New PIN field.
8) This PIN must consist of **six** numbers.
9) Re-enter the Pin.
10) Click **Reset PIN.**
11) The Main Menu will open.

6. **I don't have a Banner User ID (N) number or have forgotten my User ID. What should I do?**

   You will receive your Banner User ID from the following offices:

   - ***Adjuncts:*** *The Office of Academic Affairs, Jean Dolce (572-7775) or Veronica Esposito (572-7776).*
   - ***Fulltime Faculty:*** *The Office of Human Resources, Jacqueline Leary 572-7312.*

   If you receive a Banner ID (N) # and forget it, contact your Department Chairman or the HR office, ***Fulltime Faculty*** *– contact* ***Jacqueline Leary, 572-7312****,* ***Adjunct Faculty*** *contact* ***Deborah Bodzer, 572-7648*** *. You will need a photo ID to obtain your ID number.*

7. **Is there a time limit on Banner Faculty Self Service?**

   Yes, for your protection, if your Banner Self Service session has more than 30 minutes of inactivity, your session will be terminated and you will need to log in again.

8. **What if my computer freezes while in Banner Faculty Self Service?**

   If you are having problems or need to exit Banner Faculty Self Service, always click on the **EXIT** button on the top right of the screen. ***Note****: Any data that you entered on the screen will be lost.*

9. **Who do I call for Banner Assistance?**

   If you are having problems logging in to Banner Faculty Self Service or need other assistance, contact the **Banner Help Desk at (516) 572-9980,** or **Bea Marin at 572-7220** email: **Beatrice.Marin@NCC.edu.**

10. **How SAFE is my Banner User ID and PIN?**

    The only way someone can get access to your data through Banner Self Service is by entering your Banner User ID number as well as your PIN. This information should be known only to you. Please treat your PIN as you would your PIN number for example, for your ATM card.

11. **I missed the cutoff date for Attendance Confirmation and the link is no longer available when I log into Banner. What should I do?**

    You will be notified by your dept. chair and will be required to fill out a paper attendance roster that will be sent to you. **It should be noted that a lack of compliance will cause your students to wait an additional 6 to 8 weeks to receive their financial aid that is often their sole source of income while in college.**

12. **I made a mistake entering my attendance confirmation and have already clicked Submit. I need to change it. What should I do?**

    You may return to the **Attendance Confirmation Page** to view your responses or to delete and re-submit if a correction is needed. To delete, select **"Click this button to delete responses for this CRN".** You will see a confirmation pop-up window. You will also receive a confirmation of Deletion email. You must re-enter your responses for the entire class. Specific instructions regarding these features are noted on the respective pages.

13. **I missed the cutoff date for entering Final Grades and the link is no longer available when I log into Banner. What should I do?**

    If you **miss the deadline**, you must obtain and submit a **grade change form** obtained from your department or the Registrar's office.

Note: *It is imperative that grades be submitted on time. Delays impact students' ability to receive financial aid and/or other benefits. The window for Final Grading opens on the* ***last day*** *of each term and is open for one week. If grades are not submitted, a temporary grade-not submitted code is entered by the system. This non-grade jeopardizes a student's eligibility for benefits.*

14. **I entered an incorrect grade and need to change it. What should I do?**

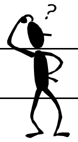
    If you have entered a grade that needs to be changed, you can change it on the grade roster if it has not yet been posted to the student's transcript. Revisit your roster to see if you can still change it there. If the "Grade" field is no longer a drop-down, and the "Rolled" column contains a "Y," the grade has been "rolled" to the student's transcript, and you can no longer change it on the roster. In this case, you must complete a **Change of Grade form**, which is available in the Registrar's office. **Note:** Grades are posted to the student record each evening at midnight on the day that you entered them and can be viewed by the students the following day. However, grades submitted over the weekend will not be rolled over until Monday evening.

15. **I entered my final grades but did not receive a confirmation, How do I know they were submitted.**

    After you click **Submit** the screen will indicate how many grades you assigned and the total number of students. This appears above the message, **"Please submit the grades often".** This is your confirmation. You should print this page for your own records since there will not be any other confirmation sent to you.

16. **When I try to enter my attendance confirmation or early warning submissions I receive an error message or Banner does not process the data.** What should I do?

    Contact the Banner Helpdesk at **572-9980** or **Bea Marin at 572-7220,**
    email: Beatrice.Marin@NCC.edu.



Who to Contact for Assistance

Banner General Assistance – (Forgot Pin, Login Assistance, Banner error messages)

Banner Help Desk - 572-9980

- **Banner@ncc.edu**
- **Hours: M, T, W, F (8:00am – 4:45pm), Th (8:00am – 7:00pm)**

Banner Training

Bea Marin (MIS Trainer – (516) 572-7220

- **Beatrice.Marin@ncc.edu**

Attendance Confirmation Questions

Sandra Friedman's Office – (516) 572-7320

- **Sandra.Friedman@ncc.edu**

Early Warning Questions

Office of Academic Affairs - (516) 572-7047

Final Grades Questions

Charles Kean
Phone: (516) 572-8114
E-mail: keanc@ncc.edu

Or

Liz Iglesias
Phone: (516) 572-7363
E-mail: Liz.Iglesias@ncc.edu

Banner ID's (N) Number Questions

Department Chair

-or-

Adjuncts: Contact Office of Academic Affairs
Jean Dolce (572-7775) or Veronica Esposito (572-7776)

Full Time Faculty: Contact Office of Human Resources
Jacqueline Leary 572-7312.

APPENDICES

How to Submit Classroom Availability (Adjuncts)

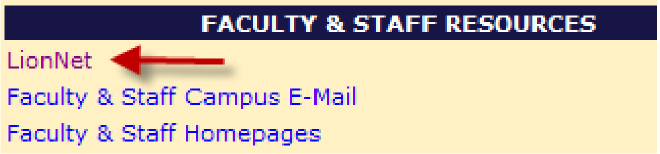
The College in collaboration with the AFA requires that all **Classroom and Non-Classroom Adjuncts** submit their availability through the On-line Availability process.

Note: *This is not done in Banner, you need to open **LionNet**. You will receive an e-mail with the submission dates and deadlines for adjunct availability notification.*

The following instructions will assist you in accessing LionNet and completing the **Adjunct Classroom and/or Non-Classroom** availability process. The screens are self-explanatory and easy to follow.

If you are both a **Classroom and Non-Classroom Adjunct**, you must fill out **BOTH** forms.

To access **Adjunct Classroom and/or Non-Classroom Availability** open the Internet, and key in the URL address: http://lionnet.ncc.edu or open the NCC homepage, scroll down, and click on LionNet in the lower right-hand corner of the screen.

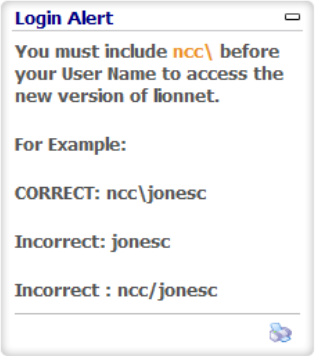


FACULTY & STAFF RESOURCES

LionNet

Faculty & Staff Campus E-Mail

Faculty & Staff Homepages



Login Alert

You must include ncc\ before your User Name to access the new version of lionnet.

For Example:

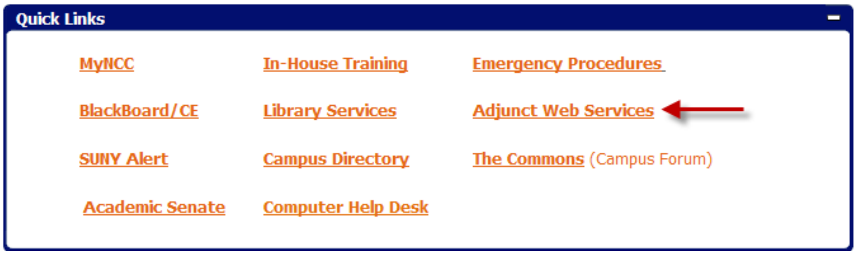
CORRECT: ncc\jonesc

Incorrect: jonesc

Incorrect : ncc/jonesc

Follow the log in instructions on the 1st screen of LionNet.

- Once logged in, your name will appear in the upper-right hand corner of the screen.
- Click on **Faculty Resources,** click on **Adjunct Web Services**. Adjunct Faculty Web Services will appear on the screen.



Quick Links

MyNCC

In-House Training

Emergency Procedures

BlackBoard/CE

Library Services

Adjunct Web Services

SUNY Alert

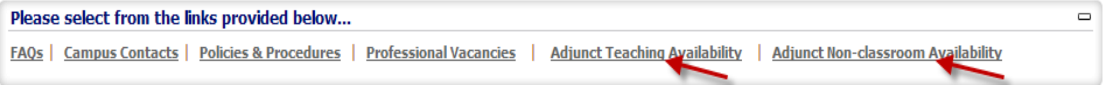
Campus Directory

The Commons (Campus Forum)

Academic Senate

Computer Help Desk

- Click on **Adjunct Teaching (Classroom) or Non-Classroom Availability** on the menu bar and follow the screen directions.


Please select from the links provided below...

FAQs | Campus Contacts | Policies & Procedures | Professional Vacancies | Adjunct Teaching Availability | Adjunct Non-classroom Availability

- Once you complete the process (Screen 4), click **Continue**. A summary screen will appear. If you need to revise your request, you can do so by clicking **Edit.** Edit will return you to the first screen and allow you to go back through each screen making changes as needed. **If everything is correct, click Send**. The question **"Are you sure?"** appears. If you click **No**, you will be returned to the summary screen (Screen 5). When you click **Yes**, the confirmation screen will appear.

- On the Confirmation screen (Screen 7), the word **COMPLETE** appears in the center, lower area of the screen. **PLEASE PRINT THE CONFIRMATION SCREEN FOR YOUR FILES**. If you have an NCC email address or submitted a personal email address, the confirmation will be emailed to you.

Once you complete the on-line submission process, **further access** to Adjunct Classroom and Non-Classroom Availability **will be denied**.

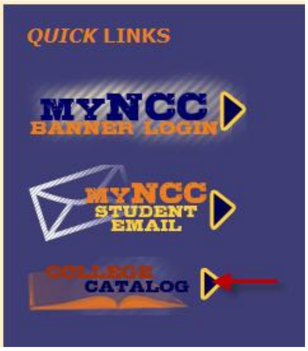
If you have any questions concerning the on-line submission process, please submit an Adjunct Availability Help Desk Request form at: http://forms.ncc.edu/

The form is located second to last on the list. You may also visit the ACS computer lab in the A. Holly Patterson Library (second floor) and a TA will be happy to assist you.

If you require assistance immediately, (during the hours of 9 am-5 pm), you may call ACS at **572-7624**.

Note: *To search for available classes in Banner, see How to Search for Class Schedules, Availability and Descriptions on pg. 37.*

*If you have not taught previously at NCC or have not taught recently, and cannot log into Banner, you can search for available classes and access the course catalog by typing the following in Internet Explorer: http://www.ncc.edu/myncc/ and clicking on **College Catalog** under Quick Links.



How to Resubmit (Void) an Adjunct Availability Form

These directions apply to an adjunct availability form that has already been submitted. THIS PROCESS IS ONLY PERMITTED WITHIN THE ALLOWABLE WINDOW FOR SUBMISSION.

Adjunct Availability forms can be **VOIDED.**

Upon email request by you, Academic Computer Services can **void your original submission. This will ELIMINATE your submitted information.** This reset (void) procedure ensures that **no one but you** can make changes to your form.

How to Void the Form

When you submit an adjunct availability form you automatically receive an email confirmation. **REPLY to this confirmation**

What to say in the reply

State that you wish to void your original submission for (name the semester) and that you understand that **ALL** information in the previously submitted form will be **eliminated**.

Upon receipt of your reply email, Academic Computer Services will **void** your form. You will receive an email notice stating that you can resubmit your form. Remember, **all** information was eliminated and you will be starting over.

How long does it take to have my form voided?

Most form voiding is done within the same day of receipt of request. Requests received after 5 PM will be voided the following day. Academic Computer Services understands how important it is for you to submit your adjunct availability form and make every effort to respond quickly.

For your security, we need your request in an email, not a phone call.

How to Log into LionNet

Welcome to LionNet

LionNet provides the faculty and staff information and services that support the operational needs of the College community. Access to the information contained on LionNet is restricted; and granted only after proper authentication.

How to Access LionNet: **For directions: click here**

To proceed directly to the LionNet homepage page click http://lionnet.ncc.edu/ and the login button

>> Login <<

If you are unable to access LionNet, please complete a LionNet Helpdesk Request. The form is available here.

Note: You must include ncc\ before your User Name to access the new version of LionNet.

For Example:

CORRECT: ncc\jonesc

Incorrect: jonesc

Incorrect : ncc/jonesc

LionNet Quick Links:

@NCC Email

NCC Homepage