

# FACULTY SELF-SERVICE: ACCESSING THE ONLINE CLASS SCHEDULE (FACULTY ROLE)

1. Login to the [MyUTRGV](#) portal using an approved web browser.

Banner 9 Faculty Self-Service is recommended on **Chrome** web browser:



2. Select the Application *ASSIST*.
3. Click on **Faculty Class List**.

## Faculty and Advising Services



Hello Mary,  
This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:



### Faculty Grade Entry

Submit your final grades and view previous terms.



### Faculty Class List

View your classes and rosters, export or print your class rosters, view your class waitlist, email your class, view profile and academic records of students in your classes.



### Advising Student Profile

Advisors can search for students, view student curriculum data, prior education and test scores, run a degree evaluation, create advising plans, and view student academic records.



### Faculty Attendance Verification

Verify official census date attendance for their classes.

If you have any questions, please email the registrar@utrgv.edu.

4. Select any class roster by clicking on the class under the Subject column.

Subject	Course Title	CRN	Enrollment Count
ACCT 2301, 90L	Intro to Financial Acc	62303	365

5. Your class roster will appear on the next page.

Class List Export Print

Spring 2021 - 202120 ACCT 2301 | 62303

---

**Course Information**

Intro to Financial Acc - ACCT 2301 90L  
 CRN: 62303  
 Duration: 01/11/2021 - 05/06/2021  
 Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	580	365	215
Wait List	999	0	999
Cross List	0	0	0

---

**Class List**    Wait List

Summary Class List

Summary View

Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	Student 1	00000001	Web Registered	Undergraduate	3	No Access	No Access	Freshman
<input type="checkbox"/>	Student 2	00000002	Web Registered	Undergraduate	3	No Access	No Access	Sophomore

- Click directly on any student's name to be taken to their profile page **or** you may hover over their name with the cursor and click on **View Profile**.

Summary Class List		
<input type="checkbox"/>	Student Name	ID
<input type="checkbox"/>	Orientation1, Test	X00000099
<input type="checkbox"/>	Test System, User M.	X00000001

## Test Orientation1

BA in Art Program  
Art Major  
1201 W University Dr  
Edinburg, TX 78539-2909

[View Profile](#)

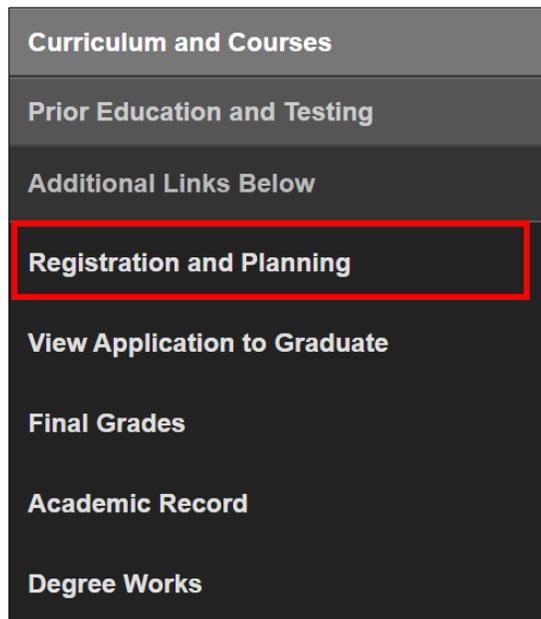
- The Student Profile will appear on the next page.

**Student Profile - Test Orientation1 (X00000099)**

Term: Spring 2021 | Standing: ---, as of Spring 2021 | Overall Hours: 0 | Overall GPA: 0.00 | Registration Notices: 6 | Holds: 2

 Test Orientation1	<p><b>Bio Information</b></p> <p>Email: Not Provided          Phone: Not Provided          Gender: Male          Date of Birth: 08/16          Ethnicity: Not Provided          Race: Not Provided          Citizen: Not Provided          Citizenship: Not Provided          Emergency Contact: Not Provided          Emergency Phone: Not Provided</p> <p><b>General Information</b></p> <p>Level: Undergraduate          Class: Freshman          Status: Active          Student Type: New First Time (Undergraduate)          Residency: Resident          Campus: Not Provided          First Term Attended: Summer I 2013          Matriculated Term: Not Provided          Last Term Attended: None          Leave of Absence: Not Provided</p> <p><b>Graduation Information</b></p> <p>Graduation Applications: None</p> <p><b>Advisors</b></p> <p>Advisors are not assigned for the selected term.</p>	<p><b>CURRICULUM, HOURS &amp; GPA</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Primary</th> <th>Secondary</th> <th>Hours &amp; GPA</th> </tr> </thead> <tbody> <tr> <td><b>Degree:</b></td> <td>Bachelor of Arts</td> <td></td> </tr> <tr> <td><b>Study Path:</b></td> <td>Not Provided</td> <td></td> </tr> <tr> <td><b>Level:</b></td> <td>Undergraduate</td> <td></td> </tr> <tr> <td><b>Program:</b></td> <td>BA in Art</td> <td></td> </tr> <tr> <td><b>College:</b></td> <td>Arts and Humanities</td> <td></td> </tr> <tr> <td><b>Major:</b></td> <td>Art</td> <td></td> </tr> <tr> <td><b>Department:</b></td> <td>Art</td> <td></td> </tr> <tr> <td><b>Concentration:</b></td> <td>Not Provided</td> <td></td> </tr> <tr> <td><b>Minor:</b></td> <td>Not Provided</td> <td></td> </tr> <tr> <td><b>Concentration:</b></td> <td>Not Provided</td> <td></td> </tr> <tr> <td><b>Admit Type:</b></td> <td>Standard</td> <td></td> </tr> <tr> <td><b>Admit Term:</b></td> <td>Summer I 2013</td> <td></td> </tr> <tr> <td><b>Catalog Term:</b></td> <td>Not Provided</td> <td></td> </tr> </tbody> </table> <p><b>REGISTERED COURSES</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Course Title</th> <th>Details</th> <th>CRN</th> <th>Hours</th> <th>Registration Status</th> <th>Instructor</th> </tr> </thead> <tbody> <tr> <td>Directed Independent Study III</td> <td>HIST 4385 01</td> <td>61420</td> <td>3</td> <td>Registered</td> <td>Mary_Test1</td> </tr> <tr> <td>Directed Independent Study III</td> <td>HIST 4385 02</td> <td>64143</td> <td>3</td> <td>Registered</td> <td>Mary_Test1</td> </tr> <tr> <td>Independent Research</td> <td>BIOL 4299 02</td> <td>64843</td> <td>2</td> <td>Registered</td> <td>Mary_Test1</td> </tr> </tbody> </table> <p><b>Total Hours   Registered Hours: 8   Billing Hours: 8   CEU Hours: 0   Min Hours: 0   Max Hours: 18</b></p>	Primary	Secondary	Hours & GPA	<b>Degree:</b>	Bachelor of Arts		<b>Study Path:</b>	Not Provided		<b>Level:</b>	Undergraduate		<b>Program:</b>	BA in Art		<b>College:</b>	Arts and Humanities		<b>Major:</b>	Art		<b>Department:</b>	Art		<b>Concentration:</b>	Not Provided		<b>Minor:</b>	Not Provided		<b>Concentration:</b>	Not Provided		<b>Admit Type:</b>	Standard		<b>Admit Term:</b>	Summer I 2013		<b>Catalog Term:</b>	Not Provided		Course Title	Details	CRN	Hours	Registration Status	Instructor	Directed Independent Study III	HIST 4385 01	61420	3	Registered	Mary_Test1	Directed Independent Study III	HIST 4385 02	64143	3	Registered	Mary_Test1	Independent Research	BIOL 4299 02	64843	2	Registered	Mary_Test1
Primary	Secondary	Hours & GPA																																																																		
<b>Degree:</b>	Bachelor of Arts																																																																			
<b>Study Path:</b>	Not Provided																																																																			
<b>Level:</b>	Undergraduate																																																																			
<b>Program:</b>	BA in Art																																																																			
<b>College:</b>	Arts and Humanities																																																																			
<b>Major:</b>	Art																																																																			
<b>Department:</b>	Art																																																																			
<b>Concentration:</b>	Not Provided																																																																			
<b>Minor:</b>	Not Provided																																																																			
<b>Concentration:</b>	Not Provided																																																																			
<b>Admit Type:</b>	Standard																																																																			
<b>Admit Term:</b>	Summer I 2013																																																																			
<b>Catalog Term:</b>	Not Provided																																																																			
Course Title	Details	CRN	Hours	Registration Status	Instructor																																																															
Directed Independent Study III	HIST 4385 01	61420	3	Registered	Mary_Test1																																																															
Directed Independent Study III	HIST 4385 02	64143	3	Registered	Mary_Test1																																																															
Independent Research	BIOL 4299 02	64843	2	Registered	Mary_Test1																																																															

8. From the left-hand side, click on **Registration and Planning**.



9. Click on **Browse Classes** to begin your search.

