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Logging into Banner Web

1. You can access Banner Web by clicking on Quick Links at the top of the NCCC homepage – www.niagaracc.suny.edu

2. On the first screen, click on Enter Secure Area.

3. Next, enter your User ID (@00******) and PIN.

4. *Upon login for the first time or PIN reset, you will be required to change your PIN (using a different six-character combination of numbers and/or letters). First time users will be asked to choose a security question. *If you have logged in previously and have forgotten your PIN #, be sure your User ID # is filled in the above field, then click on FORGOT PIN and answer the security question.

Questions??
If you have any questions concerning your User ID and/or your PIN #, you can call the Registration & Records Office at 614-6254 or email at registration@niagaracc.suny.edu.
Academic Deficiencies

If a student was reported for non-attendance at census and has not returned to class, please identify them as deficient. This will ensure a follow up letter to the student and notification to academic advisors for future schedule planning.

Please report any student(s) who are in danger of failing using the procedure outlined below.

1) **Click on Faculty & Advisors**

   Personal Information
   Update contact information or marital status; view current address; review name or social security number change information; change your PIN; customize your directory profile.
   Student & Financial Aid
   Apply for admission, register for classes, view academic records/class schedule, apply for financial aid, access Angel,
   Take midterm survey, print online enrollment verifications;
   Faculty & Advisors
   Enter grades and view class lists and student information.
   Employee
   Time entry tool, access employee, tax, health insurance, vacation request, benefits, paycheck information.

2) **Click on Academic Deficiencies**

   Syllabus Information
   View Submitted Grad Application
   Term Selection
   Census Reporting --> Click here
   **ONLINE CENSUS REPORTING -- census deadline, SEPTEMBER**
   Registration Overrides
   Week at a Glance
   Faculty Feedback

   RELEASE: 8.7S

3) Select the course you would like to provide feedback for

   *Modular courses not in session will be locked for feedback.*
4) Click on the “Show/Hide” triangle to reveal form fields.

You will see student name and ID # here.

5) After clicking on the triangle, this is the information that will be revealed (Issues & Recommendations).
6) After selecting a student that you would like to provide feedback on, you will see a list of issues and Recommendations. For reporting Academic Deficiencies, choose the issue “**Academic Deficiency: Student in danger of Failing**”.

*We no longer need to collect any paperwork since the data is stored in Banner*

It is imperative if you have students in danger of failing that you report them before the above deadline so letters can be mailed the week prior to advance registration. **Reporting done after the deadline will not be processed. You will be notified of the submission deadline by memo every semester.**
Student Address & Phone Numbers

1. On the Main Menu, click on Faculty & Advisors.

2. On the Faculty Services menu, click on Student Information Menu.

3. On the Student Information menu, click on Student Addresses and Phone.

4. The Student and Advisee Selection screen will display. Enter the student’s ID number or search by name and select Submit.

5. Verify that the correct student has been chosen and click Submit.

   Jane Doe is the name of the student or advisee that you selected.
6. The student’s address and phone number will be displayed on the **View Student Addresses and Phones** screen as shown below.

7. If a message appears below indicating “confidential information”, then we CANNOT release ANY information on this student. This will appear when student has requested FERPA non-disclosure with Registrar.

### Addresses and Phones

<table>
<thead>
<tr>
<th>Legal</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current:</strong> Aug 16, 2011 - (No end date) Primary: None Provided</td>
<td></td>
</tr>
<tr>
<td>123 Main St</td>
<td></td>
</tr>
<tr>
<td>Everytown, NY 12345</td>
<td></td>
</tr>
<tr>
<td>Niagara</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current:</strong> Aug 16, 2011 - (No end date) Primary 716-555-3111</td>
<td></td>
</tr>
<tr>
<td>123 Main St</td>
<td></td>
</tr>
<tr>
<td>Everytown, NY 12345</td>
<td></td>
</tr>
<tr>
<td>Niagara</td>
<td></td>
</tr>
</tbody>
</table>

[Student Information | Student E-mail Address | Class List | Wait List | Mid-Term Grades | Final Grades | Registration Overrides | Term Selection | Add/Drop]
Advisee Listing

1. On the Main Menu, click on Faculty & Advisors.

2. On the Faculty Services menu, click on Student Information Menu.

3. On the Student Information Menu, click on Advisee Listing.

4. Select the appropriate term, click on Submit.

5. Your advisees for the term you selected will display on the screen shown below.

There are several options available on this screen:
- View the student's curriculum information.
- View holds on a student's account.
- View placement test scores.
- View the student's NCCC academic transcript.
- View a degree evaluation.

6. Click on View under any of the above mentioned options to choose.
You can also email your advisee individually or all of your advisees at once.

1. Individually: Click on the symbol next to your advisee’s ID number.

   An Outlook Email will open with the student’s T-Wolves email address in the To field.

   ![Email window with student's T-Wolves email address]

   Dear Advisee,

2. All Advisees: Click on Email Your Advisees at the bottom of your Advisee list.

   ![Email Your Advisees button]

   An Outlook Email will open with all of your advisee’s T-Wolves email addresses in the To field.

   ![Email window with multiple T-Wolves email addresses]
1. On the main menu, click on **Faculty & Advisors**.

2. On the Faculty Services menu, click on **Student Information Menu**.

3. On the Student Information Menu, click on **Advisement Kiosk Report**.

4. Select the appropriate term, click on **Submit**.

5. The Student and Advisee Selection screen will display. Enter the student’s ID number or search by name and select **Submit**.
6. The Advisement Kiosk report for the selected student will appear. This will provide information for the student, such as address/phone number, assigned advisor, placement test scores, academic standing, and more.

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NIAGARA COUNTY COMMUNITY COLLEGE
3111 SAUNDERS SETTLEMENT RD, SANBORN, NY 14132 PHONE: 716-614-6222

Personal Information    Student Services & Financial Aid    Faculty Services    Employee    Pay Bill Online

Search 00

Advisement Kiosk Report

Student Information for

ID: g001234

** PLEASE VERIFY THAT ADDRESS/TELEPHONE INFORMATION IS CORRECT **
** STUDENTS SHOULD SUBMIT ADDRESS CHANGES TO THE REGISTRATION & RECORDS OFFICE (A201) **

---------------------------------------------
STUDENT HAS NO HOLDS PREVENTING REGISTRATION.
---------------------------------------------

Advisor: Andrew Johnson

PREVIOUS REGISTRATION APPOINTMENT ON 07/23/2013

MOST RECENT APPLICATION DATA
---------------------------------------------
Application Term: Fall Semester, 2013
Application Type: Readmit Student
Application Status: Decision Made

EDUCATIONAL GOAL: Earn a degree/certificate with plans for employment
**"If student's response is uncertain or not found, please discuss future goals with student"**

FOUNDATION COURSE INFORMATION
---------------------------------------------
*** All Foundations Areas Satisfied ***

TESTING
Census

ALL faculty are required to report census information ONLINE using Banner web.

CENSUS PROCEDURES:

1. Log in to Banner web.

   ![Banner login screen]

   **UNATTENDED: WHEN FINISHED, DO NOT FORGET TO LOG OUT.**

   IF YOU ARE READY TO PROCEED ENTER YOUR USER ID AND PIN.

   **User ID:**
   **PIN:**

   ![Login and Forgotten PIN buttons]

2. Click on Faculty & Advisors

   ![Faculty & Advisors menu]

   **Personal Information**
   Update contact information or marital status; view current address; review name or social security number change information.
   Change your PIN; Customize your directory profile.

   **Student & Financial Aid**
   Apply for admission, Register for classes, View academic records/class schedule, Apply for financial aid, Access Angel,
   Take mathCAST survey, Print personal & enrollment verifications.

   **Faculty & Advisors**
   Enter Grades and/or View Class Lists and Student Information

3. Click on Census Reporting

   ![Census Reporting link]

   **View Submitted Grad Application**
   **Census Reporting -- Click here**
   **ONLINE CENSUS REPORTING -- Due 2/5/14 by noon**
   **Registration Overrides**

4. Select the appropriate Term (i.e. Spring Semester, 2014), then Select a CRN

   ![Select Term and CRN]

5. Your current class roster will be displayed. Please compare this to your permanent roster. If any student is attending your class but not on the Banner roster, refer them to the Registration & Records Office immediately (A201). It is possible that they were dropped for non-payment, making it crucial that they re-register and pay.

   ![Census reporting worksheet]

12
6. In the Attend Hours column:
   a. For each student who has NEVER attended your course, **input a 0**
   b. If ALL students have attended at least one class, **input a 2** for the very 1st student listed (you do NOT have to mark every student, only the 1st student name that displays)

7. In the Last Attend Date column:
   a. For each student who has a 0, **mark the last attendance date**. If student never attended, use the first day of classes (i.e. 01/11/2014). Please be certain date format is mm/dd/yyyy.

8. **SUBMIT**.

9. If you teach more than one course, click on **CRN selection** link at bottom of page for next course.

10. We no longer need to collect a copy of your permanent roster since the data is stored in Banner.

**Effective Fall 2014:**
Students reported as never attends will automatically receive a grade of W (withdrawal) in that course. Students reported as never attends will NOT be able to continue attendance in the course. The W grade is irrevocable. Faculty no longer will need to report students who have sporadic attendance.

There are now multiple census reporting deadlines per semester due to the required reporting of students in modular courses. If you are teaching a modular course that begins after the first day of the semester, you will need to be aware of the additional deadline(s) associated with the start date of your module course. Faculty will be informed of the various deadlines every semester through the NCCC Today email.
Class List
You can view a list of students registered for your class by following the steps outlined below.

1. On the Main Menu, click on Faculty & Advisors.

   Personal Information
   Update contact information or marital status; view current address; review name or social security number change information.

   Student & Financial Aid
   Apply for admission, Register for classes, View academic records/class schedule, Apply for financial aid, Access Angel.

   Faculty & Advisors
   Enter Grades and - View Class Lists and Student Information.

   Employee
   Access your pay roll, benefits, tax information, health insurance, and benefits.

2. On the Faculty Services menu, click on Summary Class List.

   Week at a Glance
   Detail Class List
   Summary Class List
   Detail Wait List
   Summary Wait List

3. The Select Term screen will display. Choose the appropriate term and click Submit.

4. The Select a CRN screen will display. Choose the appropriate section and click Submit.

5. The class list will display on the screen as shown below.
You can also choose the Detailed Class List option on the Faculty Services menu, which lists the student’s program and other information related to the student. Here, you can click on each student’s name in your class to find out their address and phone number information.

Class listings will be distributed prior to the 1\textsuperscript{st} day of classes via email. Permanent rosters will be distributed during the 2\textsuperscript{nd} week of classes to catch add/drop activities. These will detail all students registered in your course at that point in time. \textbf{Please be sure to refer discrepancies to the Registration & Records Office at ext. 4058 immediately.} If a student is attending your course but is not listed on your permanent roster, this must be handled immediately to ensure payment and registration for the course.
Course Offerings
You can search for course availability on Banner Web. There is no need to log into Banner Web.

1. Go to Quick Links on the top of the NCCC Homepage, select Course Offerings from the Academics column.

2. Select the appropriate term from the drop down menu (e.g. Spring Semester, 2014). Click Submit.

3. Choose the appropriate subject prefix from the Subject menu and type the appropriate course number for the course you are searching for (e.g. type 101 for ENG 101). For the best results, leave all the remaining criteria as is.

4. Click Class Search at the bottom of the screen.
5. The Course Offerings will display on the screen as shown below.

You can also click on the various links listed on the left-hand panel under the Registration Information as shown above. This has important information regarding registration and fees. See the link above the course listings labeled “Click HERE: How to Read a Course Listing” to view how to read this page.
Course Scheduler

Course Scheduler is software that helps students build class schedule options that work for them. It streamlines the time it takes for students to build a schedule after you provide them with their advisement worksheet.

Advisors can access Course Scheduler in Banner Web to use when assisting students, however, advisors are not able to register students for courses through Course Scheduler.

Advisors can access Course Scheduler by following the steps below:
1. Log into Banner Web
2. Click on Faculty & Advisors
3. Click on Student Information Menu
4. Click on Course Scheduler for Advisors. You will automatically be re-directed to Course Scheduler.
5. Choose the campus or campuses that the student would like to take courses at. Your schedule options will only include courses being offered at the campus(es) you have chosen.
6. You may be asked to choose a term. This most likely will occur during the Summer/Fall advisement period due to two terms being open for registration.
7. On the main page, click on **Add Courses**. The student will enter all courses that were provided to them on their Advisement Worksheet.

8. Once all courses have been added, then click **Back to Scheduler**.
9. **Students can also add a break.** Breaks are times that they do NOT want to schedule classes and can be entered for any reason (i.e. sleeping in, work, sports practice, etc.)

![Add New Break](image)

10. Once all courses and breaks have been entered, click on **Generate Schedules.** All schedule options available will be displayed.

![Generate Schedules](image)

11. Click on **View** for the schedule option you would like to see more information about.

![View Schedules](image)
12. Courses can be locked on this screen and locking a course will keep that specific section in all schedule options, but will automatically re-generate schedule options around it.

13. When a student has found the schedule option they want, they click **Send to Shopping Cart** button found at the top of the specific schedule option. **Advisors will not have this capability**.

14. Students will then be taken back to Banner Web where they will register for the chosen schedule option through the Add or Drop Classes screen. They will still be prompted for their RAP number before they are registered. This is also when all pre-requisite/co-requisite checking will take place.
Degree Works – Degree Evaluations

As of March 2014, NCCC uses the Degree Works degree evaluation system.

You can access Degree Works on the FYI page under Link List or while logged into Banner Web.

For more detailed instructions about navigating Degree Works, please see the Degree Works Advisor Guide located on the FYI page under Academic Information → Registration & Records.
Final Grades

**Effective Summer 2009, the Registration & Records Office will no longer collect the final (gold) rosters at end of term in our office. We will continue to enforce final grade submission via Banner web with last date of attendance. Please check with your division office on retention of roster information.**

1. On the Main Menu screen, click on Faculty & Advisors.

2. On the Faculty Services menu, click on Final Grades.

3. On the Select Term menu, choose the appropriate semester and click on Submit.

4. On the CRN Selection menu:
   - If you teach only ONE course, that course should already appear in the CRN field.
   - If you teach more than one course, use the down arrow to select the appropriate course for final grading.
   - Click on Submit.

5. On the Final Grades menu, scroll down to listing of student names.

6. In the grade column, click on the down arrow to see the menu display of available grades. If you are grading an Academic Foundations course, grading options will display an asterisk following the grade.

7. Use the arrow keys on your keyboard or mouse to select the applicable final grade for the student.

8. If the student has an I, F, or U grade, you MUST indicate Last Attend Date (mm/dd/yyyy) in the appropriate column. If the student has NEVER attended a full-term class, input the last date of attendance as the first day of classes. If a student has NEVER attended a Module class, input the first day of the class.

9. If a student has withdrawn from your class, a “W” or “X” grade will have already been assigned to them. Similarly, if a student has chosen to audit your class, a “J” grade will have already been assigned. These grades cannot be changed.
10. If a student has requested an S/U grade, you will only have the option to grade that student with a grade of S or U.

11. If you teach a zero-credit course (i.e. lab, clinical, etc.), the grade of “NG” should already appear for each student.

12. Do NOT leave any students with a grade of “none”. Ensure a grade appears for each student. Even though you may enter a Last Attend Date, you still need to assign a final grade.

13. If your class contains more than 25 students, you MUST COMPLETE THE 2nd PAGE of grading by clicking on the next “record set” link at the top or bottom of the page.

14. Click on Submit at the bottom of the screen.

15. To grade another course, click on CRN Selection at the bottom of the screen.

16. On the CRN Selection menu, select the course you wish to grade by using the down arrow, then click on Submit.

17. On the Faculty Services menu, click on Final Grades.

18. Follow steps 5-14 listed above.

19. To print a copy of these final grades for your records, click on the printer icon on the toolbar or go to File, Print.
Grading Policy
Niagara County Community College uses the following letter grade and grade point system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
</tr>
<tr>
<td>J</td>
<td>0.0</td>
</tr>
<tr>
<td>N**</td>
<td>0.0</td>
</tr>
<tr>
<td>NG</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>0.0</td>
</tr>
<tr>
<td>T</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
</tr>
<tr>
<td>X</td>
<td>0.0</td>
</tr>
</tbody>
</table>

(Grade Points * Credit hours)/Hours Attempted = Grade Point Average (GPA)

SPECIAL GRADE INDICATORS ON TRANSCRIPT:
I designates Repeat course included (Fall 2003 and after)
E designates Repeat course excluded
* designates Academic Foundation Course
# designates Fresh Start course

**As of Fall 2015, the N grade is no longer in effect.**
1. To access a listing of courses with open seats only, click on Banner Web under Quick Links on the NCCC Homepage.

2. On the Banner Web homepage, click on Open Seats Listing.

3. On the Open Seats Listings page, you can choose a specific type of course from the Course Type drop-down list OR you can leave it set to All Courses to see all courses that have open seats.
4. You will need to select the appropriate term from the **Select Term** drop-down list. Then click **Next**.

Courses With Open Seats

Please direct your attention to campus locations:
- M = Main Campus (3111 Saunders Sett. Rd., Sanborn, NY 14132)
- NF = Niagara Falls Culinary Institute (28 Old Falls St., Niagara Falls, NY 14303)

First select the type of course you are looking for in the first drop-down menu, then select the term in the second drop-down menu. Then click the "Next" button.

![Select Term dropdown and Next button]

5. A list of only courses with open seats will appear and will be in alphabetical order by course. You can scroll down to find open sections of a particular course.

![All Courses Open Seat Listing]

**All Courses Open Seat Listing**

Please wait while Banner processes your request. When displayed, scroll down to view all courses.

Please direct your attention to campus locations:
- M = Main Campus (3111 Saunders Sett. Rd., Sanborn, NY 14132)
- NF = Niagara Falls Culinary Institute (28 Old Falls St., Niagara Falls, NY 14303)

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>TITLE</th>
<th>DAYS</th>
<th>ST TIME</th>
<th>END TIME</th>
<th>INSTRUCTOR</th>
<th>AVAIL</th>
<th>OFFERED</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10187</td>
<td>AAC-041-M001</td>
<td>Reading Foundations II</td>
<td>MWF</td>
<td>09:00 AM</td>
<td>09:50 AM</td>
<td>Mooney, Joan</td>
<td>8</td>
<td>18</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
</tr>
<tr>
<td>10262</td>
<td>AAC-041-M002</td>
<td>Reading Foundations II</td>
<td>TR</td>
<td>09:30 AM</td>
<td>10:45 AM</td>
<td>Mooney, Joan</td>
<td>8</td>
<td>18</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
</tr>
<tr>
<td>10980</td>
<td>AAC-041-M003</td>
<td>Reading Foundations II</td>
<td>MWF</td>
<td>10:00 AM</td>
<td>10:50 AM</td>
<td>Mooney, Joan</td>
<td>2</td>
<td>18</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
</tr>
<tr>
<td>10093</td>
<td>AAC-041-M004</td>
<td>Reading Foundations II</td>
<td>MWF</td>
<td>11:00 AM</td>
<td>11:50 AM</td>
<td>Lange, Pamela</td>
<td>6</td>
<td>18</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
</tr>
<tr>
<td>11003</td>
<td>AAC-041-M005</td>
<td>Reading Foundations II</td>
<td>TR</td>
<td>11:00 AM</td>
<td>12:15 PM</td>
<td>Mitchell, David</td>
<td>12</td>
<td>18</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
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<tr>
<td>11092</td>
<td>AAC-041-M006</td>
<td>Reading Foundations II</td>
<td>MWF</td>
<td>12:00 PM</td>
<td>12:50 PM</td>
<td>Mooney, Joan</td>
<td>1</td>
<td>6</td>
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<td>09-MAY-14</td>
</tr>
<tr>
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<td>AAC-041-M007</td>
<td>Reading Foundations II</td>
<td>TR</td>
<td>12:30 PM</td>
<td>01:45 PM</td>
<td>Cullen, Kathleen</td>
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<td>18</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
</tr>
<tr>
<td>11455</td>
<td>AAC-041-M008</td>
<td>Reading Foundations II</td>
<td>MW</td>
<td>01:00 PM</td>
<td>02:15 PM</td>
<td>Mooney, Joan</td>
<td>6</td>
<td>9</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
</tr>
<tr>
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<td>AAC-041-M009</td>
<td>Reading Foundations III</td>
<td>MWF</td>
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<td>Lange, Pamela</td>
<td>1</td>
<td>9</td>
<td>11-JAN-14</td>
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</tr>
<tr>
<td>10153</td>
<td>AAC-042-M001</td>
<td>Reading Foundations III</td>
<td>MWF</td>
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<td>09:50 AM</td>
<td>Sauerbier, Linda</td>
<td>9</td>
<td>18</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
</tr>
<tr>
<td>10155</td>
<td>AAC-042-M002</td>
<td>Reading Foundations III</td>
<td>MWF</td>
<td>10:00 AM</td>
<td>10:50 AM</td>
<td>Sauerbier, Linda</td>
<td>8</td>
<td>18</td>
<td>11-JAN-14</td>
<td>09-MAY-14</td>
</tr>
</tbody>
</table>
PIN Changes
You can change your PIN on Banner Web by following the steps outlined below.

1. On the Main Menu, click on Personal Information.
   - Personal Information
     - Update contact information or delete status view current address, review name or social security number change information
     - Student & Financial Aid
     - Apply for admission, Register for classes, View academic records/class schedule, Apply for financial aid, Access Angel
     - Tele honors survey, Print online enrollment verifications
     - Faculty & Advisors
     - Enter Grades and S, View Class Lists and Student Information
     - Employee

2. On the Personal Information menu, click on Change your PIN.
   - Name Change Information
   - Social Security Number Change Information
   - Change your PIN
     - Need to update your PIN? Change it here
     - Emergency Alert Contact Information (NY-ALERT)
     - Register your personal contact information to receive E-Mail, Voice and Text Messaging Alerts during Campus Emergencies

3. You will be asked to enter your old PIN, then to enter a new PIN, which has to be SIX characters in length.

4. Click on Change PIN

5. Your PIN is updated to reflect your changes as shown below.
Refund Schedule

The Refund Schedule for students who decide to drop a class can be found on Banner Web.

1. On the Main Menu, click on **Student & Financial Aid**.

   - Personal Information
     - Update contact information, marital status, view current address, review name, or social security number change information.
   - Change your PIN
   - Customize your directory profile.
   - **Student & Financial Aid**
     - Apply for admission, Register for classes, View academic records, class schedule, Apply for financial aid, Access Angel,
     - Take meningococcal survey, Print online enrollment verifications.
   - Faculty & Advisors
     - Enter Grades and ., View Class Lists and Student Information
   - Employee

   Click above box to launch Banner in a new browser window.

2. On the Student Services menu, click on **Refund Schedule**. There are listings for each Module and for Full term courses.

<table>
<thead>
<tr>
<th>Spring 2014 Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes Begin Saturday, January 11, 2014</strong></td>
</tr>
<tr>
<td>January 10 and before       100%</td>
</tr>
<tr>
<td>January 11 through January 17 75%</td>
</tr>
<tr>
<td>January 18 through January 24 50%</td>
</tr>
<tr>
<td>January 25 through January 31 25%</td>
</tr>
<tr>
<td>February 1 and beyond       0%</td>
</tr>
<tr>
<td>*College Closed January 20</td>
</tr>
</tbody>
</table>

Tuition Due Date for Spring 2014 is December 5, 2013 or date of registration, whichever is later.

<table>
<thead>
<tr>
<th>Spring 2014 Module Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module CNU</strong></td>
</tr>
<tr>
<td>1 wk</td>
</tr>
<tr>
<td>1/3-1-10</td>
</tr>
<tr>
<td>100%</td>
</tr>
<tr>
<td>January 2 and before</td>
</tr>
<tr>
<td>January 3 (1st day of classes)   25%</td>
</tr>
<tr>
<td>January 4 and beyond             0%</td>
</tr>
<tr>
<td><strong>Module 3 5</strong></td>
</tr>
<tr>
<td>5 wk</td>
</tr>
<tr>
<td>3/27-5/8</td>
</tr>
<tr>
<td>100%</td>
</tr>
<tr>
<td>March 26 and before</td>
</tr>
<tr>
<td>March 27 through April 2         25%</td>
</tr>
<tr>
<td>April 3 and beyond               0%</td>
</tr>
<tr>
<td><strong>Module NUR</strong></td>
</tr>
<tr>
<td>1 wk</td>
</tr>
<tr>
<td>1/3-1-10</td>
</tr>
<tr>
<td>100%</td>
</tr>
<tr>
<td>January 2 and before</td>
</tr>
<tr>
<td>January 3 (1st day of classes)   25%</td>
</tr>
<tr>
<td><strong>Module 1 7</strong></td>
</tr>
<tr>
<td>7.5 wk</td>
</tr>
<tr>
<td>1/13-3/10</td>
</tr>
<tr>
<td>100%</td>
</tr>
<tr>
<td>January 12 and before</td>
</tr>
<tr>
<td>January 13 through January 19    25%</td>
</tr>
</tbody>
</table>
Schedules

You are able to view a student’s schedule by following the steps outlined below.

1. On the Main Menu, click on Faculty & Advisors.

2. On the Faculty Services menu, click on Student Information Menu.

3. On the Student Information menu, click on Student Schedules.

4. The select term screen will display. Choose the appropriate term from the drop down menu. Click Submit.

5. Enter the student’s ID # or search by name on the Student and Advisee ID Selection screen.

6. Verify the correct student has been chosen and click Submit.

7. The student’s schedule will display on the screen.
**Test Scores**

You can view a student’s test scores by following the steps outlined below.

1. **On the Main Menu, click on Faculty & Advisors.**

2. **On the Faculty Services menu, click on Student Information Menu.**

3. **On the Student Information menu, click on View Test Scores.**

4. Enter the student’s ID # or search by name on the Student and Advisee ID Selection screen.

5. Verify the correct student has been chosen and click Submit.

6. Test scores for the student selected will be displayed on the screen as shown below.
1. On the Main Menu, click on **Faculty & Advisors**.

2. On the Faculty Services menu, click on **Student Information Menu**.

3. On the Student Information menu, click on **Academic Transcript**.

4. Select the appropriate term from the drop down menu.

5. Enter the student’s ID# (@00******) or query by name. Click **Submit**.
6. Verify that the correct student has been chosen by clicking on the drop down menu and choosing the correct name. Click Submit.

7. On the Transcript Levels drop down menu, choose All Levels. This will display everything the student has taken at NCCC, including Community Education courses. On the Transcript Type drop down menu, you can choose Academic Transcript to view all of the coursework taken by the student. You can also choose Co-Curricular Transcript to view any clubs or organizations the student has been involved in.

8. The student’s transcript will be displayed as shown below.
Week at a Glance Schedule for Student/Advisee

When working with a student, you can print out a Week at a Glance schedule, which provides students with a visual picture of their schedule.

1. On the Main Menu, click on Faculty & Advisors.

2. On the Faculty & Advisors Menu, click on Student Information Menu.

3. On the Student Information Menu, click on ID Selection to choose the student you would like to view.

4. Enter the student’s ID# (@00******) or query by name. Click Submit.

   - You may enter:
     1. The ID of the Student or Advisee you want to process, or
     2. Partial names, a student search type, or a combination of both. Then select Submit.

   **Student or Advisee ID:**

   OR

   **Student and Advisee Query**
   
   Last Name: Doe
   First Name: Jane
   Search Type: Students
   Submit
   Reset
5. On the Student Information menu, click on Week at a Glance Schedule for Student/Advisee.

6. You will receive a message that Confidential Information may exist. Click OK.

7. You will then see the student’s schedule.
**Additional Information**

Additional information can be found on the Registration and Records Office website. The website can be reached from the NCCC homepage, [www.niagaracc.suny.edu](http://www.niagaracc.suny.edu).

1. On the NCCC homepage, click on **Academics**.

2. Next, click on **Registration & Records**.

Here you can find a list of printable forms, a list of participating cross registration schools, information on degree and enrollment verifications, and much more.
Q: When do I receive my class roster?
A: You will receive a class listing by the first day of classes. You will receive your permanent roster after add/drop has ended and enrollment is more stable. You are required to track attendance, test/quiz grades, final grades on your permanent roster. Please check with your division office on retention of roster information.

Q: What is Census?
A: Census is the process of informing us of students who have never attended during the first 3 weeks of a class. Effective Fall 2014, there are multiple census submission deadlines based on Modular course start dates. NCCC is subject to Federal Audit of class rosters to verify student attendance and entitlement to receive financial aid. Inadvertently reporting a student as non-attending when they actually are attending, or vice versa, can have significant consequences for both the student and college.

Q: What is Academic Deficiency reporting?
A: This is a warning program for students in danger of failing. At approximately 5 weeks into the semester, you will be asked to indicate students in danger of failing your course. The deadline for submission is always two weeks prior to the start of Current Student Registration. Letters are sent to identified students by Academic Affairs.

Q: When are final grades due?
A: Final grades must be submitted online by faculty through Banner Web. The deadline is always 48 hours AFTER the final activity/examination. The delay of even ONE faculty member halts the entire end of term process (academic standing, financial aid, etc). Please submit promptly! Grades are no longer mailed and are posted on Banner Web for student viewing.

Q: What if a student requests an incomplete (I) grade?
A: The Incomplete Grade Request form can be found in the Registration & Records Office (A201). The instructor must detail the requirements for completing the course. If the student has not completed the coursework within one year, the I grade will automatically turn into an F.

Q: How do I change a grade?
A: The Registration & Records Office (A201) has a Change of Grade form available to instructors only. If you are changing a grade from something other than an I grade, you must have your Division Chairperson’s signature before it can be processed. Please do not send student workers to pick up change of grade forms!

Q: How do I complete the FERPA online training?
A: FERPA online training can be found by going to the following website: www.niagaracc.suny.edu/academics/ferpa.

You must read through all of the FERPA information and click on the quiz for Faculty/Staff/Administrators at the bottom. New instructors must also complete a FERPA Acknowledgement Form, which can be printed by clicking on the link below the quiz. This form must be returned to the Registration & Records Office (A201).