Classlist Information for First Day of Classes

Good Morning,

It is critical that you check your class list(s) on-line with BannerWeb. You should also print a copy of your class list(s) from BannerWeb for checking to make sure students are officially registered for your class(es). Any student attending class, but is not on your Banner class list, should not be allowed to attend your class unless their name appears on your Banner class list.

- For students who are enrolled in your class but not attending, please contact the student's advisor.

Students who receive financial assistance based on scheduled enrollment must have that aid retroactively rescinded if they fail to enroll as scheduled. This places the student in a precarious situation and creates a significant administrative and financial burden for the college.

To see your Class list(s):

- Log onto BannerWeb and click on Faculty & Advisors

- Click on *Summary Class list* or *Detail Class list* to see who is enrolled or who has withdrawn from your course(s).

To find address, advisor, etc. information about a particular student, click on the student's name. This will give address and telephone information. If the student has

requested that their directory information not be published, the word *Unlisted* will appear next to their telephone number. If the word *Confidential* appears, all of the student's academic information should be kept confidential and questions referred to the Associate Academic Dean, Kathryn Shields.or Naadiya Hasan

To find out more about the student, scroll to the bottom of the screen and click on Student Information where you will find information pertaining to their

- First Term Attended

- Class

- Primary Advisor

- Major(s)

- Minor(s)

- Campus

- Expected Graduation Date

NEW FACULTY:

If you are a new faculty member and you do not have a computer account, call ITS Help Desk, ext 2020, for an account.

STUDENTS WILL CONTINUE TO BE ABLE TO PROCESS REGISTRATION CHANGES ONLINE USING BANNERWEB

We would like to remind you of some drop/add policies and dates.

Last Day to:

- Last day to add or drop First half summer classes without a grade is Monday, June 3, 2024
- Withdraw from a First half summer class with a W grade- Friday-June 7, 2024

- Last day to add or drop Eight Week summer classe without a grade is Wednesday, June 5, 2024

- Withdraw from a Eight Week summer class with a W grade- Thursday-June 13, 2024

An instructor's signature and advisor's signature are required for adding a closed course. Students are solely responsible for adding and dropping their own classes.

IMPORTANT: For a student to simply attend your class does not mean the student is officially registered. And, for a student not attending a class for which a student is registered does not mean the student has dropped the class. Unless a student officially drops the course by the appropriate deadline, the student will receive an "F" in the course and will be held financially responsible. If the student remains registered for your course and never attends, the final grade would be a "WN".

Please let us know if you have any questions.

Thanks so much.