

Fayetteville Technical Community College

**Faculty Guide
to
Self-Service**



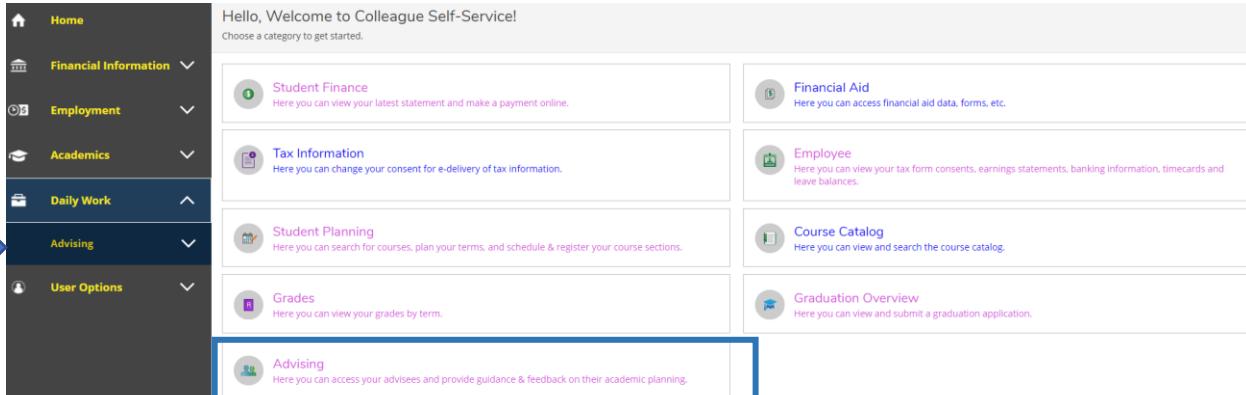
Table of Contents

Advising	3
Course Plan	5
Timeline	5
Progress	6
Course Catalog	6
Notes	7
Plan Archive	7
Test Scores	9
Unofficial Transcript	9
Grades	9
Petitions & Waivers	10
Graduation Application	10
Attendance	11
Hybrid Classes – Attendance	15
Inclement Weather (Campus Closures)	15
Contact Hour Courses	16
Exporting your Attendance	18
No Shows (NS) / Never Attended	19
Certifying Rosters	20
Certify Button Issue (Grayed out button)	20
Attendance Tracking FAQ	22
Attendance Report – Errors	24
Grading	25
Incomplete Grades	26
F Grades	26
Rosters	27
Deadline Dates	28
Additional Student Information	29
Permissions	30
Student Petition	30
Registering a Student	32
Dropping a Student	35
Dropping a Student from the Waitlist	38
Withdrawing a Student	39
Departmental Oversight (Dean's Only)	40

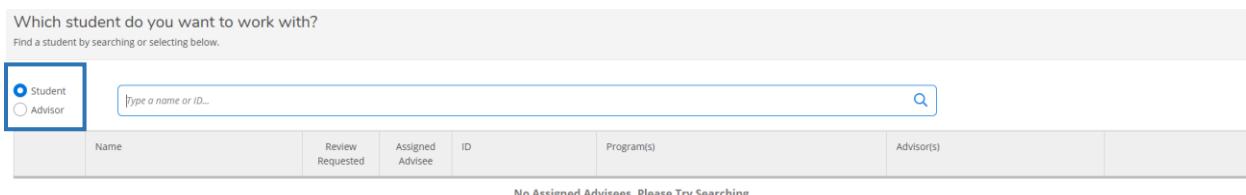
Advising

The advising section of Self-Service gives the faculty a good overview of different areas to assist in the student's success.

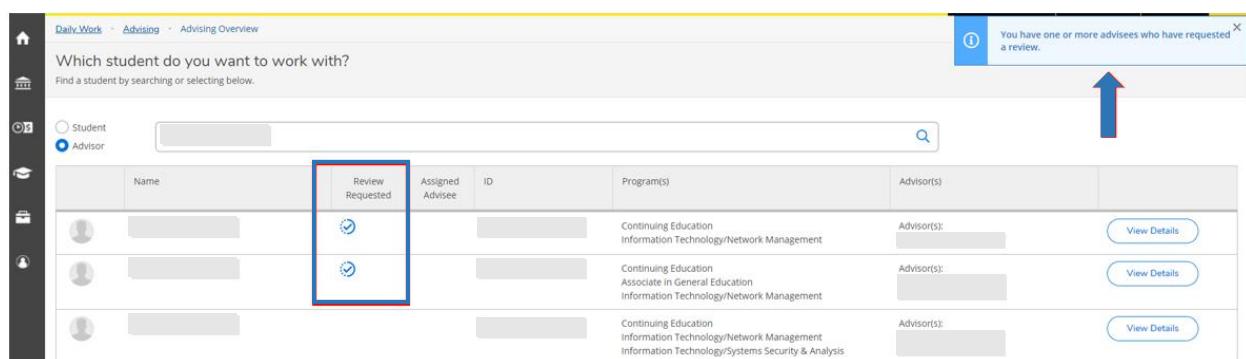
1. On your home page select **Advising**, you can also find the Advising tab under **Daily Work** in the left-hand toolbar.



2. Your advisees will be listed on this screen. You can also search any student by their name or ID number, even if they are not your assigned advisee. You can also search by advisor to view a list of that advisor's current advisees.



3. If a student has requested a review of their current program/courses you will see a little check mark under **Review Request**, as well as a notification in the top right corner



4. This is a view of the **Advisee Details**, take note of the following options:

Advisee contact information	Course Catalog
Programs	Notes
Education Goals	Plan Archive
Assigned Advisors	Test Scores
Notifications	Unofficial Transcript
Course Plan	Grades
Timeline	Petition & Waivers
Progress	Graduation application

Advisee Details

[Back to Advisees](#)

Programs: Associate in General Education, Continuing Education, Information Technology/Network Administration

Educational Goal: Enhance New Empi Skills

Student ID: carlosg@ftcc.edu

Advisors: Bodden, Carlos G, Crouch, Bryan A.

Review Complete

Course Plan last reviewed on 5/11/2020 by Marsh, Christopher C.

Notifications (0)

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

Summer 2021 [+ Register Now](#)

[Print](#)

List Calendar

[Approve](#) [Deny](#) [Protect](#) [Unprotect](#)

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	ENG-111-1F01: Writing and Inquiry ✓ Registered, but not started	3 Credits	Grundy, L	MTWThFSaSu TBD 5/24/2021 - 7/20/2021	Online Distance Education Virtual Rm., INET Classroom Hours
<input type="checkbox"/>	PSY-150-1906: General Psychology	3 Credits	Abel, L	MTWThFSaSu TBD 5/24/2021 - 7/20/2021	Online Distance Education Virtual Rm., INET Classroom Hours

Planned: 3 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

Course Plan

Listed here are the courses the student has planned or registered for. If the student has requested a review of **planned** courses you can select the course and approve or deny it. Planned courses will not have **✓ Registered, but not started** listed under the course name.

The screenshot shows the 'Course Plan' section of a student's record. At the top, there are tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Grades, Petitions & Waivers, and Graduation Application. The 'Course Plan' tab is selected. Below the tabs, there are buttons for 'Print', 'List' (which is selected), and 'Calendar'. A 'Register Now' button is on the right. The main area shows a table with columns for Approval (with a checkmark icon), Course, Credits, Instructor, Time, and Location. Two courses are listed:

Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	ENG-111-1F01: Writing and Inquiry ✓ Registered, but not started	3 Credits	Grundy, L.	MTWThF5aSu TBD 5/24/2021 - 7/20/2021	Online Distance Education Virtual Rm., INET Classroom Hours
<input type="checkbox"/>	PSY-150-1906: General Psychology	3 Credits	Abel, L.	MTWThF5aSu TBD 5/24/2021 - 7/20/2021	Online Distance Education Virtual Rm., INET Classroom Hours

Timeline

Shows a timeline of all the courses the student has taken by semester. It indicates course, grade, GPA, and # of enrolled credits.

The screenshot shows the 'Timeline' section of a student's record. At the top, there are tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Grades, Petitions & Waivers, and Graduation Application. The 'Timeline' tab is selected. A 'Add a Term' button is at the top left. The timeline is divided into six boxes representing semesters: Spring 2020, Summer 2020, Fall 2020, Spring 2021, and Summer 2021. Each box contains course information and a grade. The Spring 2020 box shows 'ACA-122-1908: College Transfer Success A' with 'Credits: 1 Credits'. The Fall 2020 box shows 'CSP-4000GA-90612: Pottery (Beginning) W' with 'Credits: 4.80 CEUs'. The Spring 2021 box shows 'CTI-110-0901: Web, Pgm, & Db Foundation A' with 'Credits: 3 Credits' and 'CTI-120-0901: Network & Sec Foundation A' with 'Credits: 3 Credits'. The Summer 2021 box shows 'ENG-111-1F01: Writing and Inquiry ✓' with 'Credits: 3 Credits'. At the bottom of the timeline, it shows 'GPA: 4.000' and '1 Enrolled Credits' for Spring 2020, '4.80 Enrolled CEUs' for Fall 2020, 'GPA: 4.000' and '6 Enrolled Credits' for Spring 2021, and '3 Enrolled Credits' for Summer 2021.

Progress

Shows the students current enrolled programs and the students progress in those programs. If a student is enrolled in more than one program you can use the arrows at the top to switch between programs. This is the same screen the student sees when they go to **My Progress** in their student planning tab.

The screenshot shows the 'Progress' tab of the FTCC student planning system. At the top, there are tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Grades, Petitions & Waivers, and Graduation Application. The 'Progress' tab is selected. Below the tabs, a banner indicates 'Associate in General Education (1 of 3 programs)'. A 'Print' button is in the top right. The main content area includes sections for 'At a Glance' (Cumulative GPA: 4.000, Institution GPA: 4.000, Majors: Associate in General Education, Departments: Associate in General Education, Catalog: 2019, Anticipated Completion Date: 5/31/2022), 'Program Notes' (Program Completion must be verified by the Registrar), 'Progress' (Total Credits: 15 of 64, Total Credits from this School: 7 of 16), and 'Requirements' (Expand All). The 'Requirements' section lists 'General Education Requirements' and 'A. GE Required Course' (ENG-111, 3 credits, Fully Planned, 0 of 3 completed). The 'B. GE Required Pick' section lists 'ENG-112 or ENG-114' (3 credits, 0 of 1 completed). Below these are search tables for 'Status' and 'Course'.

Course Catalog

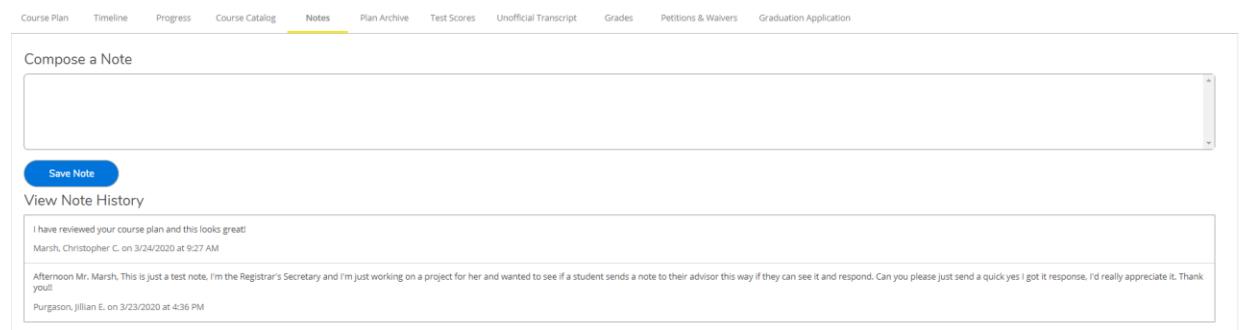
A list of all courses that are currently in the FTCC Catalog. An easy way to search courses by area. Example Accounting, Biology, Art, etc.

The screenshot shows the 'Course Catalog' tab of the FTCC student planning system. At the top, there are tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Grades, Petitions & Waivers, and Graduation Application. The 'Course Catalog' tab is selected. Below the tabs, there are 'Subject Search' and 'Advanced Search' buttons. A search bar says 'Search for a course subject: Type a subject...'. A list of course subjects is provided, including: Abe-Adult Basic Education, Acc-Academic Related, Acc-Accounting, Advanced Medical Coding, Ahr-Air Cond, Heat, and Refrig, Ant-Arthropology, Ara-Arabic, Arc-Architecture, Art-Art, Asl-American Sign Language, Ast-Astronomy, Attr-Automation & Robotics, Attr-Alternative Transport Tec, Aut-Automotive Body Repair, Aut-Automotive Customizing, Aut-Automotive Management, Aut-Automotive, Baf-Banking and Finance, Bio-Biology, and Bsr-Blueprint Reading.

Notes

If a student has left any notes to their advisor they will be displayed here. Students are encouraged to email their advisor rather than leave a note because an advisor isn't notified when a new note is posted.

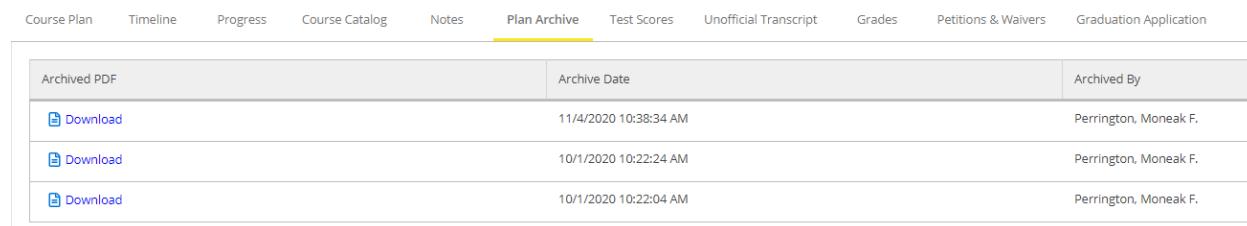
Advisors can use this section to mark notes about the progress or review of the student's program/courses. Notes will be visible on the downloadable plan under plan archive.



The screenshot shows a user interface for managing student notes. At the top, there is a navigation bar with links: Course Plan, Timeline, Progress, Course Catalog, Notes (which is highlighted in yellow), Plan Archive, Test Scores, Unofficial Transcript, Grades, Petitions & Waivers, and Graduation Application. Below the navigation bar is a large text input field labeled "Compose a Note". Underneath this field is a blue "Save Note" button. Below the input field, there is a section titled "View Note History" containing a list of messages. The first message is from "Marsh, Christopher C." on 3/24/2020 at 9:27 AM, stating "I have reviewed your course plan and this looks great!". The second message is from "Purgason, Jillian E." on 3/23/2020 at 4:36 PM, stating "Afternoon Mr. Marsh. This is just a test note. I'm the Registrar's Secretary and I'm just working on a project for her and wanted to see if a student sends a note to their advisor this way if they can see it and respond. Can you please just send a quick yes I got it response. I'd really appreciate it. Thank you!"

Plan Archive

Each time a Review has been completed, the plan will be archived under this tab. You have the option of downloading the course plan for your records as well. The course plan also lists any notes that were passed between the student and advisor.



The screenshot shows a table of archived course plans. The columns are: Archived PDF, Archive Date, and Archived By. There are three rows of data:

Archived PDF	Archive Date	Archived By
Download	11/4/2020 10:38:34 AM	Perrington, Moneak F.
Download	10/1/2020 10:22:24 AM	Perrington, Moneak F.
Download	10/1/2020 10:22:04 AM	Perrington, Moneak F.

Course Plan as of 11/4/2020

Student 
 ID
 Programs Special Credit Students, 2018
 Criminal Justice Technology, 2018
 Reviewed By Moneak F. Perrington on 11/4/2020
 Archived By Moneak F. Perrington on 11/4/2020 at 10:38 AM

Fall 2019

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned	Yes	CJC-212 2901 Ethics & Comm Relations	3		Student 8/9/2019	
Planned	Yes	CJC-131 2902 Criminal Law	3		Student 9/16/2019	
	Yes	CJC-111 Intro to Criminal Justice	3			
	Yes	CJC-113 Juvenile Justice	3			
	Yes	ENG-011 Writing and Inquiry Support	2			
	Yes	ENG-111 Writing and Inquiry	3			
				17.00	0.00	

Spring 2020

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned	Yes	CJC-132 2901 Court Procedure & Evidence	3		Student 10/22/2019	
Planned	Yes	CJC-121 2901 Law Enforcement Operations	3		Student 10/22/2019	
Planned	Yes	CJC-112 1901 Criminology	3		Student 11/12/2019	
Planned	Yes	SOC-210 0901 Introduction to Sociology	3		Student 11/12/2019	
	Yes	CJC-120 Interviews/Interrogations	2			
				14.00	0.00	

Summer 2020

Status	Registered	Courses/Sections	Credits	CEUs	Added to Plan By	Approved/Denied By
Planned	Yes	HUM-115 5902 Critical Thinking	3		Student 3/17/2020	

Notes

I have CJC-260 and COM-231 planned for spring. I believe that is all I have left to meet my requirements. Can you confirm this please.
 Mark

Student on 11/2/2020 at 3:38 PM

Emailed student concerning English 111 with a co requisite. Advised student to keep English classes.

Perrington, M. on 8/9/2019 at 9:36 AM

Conversed with student via email on schedule and registration.

Perrington, M. on 8/8/2019 at 3:34 PM

Test Scores

If a student has taken any placement testing or other forms of testing, the scores will be listed here.

Course Plan Timeline Progress Course Catalog Notes Plan Archive **Test Scores** Unofficial Transcript Grades Petitions & Waivers Graduation Application

Admission Tests

No tests of this type have been recorded.

Placement Tests

Test	Date Taken	Score	Percentile	Status	Status Date
Rise Eng Tier 2	6/26/2020	76 of 100		✓ Accepted	6/26/2020
Rise Eng Tier1	6/25/2020	85 of 100		✓ Accepted	6/26/2020

Other Tests

No tests of this type have been recorded.

Unofficial Transcript

To view the student's unofficial transcript, you can download it here.

Course Plan Timeline Progress Course Catalog Notes Plan Archive **Test Scores** **Unofficial Transcript** Grades Petitions & Waivers Graduation Application

⚠ These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

Curriculum Transcript Transcript

Grades

Grades can be viewed by semester under this tab.

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript **Grades** Petitions & Waivers Graduation Application

Summer 2021 (5/24/2021-7/26/2021) ▼

Fall 2020 (8/17/2020-12/12/2020) ▲
Term GPA: 4.000

Course Section	Title	Credits	Final Grade
CTI-110-0901 8/17/2020 - 12/12/2020	Web, Pgm. & Db Foundation	3	A
CTI-120-0901 8/17/2020 - 12/12/2020	Network & Sec Foundation	3	A

Fall 2020CE3 (8/15/2020-12/31/2020) ▼

Spring 2020 (1/13/2020-5/13/2020) ▼
Term GPA: 4.000

Petitions & Waivers

Student, Faculty, and Requisite petitions and waivers can be found under this tab

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petitions & Waivers	Graduation Application
Student Petition(s)										
No existing petitions										
Faculty Consent(s)										
No existing faculty consents										
Requisite Waiver(s)										
No existing waivers										

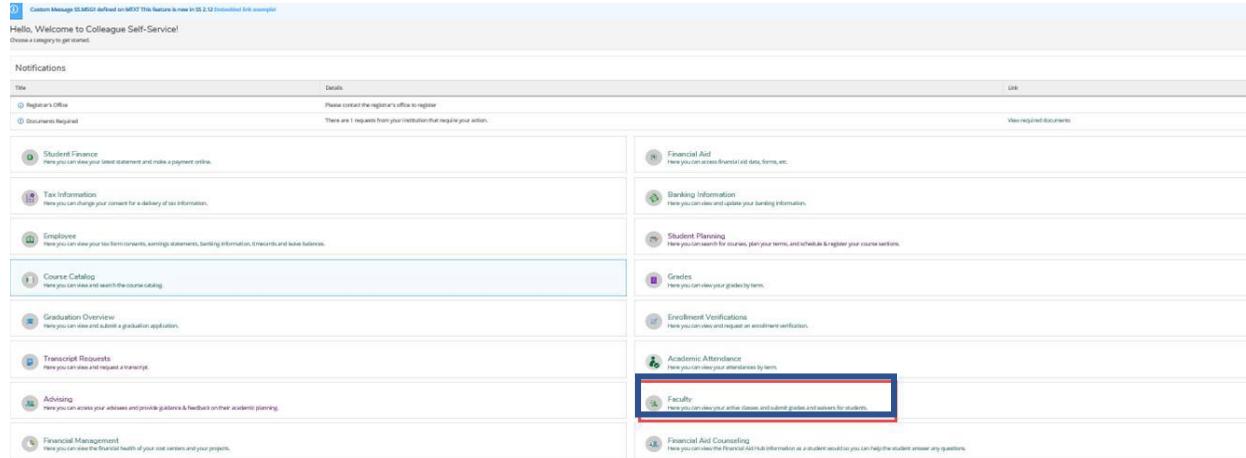
Graduation Application

If the student has applied for graduation it will be listed under this tab. This is a good way to keep track of whether or not your student has applied. It even lists the exact date that they applied.

Course Plan	Timeline	Progress	Course Catalog	Notes	Plan Archive	Test Scores	Unofficial Transcript	Grades	Petitions & Waivers	Graduation Application
Program of Study										
Graduation Term										
Diploma										
Major										
✓ Application submitted on 2/28/2021										
Program of Study										
Graduation Term										
Diploma										
Major										
✓ Application submitted on 3/8/2021										
Program of Study										
Graduation Term										
Diploma										
Major										
✓ Application submitted on 3/8/2021										
Program of Study										
Graduation Term										
Diploma										
Major										
✓ Application submitted on 3/8/2021										

Attendance

1. Login to [Self-Serve](#)
2. Select **Faculty** from your home screen. Can also be found under **Daily Work** in the left-hand tool bar.



Custom Message SLMS02 defined on NAVX This feature is new in 15.2.12 [Instruction Link example](#)

Hello, Welcome to Colleague Self-Serve!

Choose a category to get started.

Notifications

Title	Details	Link
② Registrar's Office	Please contact the registrar's office to register.	
③ Documents Required	There are 1 requests from your institution that require your action.	View required documents

Student Finance

Here you can view your latest statement and make a payment online.

Tax Information

Here you can change your consent for a delivery of tax information.

Employee

Here you can view your tax form consents, warning statements, banking information, it records and leave balances.

Course Catalog

Here you can view and search the course catalog.

Graduation Overview

Here you can view and submit a graduation application.

Transcript Requests

Here you can view and request a transcript.

Advising

Here you can access your advisor and provide guidance & feedback on their academic planning.

Financial Management

Here you can view the financial health of your institution and your projects.

Financial Aid

Here you can access financial aid data, forms, etc.

Banking Information

Here you can view and update your banking information.

Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.

Grades

Here you can view your grades by term.

Enrollment Verifications

Here you can view and request an enrollment verification.

Academic Attendance

Here you can view your attendance by term.

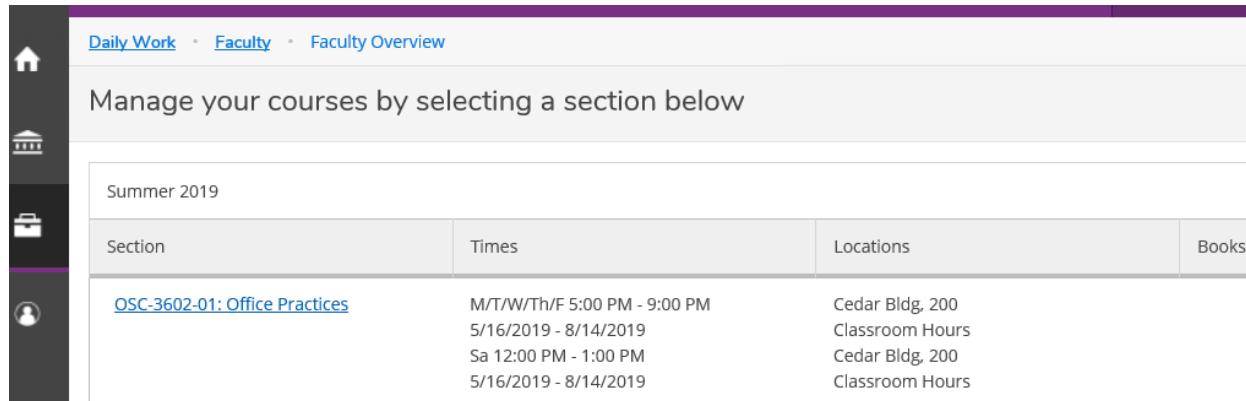
Faculty

Here you can view your active classes and submit grades and scores for students.

Financial Aid Counseling

Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

3. Select the appropriate course section

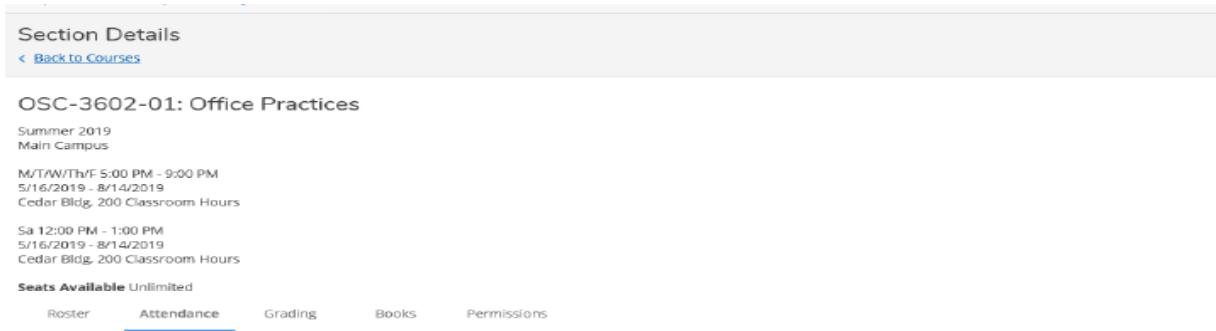


Daily Work • Faculty • Faculty Overview

Manage your courses by selecting a section below

Section	Times	Locations	Books
OSC-3602-01: Office Practices	M/T/W/Th/F 5:00 PM - 9:00 PM 5/16/2019 - 8/14/2019 Sa 12:00 PM - 1:00 PM 5/16/2019 - 8/14/2019	Cedar Bldg. 200 Classroom Hours Cedar Bldg. 200 Classroom Hours	

4. Select the **Attendance** tab



Section Details

[Back to Courses](#)

OSC-3602-01: Office Practices

Summer 2019
Main Campus

M/T/W/Th/F 5:00 PM - 9:00 PM
5/16/2019 - 8/14/2019
Cedar Bldg. 200 Classroom Hours

Sa 12:00 PM - 1:00 PM
5/16/2019 - 8/14/2019
Cedar Bldg. 200 Classroom Hours

Seats Available Unlimited

Roster Attendance Grading Books Permissions

5. Select Date: Ensure that the appropriate date is selected to record attendance
6. Use the drop-down arrow to select attendance for each student

P – Present

A – Absent, No Excuse

E – Absent, Excused. Only to be used when the campus is closed. This is the designation to be used for inclement weather.

L – Late

There is no longer an E used at the beginning of each class. You will just start taking attendance.

The P's for online attendance roster should match the course entry quiz dates.

Attendance will need to be taken every day a class meets and at least once per week for online courses.

Section Details

< Back to Courses

FIP-3811-01: Fire Instructor I

Summer 2020
Off Campus
M/W 8:00 AM - 3:00 PM
7/1/2020 - 8/14/2020
Shady Pines, 115 Classroom Hours

Seats Available Unlimited

Deadline Dates

Roster Attendance Grading Books Permissions Waitlist

Update All Select Date 8/12/2020 (Wednesday)

Student	8:00 AM	Last Attendance Recorded	P	A	E	L
One S. Massey 0076497	Absent, no excuse <input checked="" type="checkbox"/>	8/12/2020	8	4	0	1
Rosallene Massey 0075644	Late <input type="checkbox"/>	8/12/2020	8	3	1	1
Joyce N. Valentine 0075585	Present <input type="checkbox"/>	8/12/2020	8	3	1	1

Select Attendance

Present

Absent, no excuse

Absent, excused

Late

Date	Present	Absent	Excused	Late
3/3/2021	7	2	0	0
3/3/2021	7	2	0	0
3/3/2021	9	0	0	0

7. On the left there is a drop-down box that will allow you to populate all students for the same attendance for that date. You can update all students to present or all students to absent.

Another option is to individually mark only the students on your roster that are absent, absent then use this drop-down box to mark all the rest of the students in the class to present. This should reduce the amount of time it takes to mark attendance.

Do not use the E – Excused Absence unless the campus is closed due to inclement weather.

Roster Attendance Grading Books Permissions 1

Update All

Update All

Update Empty Records to Present

not specified

Update Empty Records to Absent

Select Attendance 3/3

Select Attendance 3/3

Select Attendance 3/3

8. If you'd like to add a comment about a student's attendance you can do so by clicking the comment bubble beside their name. Please be aware that students will be able to see their attendance comments.

Section Details
[Back to Courses](#)

FIP-3811-01: Fire Instructor I

Summer 2020
 Off Campus
 MW 8:00 AM - 3:00 PM
 7/1/2020 - 8/14/2020
 Shady Pines, 115 Classroom Hours
 Seats Available: Unlimited

Deadline Dates

Roster Attendance Grading Books Permissions Waitlist

Update All

Select Date: 8/12/2020 (Wednesday)

Student	8:00 AM	Last Attendance Recorded	P	A	E	L
	<input type="button" value="Absent, no excuse"/>	8/12/2020	8	4	0	1
	<input type="button" value="Late"/>	8/12/2020	8	3	1	1
	<input type="button" value="Present"/>	8/12/2020	8	3	1	1

Attendance  3/3/2021 7 2 0 0

Time not specified on 3/9/2021

Enter a comment up to 50 characters

Comment

Save Cancel

Attendance  3/3/2021 4 5 0 0

Self Service also allows you to see the last date you took attendance and keeps a count of each option for each student.

In a future update, faculty will be able to export their attendance to an excel spreadsheet. (this feature is not currently available).

Last Attendance Recorded	P	A	E	L
3/3/2021	7	2	0	0

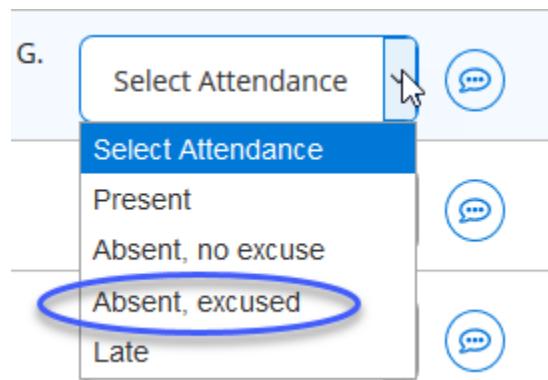
Hybrid Classes – Attendance

For classes that have both an in person and online portion for the class, you will see both attendance options for the day.

The screenshot shows a list of students for a hybrid class. The first column, 'Time not specified', contains three entries: 'Select Attendance' with a dropdown arrow, a blue icon with a person, and a blue icon with a person and a checkmark. The second column, '11:00 AM', contains three entries: 'Select Attendance' with a dropdown arrow, a blue icon with a person, and a blue icon with a person and a checkmark. The third column, 'Last Att.', is partially visible. A blue box labeled 'In Person attendance column, indicated by the class time' has an arrow pointing to the first column. A blue box labeled 'Online attendance column, indicated by Time not specified' has an arrow pointing to the second column.

Inclement Weather (Campus Closures)

1. Select the appropriate course for attendance
2. Select the date of the campus closure
3. Change the attendance for each student to **Absent, Excused**.
This is the **E** option on your attendance summary



Contact Hour Courses

Time entry for contact hour classes no longer uses the quarter hour method, but actual hours and minutes.

Example:

- Student entered at 2:00 PM and left at 2:15 PM. You would enter 00:15 instead of 0.25 on your attendance roster.
- Student entered at 2:00 PM and left at 2:56 PM, you would enter 00:56

Quarter Hour Conversion Chart:

0.25 = 00:15

0.5 = 00:30

0.75 = 00:45

1 = 01:00

Option 1: Enter attendance in **hours** and/or **minutes** for each individual student

Seats Available Unlimited

Roster **Attendance** Grading Books Permissions

 Update All

Student	Overall Hours	Hours to (6/11/2019)	5:00 PM
 Duck, Cutie 0076289	03:00	03:00	<input type="text" value="hh:mm"/> 
 Massey, Rosallene 0075644	23:59	23:59	<input type="text" value="hh:mm"/> 

Option 2: Enter attendance in **hours** and/or **minutes** in the top bar to record the same attendance for **ALL** students in the class, then select **Update All**.

Seats Available Unlimited

Roster Attendance Grading Books Permissions

hh:mm

Update All

6/11/2019 (Tuesday)

Student	Overall Hours	Hours to (6/11/2019)	5:00 PM	
 Duck, Cutie 0076289	03:00	03:00	hh:mm	
 Massey, Rosallene 0075644	23:59	23:59	hh:mm	

Exporting your Attendance

Did you know you can export your attendance for your records? This new feature has now been added into self-service.

1. Select the Attendance tab
2. Click the Export button
3. Save excel spreadsheet to the desired location on your computer or print a copy for your records

BUS-135-2901: Principles of Supervision

Fall 2021
Online

M/T/W/Th/F/Sa/Su -
10/14/2021 - 12/11/2021
Distance Education Virtual Rm., INET Classroom Hours

Seats Available 24 of 35

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Census Grading Books Permissions

Update All Select Date 11/11/2021 (Thursday) Export

Student	Time not specified	Last Attendance Recorded	P	A	E	L
	Select Attendance	11/7/2021	2	2	0	0
	Select Attendance	11/7/2021	4	0	0	0
	Select Attendance	11/7/2021	2	1	0	0
	Select Attendance	11/7/2021	4	0	0	0
	Select Attendance	11/7/2021	1	2	0	0
	Select Attendance	11/7/2021	4	0	0	0

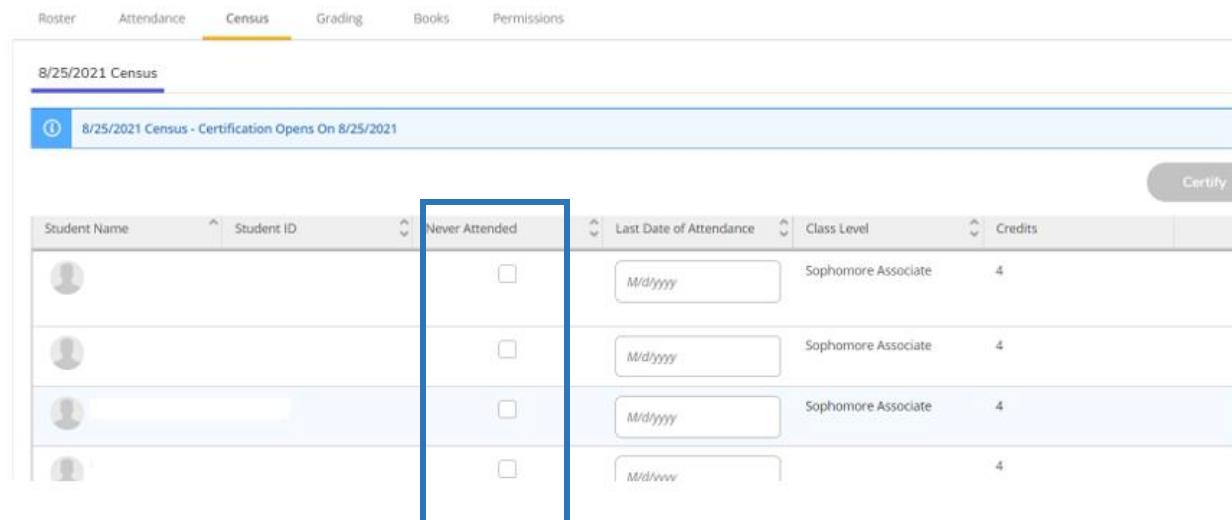
↓

	A	B	C	D	E	F	G	H	I	J	K	L
1	BUS-135-2901: Principles of Supervision											
2	Fall 2021											
3	CSV Generated: 11/11/2021 8:57 AM											
4												
5	Student ID	Student Name	11/7/2021	11/1/2021	10/31/2021	10/30/2021	10/24/2021	10/20/2021	10/19/2021	10/17/2021	10/16/2021	10/15/2021
6	0000001	Student A	A		A			P				P
7	0000001	Student B	P		P			P		P		
8	0000001	Student C	A			P		P				
9	0000001	Student D	P			P		P				P
10	0000001	Student E	A		A			P		P		
11	0000001	Student F	P		P			P		P		
12	0000001	Student G	P		P		P		P	P		
13	0000001	Student H	A			A				P		
14	0000001	Student I	P		P		P		P			
15	0000001	Student J	P	P			P		P			
16	0000001	Student K	P			P	P					P
17												
18												

No Shows (NS) / Never Attended

To mark a student as a no show / never attended, click on the **Census Tab** found beside the **Attendance tab**. For students who have not attended by the census date, mark them as never attended.

1. Check the box under the Never Attended Column, to mark the student as a no show



Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
Student 1	1234567890	<input type="checkbox"/>	M/d/yyyy	Sophomore Associate	4
Student 2	1234567890	<input type="checkbox"/>	M/d/yyyy	Sophomore Associate	4
Student 3	1234567890	<input type="checkbox"/>	M/d/yyyy	Sophomore Associate	4
Student 4	1234567890	<input type="checkbox"/>	M/d/yyyy		4

****note** Last date of attendance is not needed for this function**

Certifying Rosters

After the census date has passed and you've entered in all your P's for present students and marked your No-Show students, it's time to certify your roster.

- **Important: Please do not put dates in the last date of attendance box when certifying your rosters.**
- **before certifying double check to make sure all your students not marked as a no-show have a P BEFORE the census date, failure to mark your students present before the census date will result in lost FTE (Full-time enrollment).**

Once you've verified your roster is correct, click on the census tab and on the right-hand side select Certify.

You will notice a blue bar that indicates when certification opens with a date. The certify button will be greyed out until this date.

You need to certify each of your rosters individually after the census date of that class.

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
		<input type="checkbox"/>	M/d/yyyy	Sophomore Associate	4
		<input type="checkbox"/>	M/d/yyyy	Sophomore Associate	4
		<input type="checkbox"/>	M/d/yyyy	Sophomore Associate	4
		<input type="checkbox"/>	M/d/yyyy		4

The Registrar will run a Certification Report after the census date to share with the Deans, showing them who is missing their roster certifications.

Certify Button Issue (Grayed out button)

If your certify button is grayed out on your census date and you're unable to certify your roster, please do the following:

1. Click on the census date and the button should turn from gray to blue

See image below.



Attendance

Census

Grading

Books

Permissions

10/19/2021 Census



Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
 Allen, Adam D.	2915326	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Sophomore Associate	3

Attendance Tracking FAQ

Q1: Is using Self-Service Attendance Tracking changing our attendance policy?

A1: No. Our attendance policies are not changing for the summer term. Only where and how faculty report attendance is changing. Instead of recording attendance in Web Attendance, faculty will record attendance in Self-Service Attendance Tracking.

Q2: Do I have to enter attendance for every student on each day of the roster?

A2: Yes. For all courses, attendance is recorded for every scheduled class meeting, once the student officially enters the course. For example, if a student does not attend the first day of class and enters the second day, the attendance record for the first day of class is left blank. Once the student enters on the second day of class, attendance is recorded (Present or Absent) through the course census date or end of the course, as applicable. Remember that you must record attendance for VA students for the entire semester.

Q3: If I have a student who receives VA benefits, do I have to record attendance for the entire course for this student if I only record attendance through the course census date for my classes?

A3: Yes. Faculty must record attendance of all Veteran students in Self-Service the entire semester per Veteran Affairs [VA] policy. The VA requires notification when veteran students stop attending class; therefore, faculty are responsible for reporting this to the Veterans Coordinator. The AVP for Instructional Services will email faculty identifying which students are receiving VA benefits each semester.

Q4: Do students still have to officially “enter” the course on or before the course census date to remain enrolled in the course?

A4: Yes. Students must enter the course on or before the course census date. If a student has not entered by the course census date, the student is ineligible to take the class and you should mark No Show in Self-Service in Grading on the Final Grade tab.

Q5: How do students officially enter the course?

A5: Online Courses: The student must complete the Required Enrollment Assignment (REA) on or before the course census date. Hybrid and Blended Courses: The student must physically attend the face-to-face portion of the course or complete the Required Enrollment Assignment (REA) on or before the course census date.

Traditional/Face to Face Courses: The student must physically attend the course on or before the course census date (the REA may be used if needed).

Q6: What is a No Show?

A6: Students who do not officially enter the course by the census date are reported as a No Show.

Q7: How do I report No Shows?

A7: Check No Show in Self-Service under the Census Tab. Students reported as a no show are removed from the course roster.

Q8: Do I have to click Save or Submit to capture the attendance data I enter?

A8: No. The information is automatically saved as you enter it.

Q9: Do I enter an E for when the student officially enters the course?

A9: No. There is no place to enter an E in Self-Service Attendance Tracking. Record the first P for the student on the date the student officially entered the course.

Attendance Entry: Then & Now Quick Reference

Procedure	Then Web Attendance	NOW Self-Service Attendance Tracking
Official Entry	Enter "E" on date student officially enters course	Select Present on date student officially enters course
Reporting Attendance	After entering E, only record absences	After official entry, record Present or Absent for every scheduled class meeting (up to and on the census date)
Verify/Sign Roster	Check electronic transmission or final submission statement at bottom of attendance roster	Accept Class Roster Verification Agreement when submitting final grades (more information will be provided regarding this)

Attendance Report – Errors

The attendance report is looking for P's on the rosters. If you have a student that you've marked all absent but not a P, you will fall out on this report.

Important for classes with Lab sections

If you marked the student P – Present for the Lecture section but you've marked them as all Absences on the Lab section, you will fall out on the Attendance error report.

Remember

If you are teaching an online class, attendance needs to be marked in self-service once a week on the day that your assignments are due.

Grading

Grades are due within 24 hours of the last scheduled class date

Select Faculty Tab

<p>Hello, Welcome to Colleague Self-Service!</p> <p>Choose a category to get started.</p>	
<p> Student Finance Here you can view your latest statement and make a payment online.</p>	<p> Financial Aid Here you can access financial aid data, forms, etc.</p>
<p> Tax Information Here you can change your consent for e-delivery of tax information.</p>	<p> Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.</p>
<p> Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.</p>	<p> Course Catalog Here you can view and search the course catalog.</p>
<p> Grades Here you can view your grades by term.</p>	<p> Graduation Overview Here you can view and submit a graduation application.</p>
<p> Transcript Requests Here you can view and request a transcript.</p>	<p> Advising Here you can access your advisees and provide guidance & feedback on their academic planning.</p>
<p> Faculty Here you can view your active classes and submit grades and waivers for students.</p>	<p> Student Finance Admin Here you can view the Student Finance information as a student would so you can help the student with any questions.</p>
<p> Financial Aid Counseling Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.</p>	

1. Select your class

Manage your courses by selecting a section below			
Fall 2021			
Section	Times	Locations	Books
BUS-135-0001: Principles of Supervision	MTWTF/FSaSu - 8/16/2021 - 12/11/2021	Distance Education Virtual Rm., INET Classroom Hours	
Spring 2021			
Section	Times	Locations	Books
BUS-135-0001: Principles of Supervision	TBD 1/1/2021 - 5/12/2021	Distance Education Virtual Rm., INET Classroom Hours	

2. Select Grading Tab and then Final Grade

BUS-135-0901: Principles of Supervision								
Spring 2021	Online							
TBD	1/11/2021 - 5/12/2021							
Distance Education Virtual Rm., INET Classroom Hours								
Seats Available 10 of 40								
Deadline Dates								
Waitlisted 0								
Roster Attendance Grading Books Permissions								
Overview Final Grade								
Student Name		Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 [REDACTED]		<input type="checkbox"/>	Mid/yyy	Select Grade	Mid/yyy	Sophomore Associate	3	
 [REDACTED]		<input type="checkbox"/>	Mid/yyy	Select Grade	Mid/yyy	Sophomore Associate	3	

3. Use the drop-down box to select the final grade for the student

The screenshot shows a table of student records with a dropdown menu open for selecting a grade. The dropdown menu includes options: Select Grade, A, B, P3, P2, C, P1, D, S, F, I, R, NC, and TP3. The 'Select Grade' option is highlighted.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Sophomore Associate	3
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Sophomore Associate	3
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Sophomore Associate	3
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Sophomore Associate	3
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Sophomore Associate	3
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Sophomore Associate	3
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Sophomore Associate	3

4. Once you've entered in all your grades, you're done.

The registrar will verify and post grades, once she has run her processes.

Incomplete Grades

Incomplete grades require an **Expiration Date and Last Date of Attendance (use the last date of the term for LDA)**. When entering in an I – Incomplete grade, you will see this red warning box to enter in the Expiration Date.

Expiration dates can be found on the Refund, Withdrawal and Incomplete Dates on the Registrar's website: <https://www.faytechcc.edu/campus-life/curriculum-registration/>

The screenshot shows a table of student records. A red warning box highlights the 'Expiration Date' field for a student with an 'I' grade. The box contains the text: 'Expiration date is required' and 'Last Date of Attendance or Never Attended Flag is required'. A red 'i' icon is in the top right corner of the box.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	I	[Redacted]	Sophomore Associate	3

F Grades

F grades require a **Last Date of Attendance**. When entering in an F grade, you will see this red warning box, to remind you to enter in the Last Date of Attendance.

The screenshot shows a table of student records. A red warning box highlights the 'Last Date of Attendance' and 'Final Grade' fields for a student with an 'F' grade. The box contains the text: 'Last Date of Attendance or Never Attended Flag is required'. A red 'i' icon is in the top right corner of the box.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	[Redacted]	F	[Redacted]	Sophomore Associate	3

Rosters

The roster tab now has lots of features all in one convenient place.

Class Meeting Times

Waitlisted

Class Location

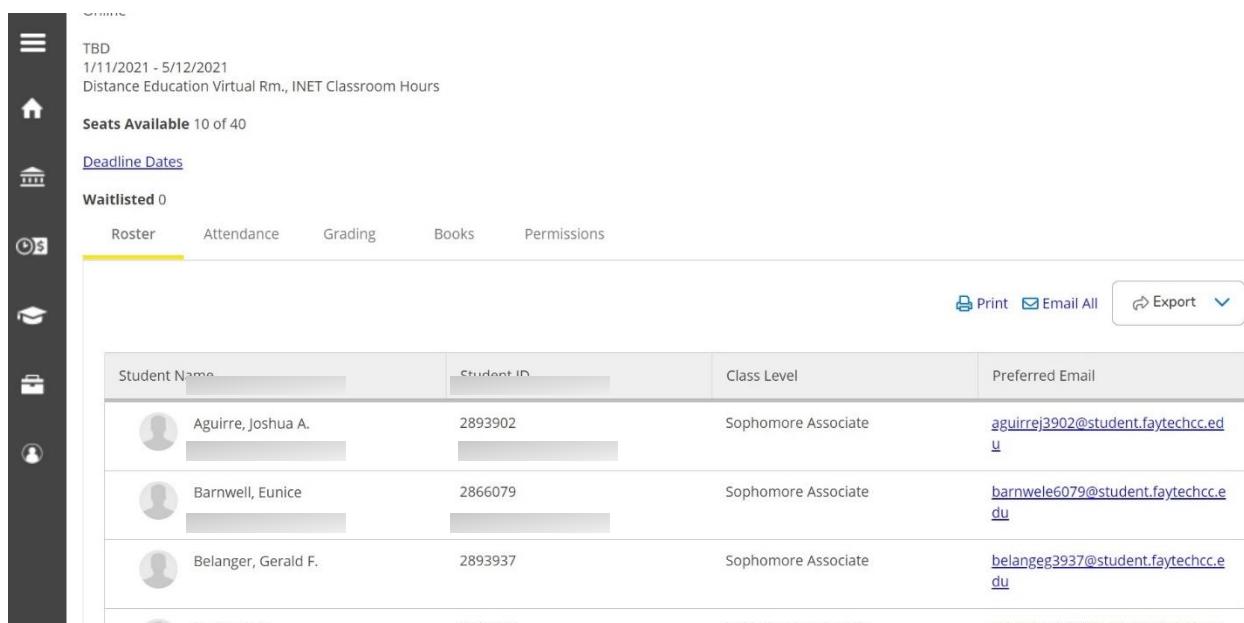
Print Option

Seats Available

Email All Option

Deadline Dates

Export Roster



The screenshot shows a user interface for managing student rosters. On the left is a vertical sidebar with icons for Home, Classroom, Rosters (which is selected and highlighted in yellow), Attendance, Grading, Books, and Permissions. The main content area displays course information: 'TBD', '1/11/2021 - 5/12/2021', and 'Distance Education Virtual Rm., INET Classroom Hours'. Below this, there are sections for 'Seats Available' (10 of 40) and 'Deadline Dates'. The 'Waitlisted' section shows 0 waitlisted students. Below these sections are buttons for 'Roster', 'Attendance', 'Grading', 'Books', and 'Permissions'. At the bottom of the main content area are three buttons: 'Print', 'Email All', and 'Export' (with a dropdown arrow). The 'Export' button is highlighted with a yellow box. Below these buttons is a table with student data. The table has columns for 'Student Name', 'Student ID', 'Class Level', and 'Preferred Email'. The data in the table is as follows:

Student Name	Student ID	Class Level	Preferred Email
Aguirre, Joshua A.	2893902	Sophomore Associate	aguirrej3902@student.faytechcc.edu
Barnwell, Eunice	2866079	Sophomore Associate	barnwele6079@student.faytechcc.edu
Belanger, Gerald F.	2893937	Sophomore Associate	belangege3937@student.faytechcc.edu
Penito, Yola	2866040	Contemporary Associate	penitoY040@student.faytechcc.edu

Deadline Dates

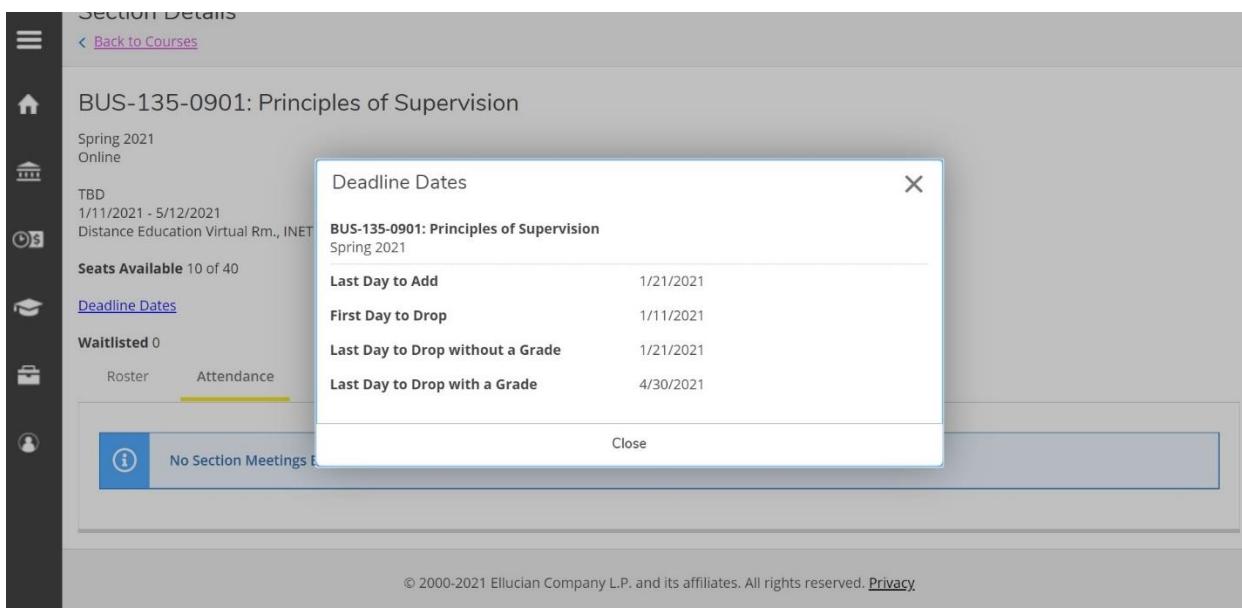
The deadline dates link gives you a pop up of the important dates you'll need to remember about your class.

Last Day to Add – Class Census Date

First Day to Drop – First Day of Classes

Last day to Drop without a Grade – Class Census Date (75% refund date)

Last day to Drop with a Grade – Last day to submit a Withdrawal (W- Grade)



The screenshot shows a course section details page for 'BUS-135-0901: Principles of Supervision' in 'Spring 2021 Online'. The 'Deadline Dates' link in the sidebar is highlighted. A modal window titled 'Deadline Dates' displays the following information:

Deadline Dates	
BUS-135-0901: Principles of Supervision Spring 2021	
Last Day to Add	1/21/2021
First Day to Drop	1/11/2021
Last Day to Drop without a Grade	1/21/2021
Last Day to Drop with a Grade	4/30/2021

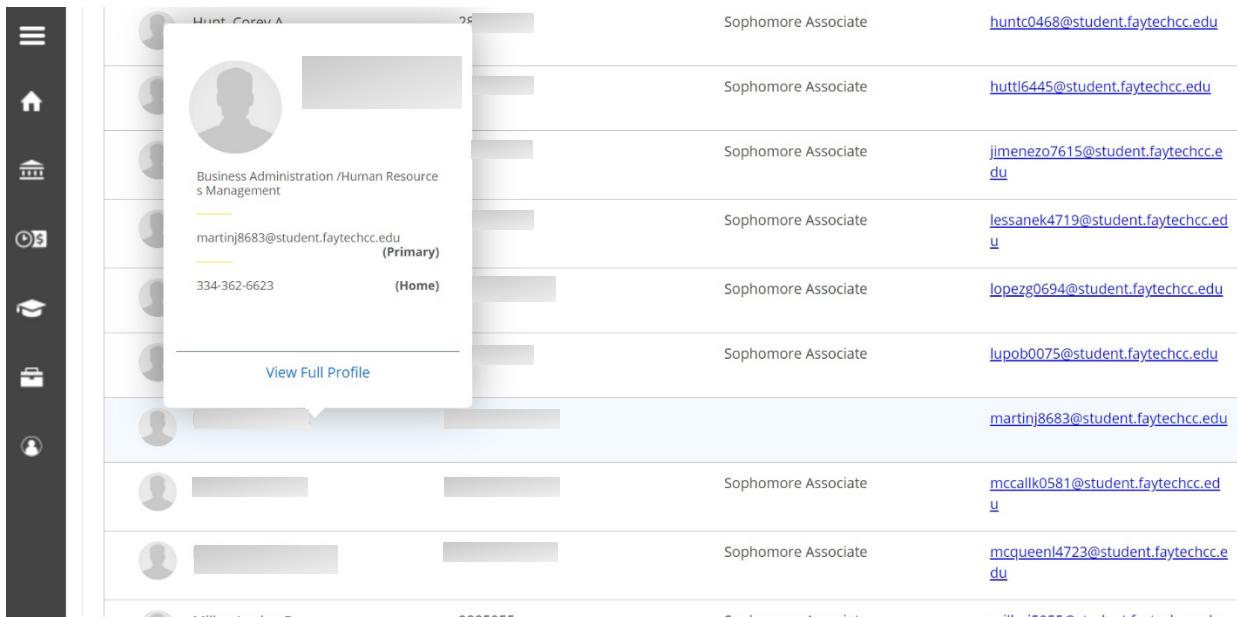
At the bottom of the modal, there is a 'Close' button. The footer of the page includes a copyright notice: '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

You will still be able to get a comprehensive spreadsheet of Refund, Withdrawal and Incomplete dates on the registrar's website:

<https://www.faytechcc.edu/campus-life/curriculum-registration/>

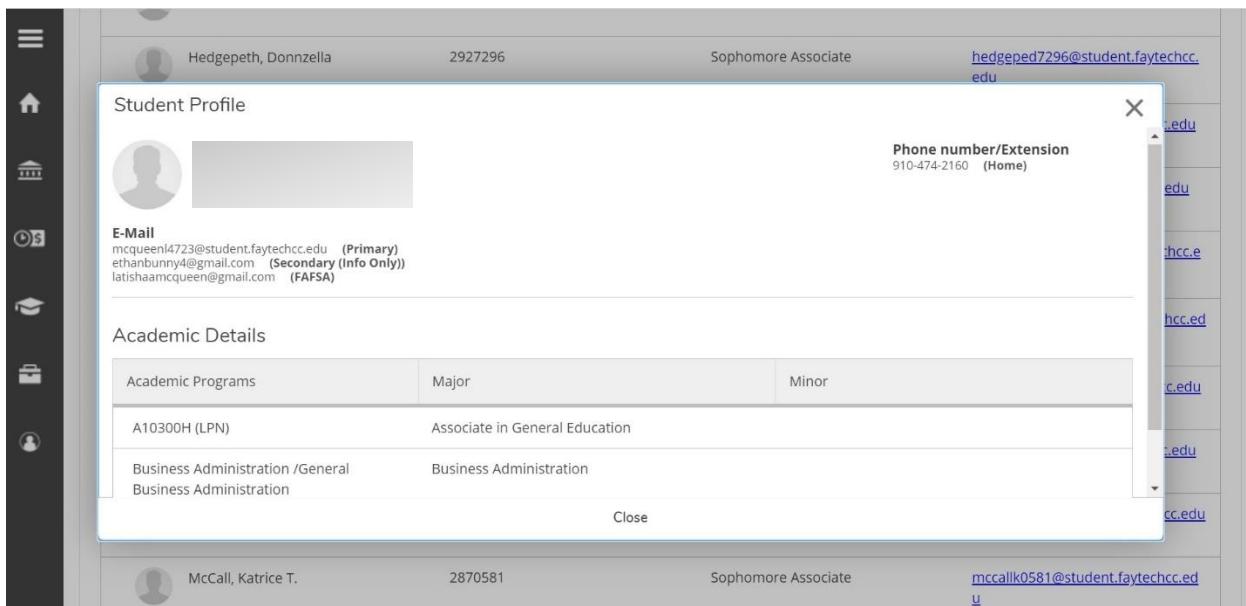
Additional Student Information

When you mouse over a student you will receive a quick overview of their program of study, and contact information.



Hunt, Corey A.	28	Sophomore Associate	huntc0468@student.faytechcc.edu
		Sophomore Associate	huttl6445@student.faytechcc.edu
Business Administration /Human Resource s Management		Sophomore Associate	jimenezo7615@student.faytechcc.edu
martinj8683@student.faytechcc.edu (Primary)		Sophomore Associate	lessanek4719@student.faytechcc.edu
334-362-6623	(Home)	Sophomore Associate	lopezg0694@student.faytechcc.edu
		Sophomore Associate	lupob0075@student.faytechcc.edu
		Sophomore Associate	martinj8683@student.faytechcc.edu
		Sophomore Associate	mccallk0581@student.faytechcc.edu
		Sophomore Associate	mcqueenl4723@student.faytechcc.edu

You can click on **View Full Profile** and view a more in-depth view of the student's information.



Hedgepeth, Donnzella 2927296 Sophomore Associate hedgeped7296@student.faytechcc.edu

Student Profile

E-Mail
mcqueenl4723@student.faytechcc.edu (Primary)
ethanbunny4@gmail.com (Secondary (Info Only))
latishamcqueen@gmail.com (FAFSA)

Academic Details

Academic Programs	Major	Minor
A10300H (LPN)	Associate in General Education	
Business Administration /General Business Administration	Business Administration	

Phone number/Extension
910-474-2160 (Home)

Close

McCall, Katrice T. 2870581 Sophomore Associate mccallk0581@student.faytechcc.edu

Permissions

Some classes require a petition to register for the class. These requirements are built on the course level.

Student Petition

For classes that require a student petition, use the following steps to add student petitions for a class.

1. Select Faculty

Faculty
Here you can view your active classes and submit grades and waivers for students.

2. Select your class

Fall 2021			
Section	Times	Locations	Books
BUS-135-0901: Principles of Supervision	M/T/W/Th/F/Sa/Su - 8/16/2021 - 12/11/2021	Distance Education Virtual Rm, INET Classroom Hours	

Spring 2021			
Section	Times	Locations	Books
BUS-135-0901: Principles of Supervision	TBD 1/11/2021 - 5/12/2021	Distance Education Virtual Rm, INET Classroom Hours	

3. Select Permissions

Waitlisted 0

Roster Attendance Grading Books **Permissions**

4. Select Student Petition

Faculty Permissions
Choose one of the categories below :

- Requisite Waiver**
Waive prerequisites so that a student can register for the course.
- Student Petition**
Review and manage student petitions. **(This box is highlighted with a blue border)**
- Faculty Consent**
Review and manage faculty consent.

5. Enter in Student ID or Name in the search bar

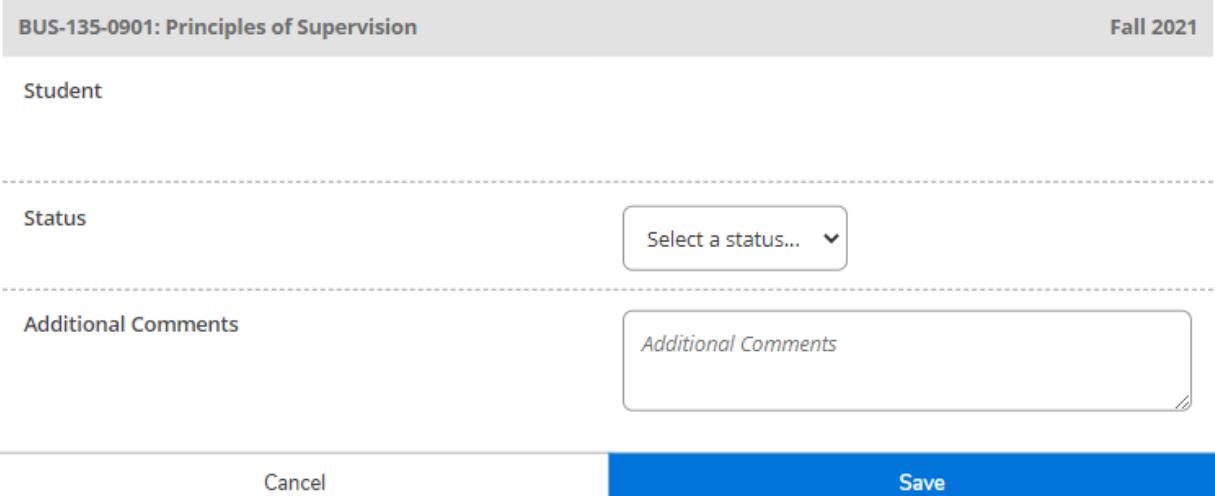
[Back To Faculty Permissions](#)
Student Petition Status

No existing students petitions

Student Name or ID

6. Click on the student once they pop up and it will bring you to the Add Student Petition box

Add Student Petition



BUS-135-0901: Principles of Supervision Fall 2021

Student

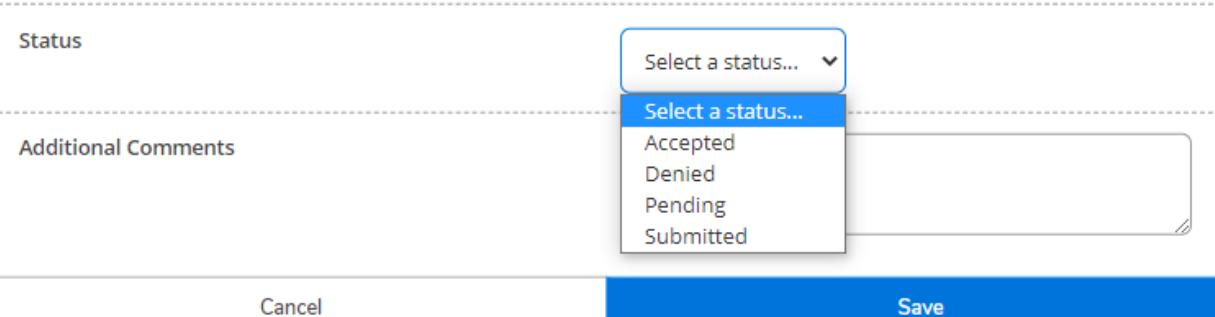
Status

Additional Comments

Cancel Save

7. Use the drop-down box to select status, and add comments if necessary in the Additional Comments box

8. Select Save



Status

Additional Comments

Select a status...
Accepted
Denied
Pending
Submitted

Cancel Save

9. The student petition has now been added and the student can register for the petition required class.

Registering a Student

1. Select the **Advising Tab**

<p>Student Finance Here you can view your latest statement and make a payment online.</p>	<p>Financial Aid Here you can access financial aid data, forms, etc.</p>
<p>Tax Information Here you can change your consent for e-delivery of tax information.</p>	<p>Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.</p>
<p>Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.</p>	<p>Course Catalog Here you can view and search the course catalog.</p>
<p>Grades Here you can view your grades by term.</p>	<p>Graduation Overview Here you can view and submit a graduation application.</p>
<p>Transcript Requests Here you can view and request a transcript.</p>	<p>Advising Here you can access your advisees and provide guidance & feedback on their academic planning.</p>
<p>Faculty Here you can view your active classes and submit grades and waivers for students.</p>	<p>Student Finance Admin Here you can view the Student Finance information as a student would so you can help the student with any questions.</p>
<p>Financial Aid Counseling Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.</p>	

2. Type in the Student ID or Name

3. Select View Details

Which student do you want to work with?

Find a student by searching or selecting below.

Student Advisor

2906906

	Name	Review Requested	Assigned Advisor	ID	Program(s)	Advisor(s)	
	Purgason, Jillian E.			2906906	Associate in General Education Continuing Education Information Technology/Network Administration	Advisor(s): Bodden, Carlos G. Crouch, Bryan A.	<input type="button" value="View Details"/>

4. Type in the course you want to register the student for in the **Search for Courses** bar.

Advisee Details

[Back to Advisees](#)



Program(s):
Associate in General Education
Associate in Education
Information Technology/Network Administration

Educational Goal: Enhance New Empl Skills

Advisor(s):
Boddien, Carlos G.
Crouch, Bryan A.

Review Complete

Course Plan last reviewed on 5/11/2020 by Marsh, Christopher C.

Notifications (0)

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

Summer 2021 [+ Register Now](#)

[Print](#)

List Calendar

[Approval](#) [Deny](#) [Protect](#) [Unprotect](#)

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	ENG-111-1F01: Writing and Inquiry Registered, but not started	3 Credits	Grundy, L	MTWTFSaSu TBD 5/24/2021 - 7/20/2021	Online Distance Education Virtual Rm., INET Classroom Hours

This will redirect you to the course catalog tab.

Notifications (0)

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

< Back To Course Catalog

Filter Results Hide

Availability

Open and Waitlisted Sections
 Open Sections Only

Subjects

Art-Art (1)

Locations

Main Campus (1)
 Online (1)

Terms

Summer 2021 (1)

Days of Week

Filters Applied: Summer 2021 X

ART-111 Art Appreciation (3 Credits)

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

Prerequisites: None

Add Course to Plan

View Available Sections for ART-111

Page 1 of 1

5. Select view available sections for...

6. Find the section number you want and then select Add Section to Schedule

ART-111 Art Appreciation (3 Credits)

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

Prerequisites: None

Add Course to Plan

View Available Sections for ART-111

Summer 2021

ART-111-1001
Art Appreciation
Runs from 5/24/2021 - 7/20/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
29	T/Th 9:00 AM - 10:50 AM 5/24/2021 - 7/19/2021	Main Campus, Advanced Technology Center 116 Classroom Hours	Tinsley, L
	M/T/W/Th/F/Sa/Su TBD 5/24/2021 - 7/20/2021	Main Campus, Distance Education Virtual Rm. INET Classroom Hours	Tinsley, L

ART-111-1002
Art Appreciation
Runs from 5/24/2021 - 7/20/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
31	T/Th 1:00 PM - 2:50 PM 5/24/2021 - 7/20/2021	Main Campus, Advanced Technology Center 116 Classroom Hours	Tinsley, L
	M/T/W/Th/F/Sa/Su TBD 5/24/2021 - 7/20/2021	Main Campus, Distance Education Virtual Rm. INET Classroom Hours	Tinsley, L

Section Details

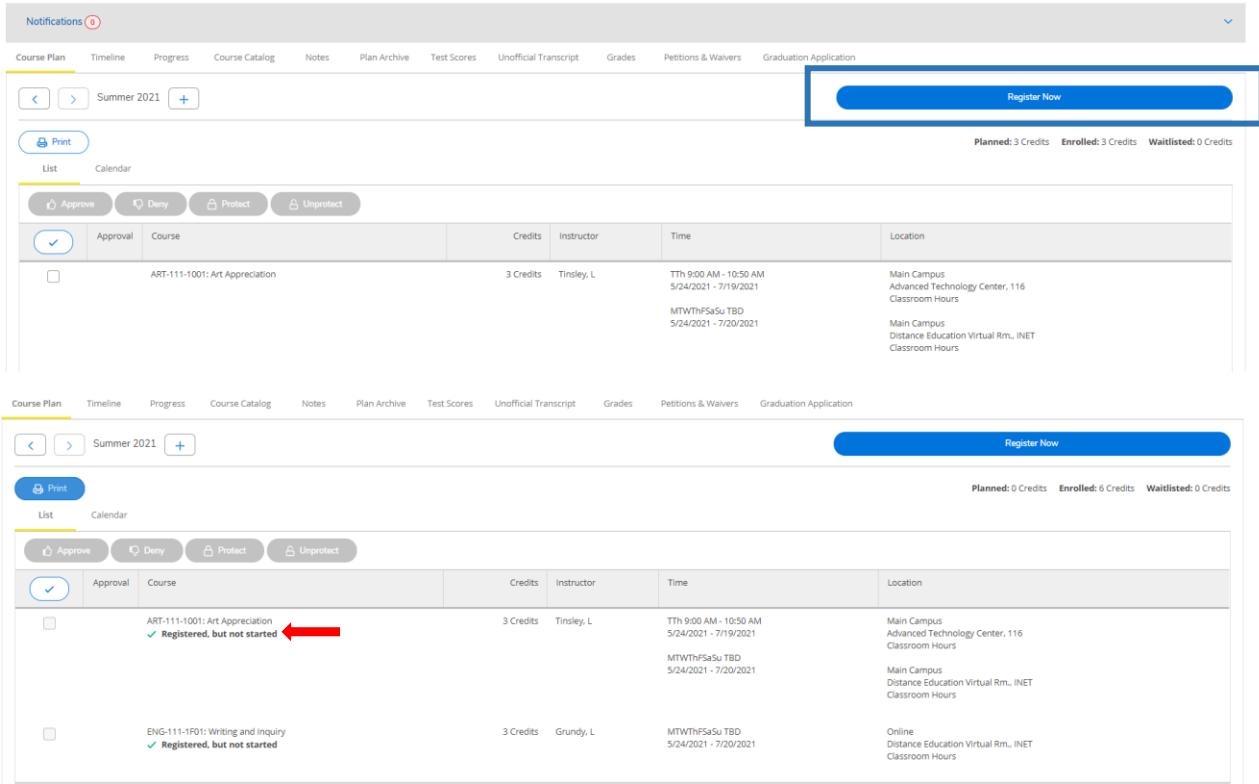
ART-111-1001 Art Appreciation
Summer 2021

Instructors	Tinsley, L (tinsley@faytechcc.edu)
Meeting Information	T, Th 9:00 AM 10:50 AM 5/24/2021 - 7/19/2021 Main Campus, Advanced Technology Center 116 (Classroom Hours) M, T, W, Th, F, Sa, Su 5/24/2021 - 7/20/2021 Main Campus, Distance Education Virtual Rm. INET (Classroom Hours)
Dates	5/24/2021 - 7/20/2021
Seats Available	29 of 35 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.
Books	Bookstore Information
Transfer Status	Yes

Add Section

7. The section has now been planned. Return to the Course Plan Tab

8. Click Register Now



The screenshots show a course registration interface with the following details:

Course	Credits	Instructor	Time	Location
ART-111-1001: Art Appreciation	3 Credits	Tinsley, L.	TTh 9:00 AM - 10:50 AM 5/24/2021 - 7/19/2021 MTWThFrSaSu TBD 5/24/2021 - 7/20/2021	Main Campus Advanced Technology Center, 116 Classroom Hours
ENG-111-1P01: Writing and inquiry	3 Credits	Grundy, L.	MTWThFrSaSu TBD 5/24/2021 - 7/20/2021	Main Campus Distance Education Virtual Rm., INET Classroom Hours

In the bottom screenshot, the first course (ART-111-1001) has a green checkmark and the status "Registered, but not started" next to it, with a red arrow pointing to it.

If the course has been registered it will indicate so by saying:

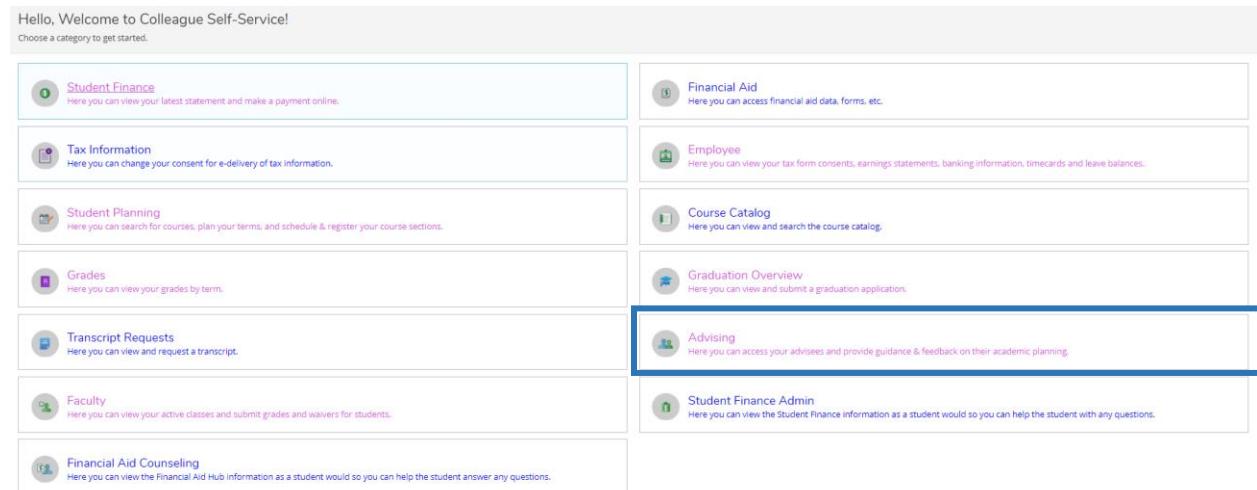
✓ **Registered, but not started**

The student has now been successfully registered for their class

Dropping a Student

Remember a student can only be dropped from their class **on or before the Census Date for that class, if the student wants to be removed from the class after the census date it must be submitted as a withdrawal in XFWAWD or Withdrawal Adjunct Form**

1. Select the Advising Tab



Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Tax Information
Here you can change your consent for e-delivery of tax information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Course Catalog
Here you can view and search the course catalog.

Grades
Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.

Transcript Requests
Here you can view and request a transcript.

Advising
Here you can access your advisees and provide guidance & feedback on their academic planning. **(This box is highlighted with a blue border.)**

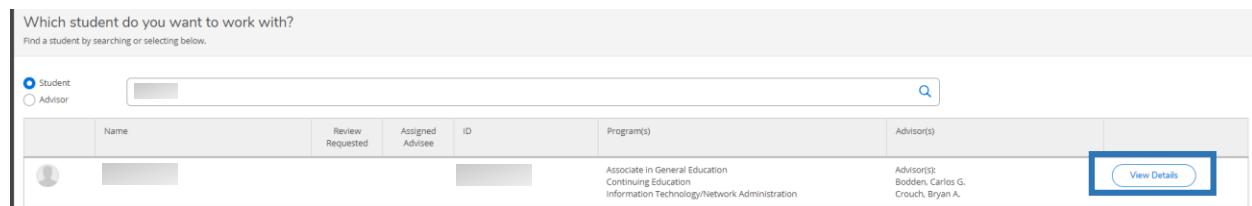
Faculty
Here you can view your active classes and submit grades and waivers for students.

Student Finance Admin
Here you can view the Student Finance information as a student would so you can help the student with any questions.

Financial Aid Counseling
Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

2. Type in the Student ID or Name

3. Select View Details

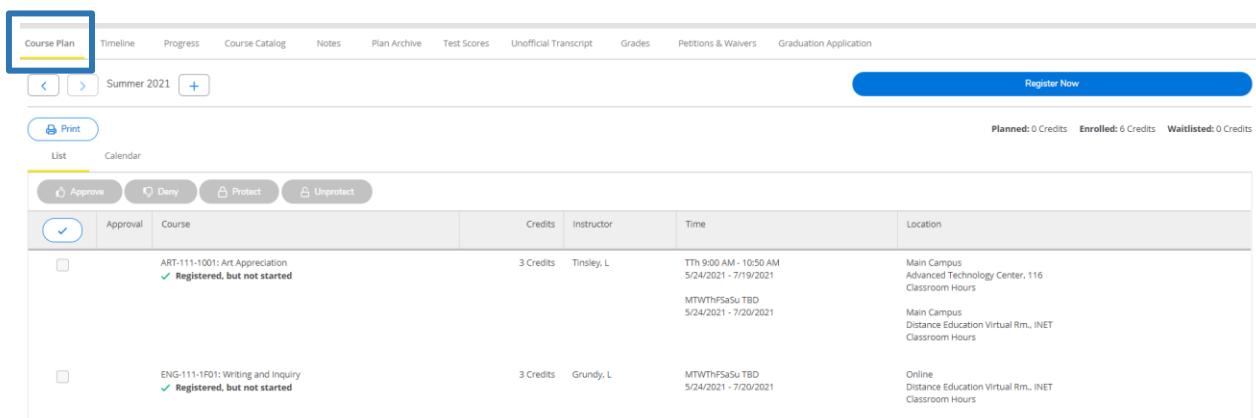


Which student do you want to work with?
Find a student by searching or selecting below.

Student Advisor

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	
					Associate in General Education Continuing Education Information Technology/Network Administration	Advisor(s): Boddien, Carlos G. Crouch, Bryan A.	<input type="button" value="View Details"/>

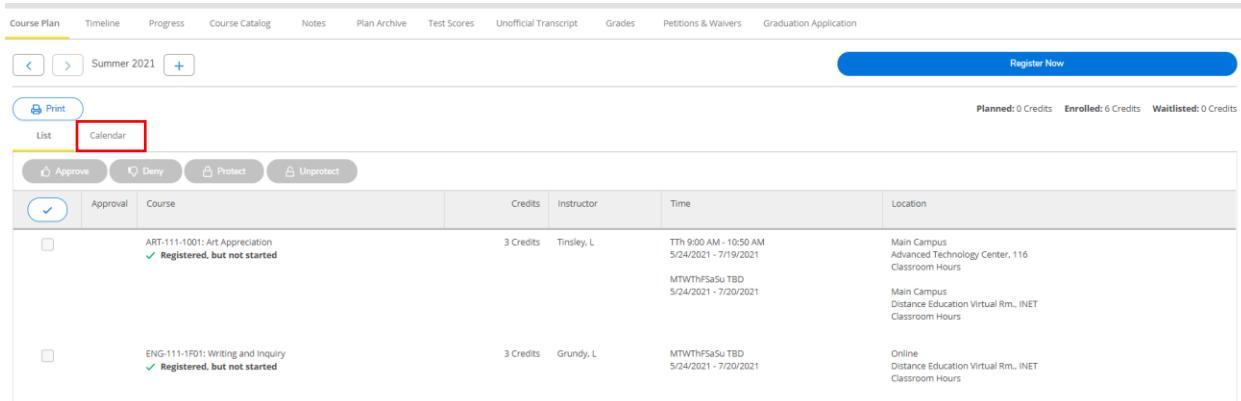
4. Select Course Plan Tab



Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

<input checked="" type="checkbox"/> Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	ART-111-1001: Art Appreciation ✓ Registered, but not started	3 Credits	Tinsley, L.	TTh 9:00 AM - 10:50 AM 5/24/2021 - 7/19/2021 MTWTHFSaSu TBD 5/24/2021 - 7/20/2021	Main Campus Advanced Technology Center, 116 Classroom Hours
<input type="checkbox"/>	ENG-111-1F01: Writing and Inquiry ✓ Registered, but not started	3 Credits	Grundy, L.	MTWTHFSaSu TBD 5/24/2021 - 7/20/2021	Online Distance Education Virtual Rm., INET Classroom Hours

5. Select Calendar



Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades Petitions & Waivers Graduation Application

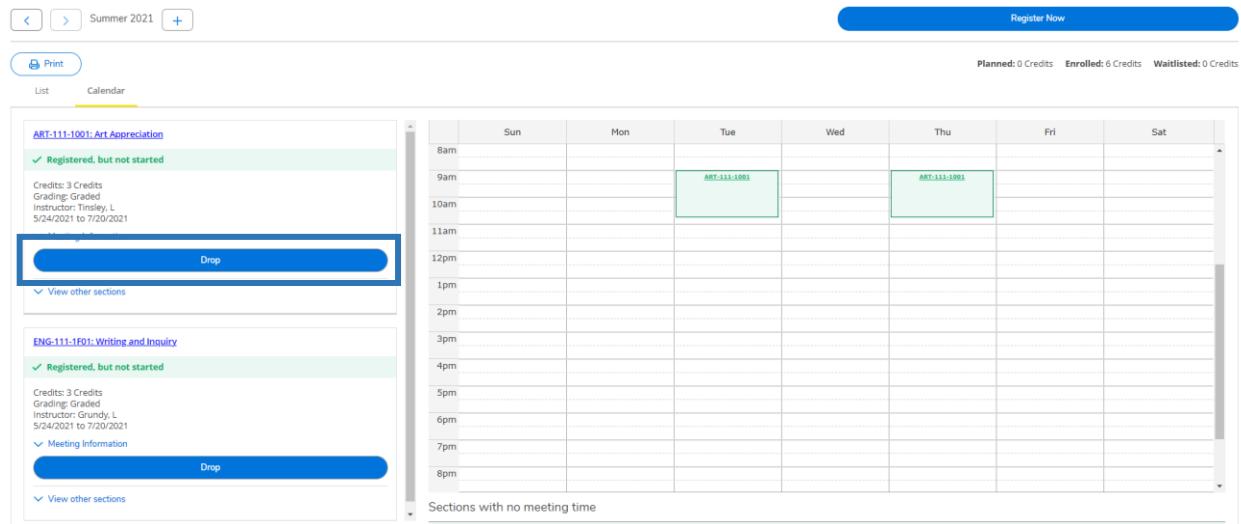
Summer 2021 [+ Register Now](#)

Print List **Calendar**

Approve Deny Protect Unprotect

Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	ART-111-1001: Art Appreciation ✓ Registered, but not started	3 Credits	Tinsley, L.	TTh 9:00 AM - 10:50 AM 5/24/2021 - 7/19/2021 MTWThF5aSu TBD 5/24/2021 - 7/20/2021	Main Campus Advanced Technology Center, 116 Classroom Hours
<input type="checkbox"/>	ENG-111-1F01: Writing and Inquiry ✓ Registered, but not started	3 Credits	Grundy, L.	MTWThF5aSu TBD 5/24/2021 - 7/20/2021	Online Distance Education Virtual Rm., INET Classroom Hours

6. Select Drop for the class you want to drop the student from



Summer 2021 [+ Register Now](#)

Print List **Calendar**

ART-111-1001: Art Appreciation
✓ Registered, but not started
Credits: 3 Credits
Grading: Graded
Instructor: Tinsley, L.
5/24/2021 to 7/20/2021

ENG-111-1F01: Writing and Inquiry
✓ Registered, but not started
Credits: 3 Credits
Grading: Graded
Instructor: Grundy, L.
5/24/2021 to 7/20/2021

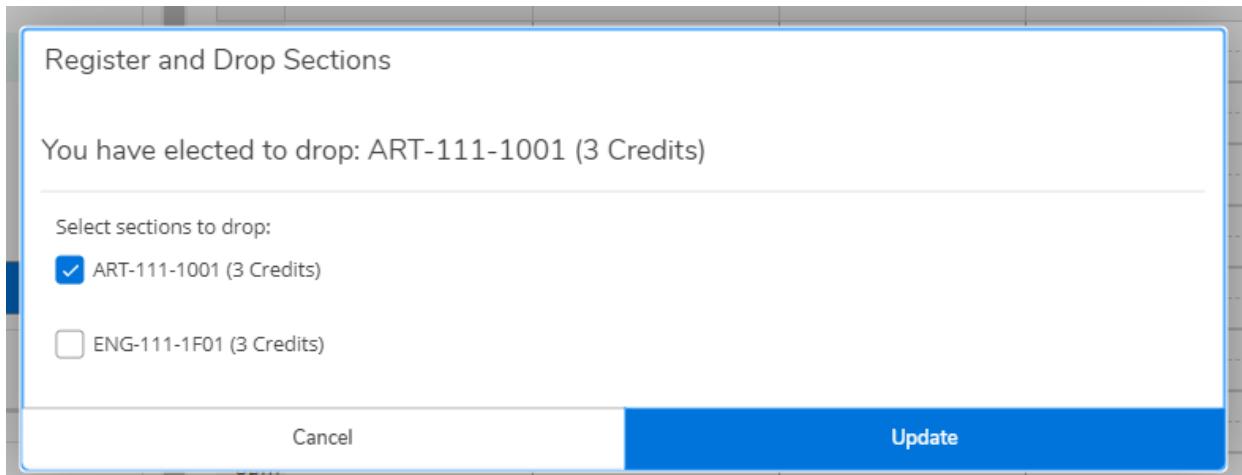
Drop

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am			ART-111-1001		ART-111-1001		
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

Sections with no meeting time

7. If the student is registered in multiple classes you can drop multiple classes at once by checking the box beside that class. Otherwise make sure you only have the box checked for the class you are trying to drop and select **Update**



Register and Drop Sections

You have elected to drop: ART-111-1001 (3 Credits)

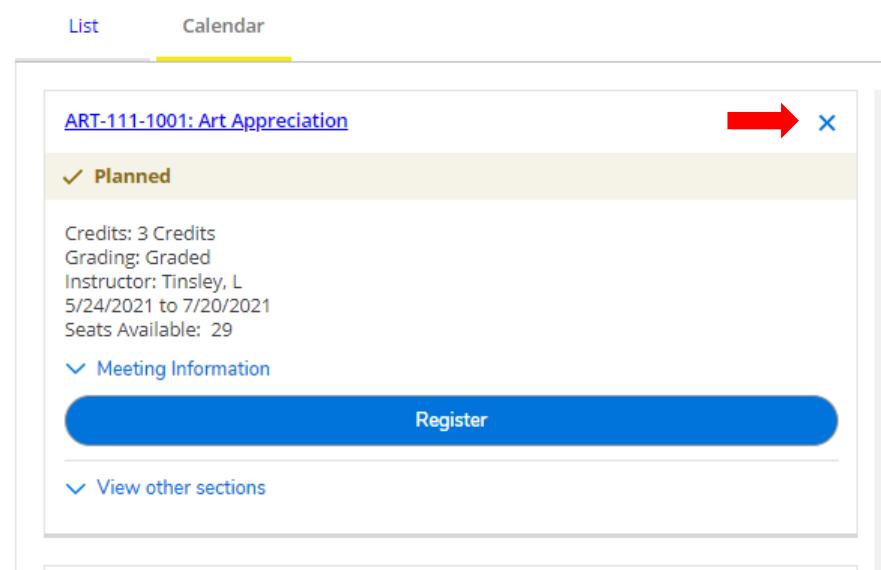
Select sections to drop:

ART-111-1001 (3 Credits)

ENG-111-1F01 (3 Credits)

Cancel Update

This now puts the class back to “planned”. You can remove the class from “planned” by clicking on the X in the top right of the box.



ART-111-1001: Art Appreciation

✓ Planned

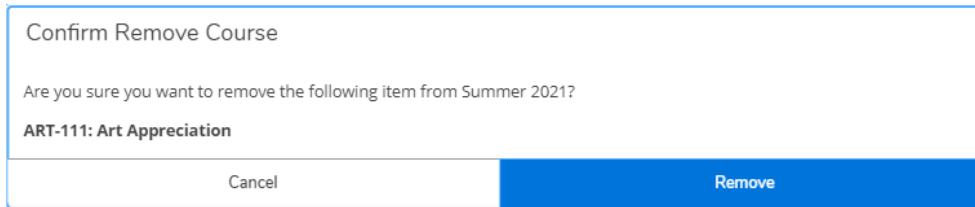
Credits: 3 Credits
Grading: Graded
Instructor: Tinsley, L
5/24/2021 to 7/20/2021
Seats Available: 29

▼ Meeting Information

Register

▼ View other sections

This will then remove the class entirely from the students' schedule.



Confirm Remove Course

Are you sure you want to remove the following item from Summer 2021?

ART-111: Art Appreciation

Cancel Remove

Dropping a Student from the Waitlist

1. Log into Self-Service
2. Click: **Advising**
3. Enter Student ID and press (Enter)
4. Click: **View Details**
5. Click “**Calendar**” tab
6. Scroll to Waitlisted Course
7. Click: **Drop**

[NET-125-0903: Introduction to Networks](#)

✓ Waitlisted

Credits: 3 Credits
Grading: Graded
Instructor: Bodden, C
8/21/2023 to 12/16/2023
Waitlisted: 3

▼ Meeting Information

Drop Waitlist

Withdrawing a Student

Full-Time Faculty use Datatel Mnemonic XFWAWD to withdraw a student from class.

XFWAWD - Faculty's Student Withdrawal Form 

Save Save All Cancel Cancel All

1 of 2 Value 1/2

Student ID	2893547					
Name (F,L)	George Jones					
Student Email	jonesg3547@student.faytechcc.edu					
Sect ID	Sect Name	Short Title	Creds	Instructor	Last Date of Attendance	Reason
1	173380	ENG-112-0002	3.00	Vicki Derka	<input type="text"/>	<input type="button" value="Calendar"/>
2	172167	HIS-132-0901	3.00	Robert Nelms	<input type="text"/>	<input type="button" value="Calendar"/>

Part-Time Faculty use the Online Adjunct Withdrawal form:

<http://forms2.faytechcc.edu/adjunct-crsdrop/index.asp>

**** Note ** A student cannot be withdrawn from a class until after the census date.**

Withdrawals are processed daily by the Registrar's office.

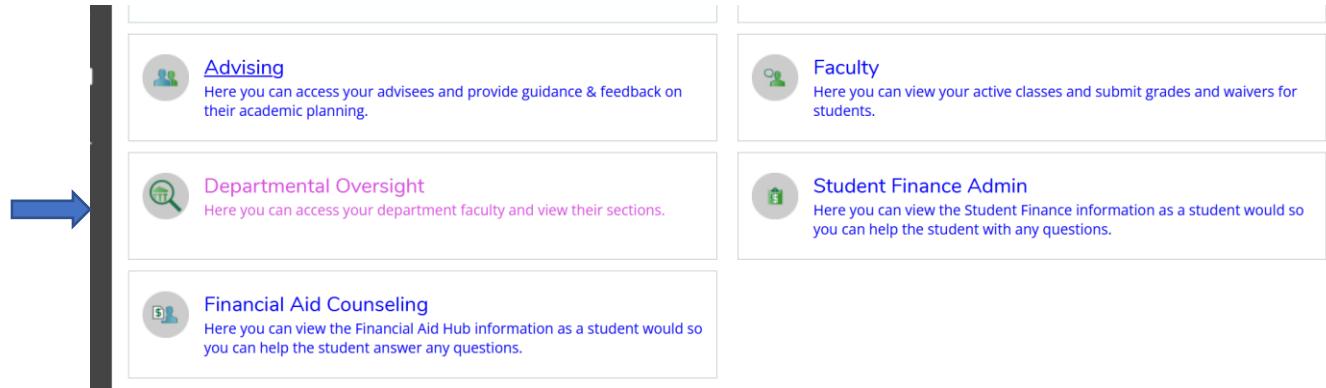
Once the registrar has processed the withdrawal, your roster will show an **LD** on the last date of attendance and a **W** for grade (GRD).

JUN		JUL																				GRD	TOTAL								
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04	06	07	08	09	10	11	12	13	14		
P																													1		
																													1		
	P																												1		
		P																											1		
			P																										1		
				P																									1		
					P																								1		
						P																							1		
							P																						1		
								P																					1		
									P																				1		
										P																			1		
											P																		1		
												P																	1		
													P																1		
														P															1		
															P														1		
																P													1		
																	P												1		
																		P											1		
																			P										1		
																				P									1		
																					P								1		
																						P							1		
																							P						1		
																								P					1		
																									P				1		
																										P			1		
																											P		1		
																												P	1		
																													P		

Departmental Oversight (Dean's Only)

This feature is for Deans to be able to keep track of their faculty's classes. Deans are able to search by faculty name or section.

1. Select Departmental Oversight



Advising
Here you can access your advisees and provide guidance & feedback on their academic planning.

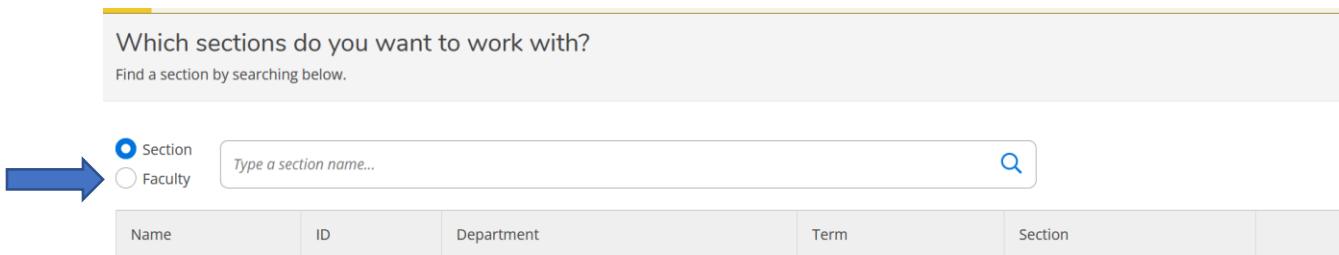
Faculty
Here you can view your active classes and submit grades and waivers for students.

Departmental Oversight
Here you can access your department faculty and view their sections.

Student Finance Admin
Here you can view the Student Finance information as a student would so you can help the student with any questions.

2. Select the **Faculty** button

Type in the **Faculty's Name** only, the employee ID feature doesn't work



Which sections do you want to work with?
Find a section by searching below.

Section
 Faculty

Type a section name...

Name	ID	Department	Term	Section	
------	----	------------	------	---------	--

This will bring up the list of classes that faculty is teaching. You can select a class under the **Section Tab** or you can click on the **View Details** to see all classes taught by the instructor for that term.

You will now have full access to **View Only** the following features:

- Roster
- Attendance
- Census
- Grading
- Permission if Applicable



Name	ID	Department	Term	Section	
	0146319	Criminal Justice Technology	Spring 2021	CJC-131-1901	
			Spring 2021	CJC-131-2901	
			Spring 2021	CJC-132-1901	
			Spring 2021	CJC-132-2901	
			Spring 2021	CJC-231-1901	
			Spring 2021	CJC-231-2901	
			Spring 2021	CJC-132-1V01	
			Summer 2021	CJC-132-1901	
			Summer 2021	CJC-111-1901	
			Summer 2021	CJC-141-5901	
			Fall 2021	CJC-131-1801	
			Fall 2021	CJC-132-2001	
			Fall 2021	CJC-132-1901	
			Fall 2021	CJC-231-2001	