

FACULTY SELF-SERVICE: VIEWING STUDENT PROFILE FROM CLASS ROSTER

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.

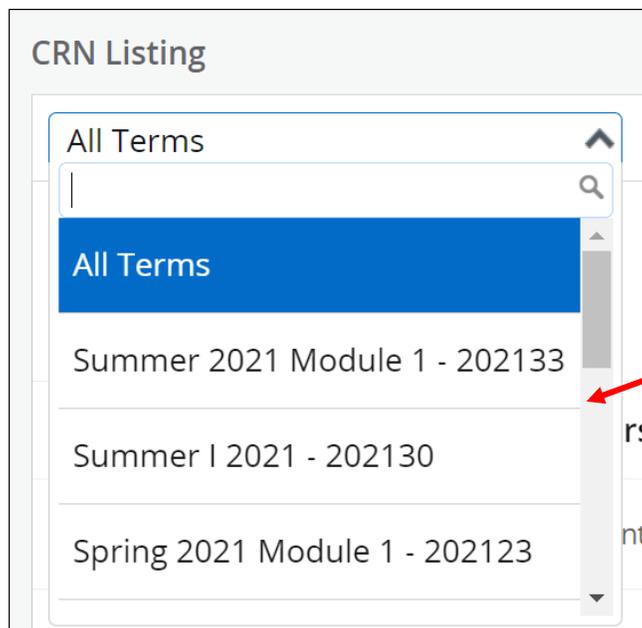
If you have any questions, please email the registrar@utrgv.edu.

4. Your assigned courses will be listed in descending order by term. **(Class rosters from prior semesters are only available in Assist for the last 12 months. Any prior classes or rosters needed can be accessed through Managed Reporting).**

*Note: If you notice any courses missing from the list for an upcoming term or receive a message “No courses available at this time to view the Class List” it may be due to one of the following: **1)** There are not any students currently registered for the course. The class lists are generated based on existing student enrollment. **2)** You are not listed as the instructor of record and your department needs to submit a Class Schedule Change Request (CSCR).*

CRN Listing							
All Terms							
Select Course						Search (Alt+Y)	
Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term	
INFS 6350, 01V	Bus Intelg & Data Warehousing	33016	2	Active	05/12/2021 - 06/30/2021	Summer 2021 Module 1 (202133)	
INFS 6353, 01V	Social Media Analytics	33017	2	Active	05/12/2021 - 06/30/2021	Summer 2021 Module 1 (202133)	

5. You may use the **term** drop down menu to view your courses under a specified term.



6. Select the class roster you wish to view by clicking on the class under the Subject column.

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

7. 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 the 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](#)

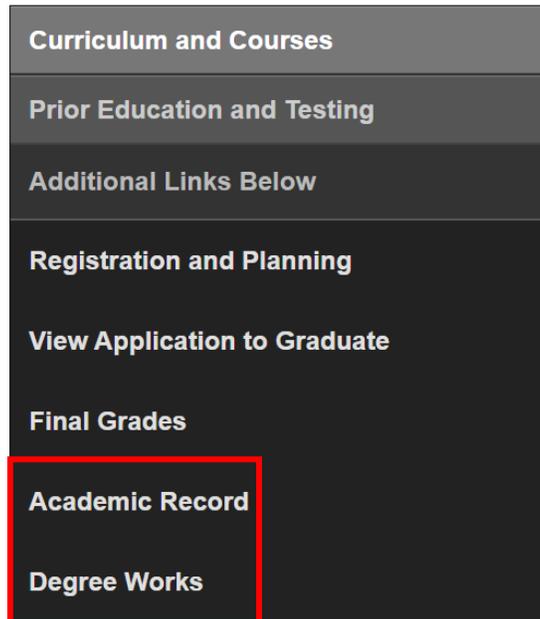
- The Student Profile will appear on the next page.

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

 <p>Test Orientation1</p> <ul style="list-style-type: none"> Curriculum and Courses Prior Education and Testing Additional Links Below Registration and Planning View Application to Graduate Final Grades Academic Record Degree Works 	<p>Bio Information</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>General Information</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>Graduation Information</p> <p>Graduation Applications: None</p> <p>Advisors</p> <p>Advisors are not assigned for the selected term.</p>	<p>CURRICULUM, HOURS & GPA</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Primary</th> <th>Secondary</th> <th>Hours & GPA</th> </tr> </thead> <tbody> <tr> <td>Degree:</td> <td colspan="2">Bachelor of Arts</td> </tr> <tr> <td>Study Path:</td> <td colspan="2">Not Provided</td> </tr> <tr> <td>Level:</td> <td colspan="2">Undergraduate</td> </tr> <tr> <td>Program:</td> <td colspan="2">BA in Art</td> </tr> <tr> <td>College:</td> <td colspan="2">Arts and Humanities</td> </tr> <tr> <td>Major:</td> <td colspan="2">Art</td> </tr> <tr> <td>Department:</td> <td colspan="2">Art</td> </tr> <tr> <td>Concentration:</td> <td colspan="2">Not Provided</td> </tr> <tr> <td>Minor:</td> <td colspan="2">Not Provided</td> </tr> <tr> <td>Concentration:</td> <td colspan="2">Not Provided</td> </tr> <tr> <td>Admit Type:</td> <td colspan="2">Standard</td> </tr> <tr> <td>Admit Term:</td> <td colspan="2">Summer I 2013</td> </tr> <tr> <td>Catalog Term:</td> <td colspan="2">Not Provided</td> </tr> </tbody> </table> <p>REGISTERED COURSES</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>Total Hours Registered Hours: 8 Billing Hours: 8 CEU Hours: 0 Min Hours: 0 Max Hours: 18</p>	Primary	Secondary	Hours & GPA	Degree:	Bachelor of Arts		Study Path:	Not Provided		Level:	Undergraduate		Program:	BA in Art		College:	Arts and Humanities		Major:	Art		Department:	Art		Concentration:	Not Provided		Minor:	Not Provided		Concentration:	Not Provided		Admit Type:	Standard		Admit Term:	Summer I 2013		Catalog Term:	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
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10. You can access items such as the Academic Record (unofficial transcript) and Degree Works.



Academic Record

1. To access the Academic Record (unofficial transcript) for a student, click on **Academic Record**.
2. A new tab will open and bring up the transcript page.



- Enter Student ID.
- Click on Continue.
- Select Transcript Level and Transcript Type.

Degree Works

To access the Degree Works application, click on Degree Works. This will open a new tab redirecting to Degree Works.