

Directions to Report Enrollment or Remove the Reported Enrollment in Error for Fall or Spring Terms.

I. TO REPORT ENROLLMENT

Instructors must report enrollment up to the established census freeze date for the Fall and Spring semesters. After that date, enrollment information may be reported at midterm and final grade entry to reflect an unearned grade.

1. Log into your Banner Web Account with your credentials.

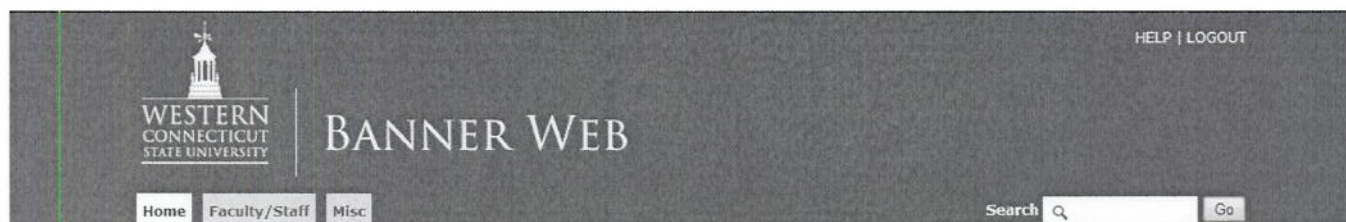


Welcome to Banner Self-Service. Please log in below with your WestConn username and password.

Username:

Password:

2. Click on More once you have logged in.

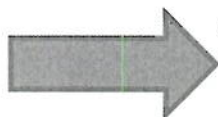


BannerWeb Home

Welcome to Banner Web @ WCSUI Last web access on Jul 11, 2013 at 10:22 am

Faculty & Staff Services

- My Advisee List
- Academic Transcripts
- Lookup a Student
- More...



3. Scroll down until you get to Midterm Grades. This is where you will report the students' enrollment.

Term Selection
Use this to define a term to query for information

Select Student by Name/ID
Search using last name, first name, or middle initial

View Student Schedule Grid
Review a student's weekly schedule

View Student Schedule List
Detailed schedule information in list form

View Student Academic Transcript

View Student Address

View Student Information
View student registered status, degree program, status, residency, etc.

Current Degree Evaluation (CAPP)
Curriculum, Advising and Program Planning - Current Degree Evaluation (CAPP)

GPA Calculator
Calculate current, anticipated, desired, cumulative and semester GPA

Select a Section
Select a section for which you wish to view a class list

Class List Summary
Must select a term and section first from the links above

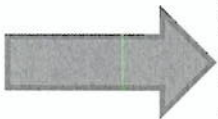
For Faculty: Your Teaching Schedule Grid
Weekly by day and time

For Advisor: Your Assigned Advisees List
View your own advisees information on list to which you are assigned

Mid Term Grades
Enter/View student mid term grades on courses to which you are assigned


Final Grades
Enter/View student final grades on courses to which you are assigned

Attendance Records
Enter and review Daily Class Attendance



4. Enter the term for which you will be reporting enrollment.

RETURN TO MENU | HELP | LOGOUT



BANNER WEB

Home Faculty/Staff Misc

Search Go

Select Term

Lourdes Cruz
Jul 11, 2013 10:40 am

Select the Term for processing then press the Submit Term button.

Select a Term:

RELEASE: 8.4

- Click on drop down arrow and select the course you are teaching for that term and then click Submit.

Select Section

Lourdes Cruz
Fall 2013
Jul 11, 2013 10:47 am

Please select the section you wish to access, or select a different term from the menu.

CRN:

[Return to Previous](#)

- In accordance with enrollment reporting, enter the appropriate code:
 NA for students who Never Attended or SA for students who Stopped Attending.

Faculty Mid-Term Grade Worksheet

Lourdes Cruz
Fall 2013
Jul 11, 2013 11:38 am

- If the word "Confidential" appears next to a student name, information is to be kept confidential.
 - Click on a student name to view the student address(es) and phone(s).

Course Information

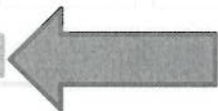
Intermediate Mathematics - MAT 100 91	
CRN:	11266
Students Registered:	5

Please submit the grades often. There is a 60 minute time limit starting at 11:38 am on Jul 11, 2013 for this page.

You have made no changes to the mid-term grades. No changes were made to the database.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Class	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Black, Jacop	50198357	3.000	**Registered** Jul 10, 2013	Freshman	NA			4
2	Cullens, Edward	50198355	3.000	**Registered** Jul 10, 2013	Freshman	A			2
3	Newton, Mike	50198356	3.000	**Registered** Jul 10, 2013	Freshman	B+			3
4	Swan, Bella	50198354	3.000	**Registered** Jul 10, 2013	Freshman	C+			1
5	Tanner, Bree	50198358	3.000	**Registered** Jul 10, 2013	Freshman	D+			5



- For student who you have reported as NA: Never Attended, the Last Attend Date should be reported as the first day of the class meeting or the first day of the semester. This code must be used to report students prior to the census freeze date during the third week of the Fall and Spring semesters.
 - For online and hybrid classes it is implied the first day of class is the first day of the semester.

8. For students who you have reported as SA: Stopped Attending, the Last Attend Date should be accurately reported. This code may be reported during the census enrollment period (first three weeks), at midterm grade submission and at final grade submission.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Class	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Black, Jacop	50198357	3.000	**Registered** Jul 10, 2013	Freshman	NA	08/28/2013		4
2	Cullens, Edward	50198355	3.000	**Registered** Jul 10, 2013	Freshman	NA	08/28/2013		2
3	Newton, Mike	50198356	3.000	**Registered** Jul 10, 2013	Freshman	SA	09/15/2013		3
4	Swan, Bella	50198354	3.000	**Registered** Jul 10, 2013	Freshman	SA	09/16/2013		1
5	Tanner, Bree	50198358	3.000	**Registered** Jul 10, 2013	Freshman	None			5

9. Once you submit, the system will indicate the student has not withdrawn from the class. This notification is communicated to the Registrar's Office so they may contact the student. The student will be withdrawn from the course, by the Registrar's Office, based on the enrollment information submitted.

Please submit the grades often. There is a 60 minute time limit starting at 01:46 pm on Jul 11, 2013 for this page.

Student has not withdrawn from the class.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Class	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Black, Jacop	50198357	3.000	**Registered** Jul 10, 2013	Freshman	NA	08/28/2013		4
2	Cullens, Edward	50198355	3.000	**Registered** Jul 10, 2013	Freshman	NA	08/28/2013		2
3	Newton, Mike	50198356	3.000	**Registered** Jul 10, 2013	Freshman	SA	09/15/2013		3
4	Swan, Bella	50198354	3.000	**Registered** Jul 10, 2013	Freshman	SA	09/16/2013		1
5	Tanner, Bree	50198358	3.000	**Registered** Jul 10, 2013	Freshman	None			5

Submit Reset

It is the instructor's discretion to determine if a student has stopped attending and should be reported as such, or if they have in fact earned a final grade of "F."

II. To Remove the Attendance Code and Last Day of Attendance

1. If the student shows up to your class several classes later and you believe the student can catch up with the class lectures and assignments, please update the information by going back to the beginning of this document and follow steps 1-5.
2. Next, change the NA: Never Attended or SA: Stopped Attending to NONE and remove the Last Attend Date, this will prevent the student from appearing on the Registrar's follow-up list.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Class	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Black, Jacop	50198357	3.000	**Registered** Jul 10, 2013	Freshman	None			4
2	Cullens, Edward	50198355	3.000	**Registered** Jul 10, 2013	Freshman	NA	08/28/2013		2
3	Newton, Mike	50198356	3.000	**Registered** Jul 10, 2013	Freshman	SA	09/15/2013		3
4	Swan, Bella	50198354	3.000	**Registered** Jul 10, 2013	Freshman	SA			1
5	Tanner, Bree	50198358	3.000	**Registered** Jul 10, 2013	Freshman	A			5

Please submit grades often. There is a 60 minute time limit on this page.

[\[CRN Selection | Class List Detail | Faculty Detail Schedule | Grades | Class List Summary \]](#)

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3. If you have any question please call the Registrar's Office (203) 837-9207.