

## Inclement Weather (Campus Closures)

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

Custom Message 05/08/2019 delivered on 05/07/2019. This feature is new in 10.2.12. Feedback link: [Feedback](#)

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

Notifications

| Title                    | Details                                                                                                                    | Link                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Registrar's Office       | Please contact the registrar's office to register.                                                                         |                                         |
| Documents Required       | There are 1 requests from your institution that require your action.                                                       | <a href="#">View required documents</a> |
| Student Finance          | Here you can view your loan statements and make a payment online.                                                          |                                         |
| Tax Information          | Here you can change your consent for a delivery of tax information.                                                        |                                         |
| Employer                 | Here you can view your tax forms, earnings statements, banking information, forecasts and audit letters.                   |                                         |
| 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 cost centers 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 student grades and submit for students.                                          |                                         |
| Financial Aid Counseling | Here you can view the Financial Aid rules information as a student would be able to 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

Summer 2019

| Section                                       | Times                                                                                                   | Locations                                                                | Books |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------|
| <a href="#">OSC-3602-01: Office Practices</a> | M/T/W/Th/F 5:00 PM - 9:00 PM<br>5/16/2019 - 8/14/2019<br>Sa 12:00 PM - 1:00 PM<br>5/16/2019 - 8/14/2019 | Cedar Bldg, 200<br>Classroom Hours<br>Cedar Bldg, 200<br>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 the date of the campus closure

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<br>0076497      | Absent, no excuse <span>▼</span> |                          | 8/12/2020 | 8 | 4 | 0 | 1 |
| Rosallene Massey<br>0075644   | Late <span>▼</span>              |                          | 8/12/2020 | 8 | 3 | 1 | 1 |
| Joyce N. Valentine<br>0075585 | Present <span>▼</span>           |                          | 8/12/2020 | 8 | 3 | 1 | 1 |

## 6. Change the attendance for each student to **Absent, Excused**. This is the **E** option on your attendance summary

G.

Select Attendance ▼

Select Attendance

Present

Absent, no excuse

Absent, excused

Late