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).

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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>CRN</th>
<th>Enrollment Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2301</td>
<td>Intro to Financial</td>
<td>62303</td>
<td>365</td>
</tr>
<tr>
<td>90L</td>
<td>Acc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Your class roster will appear on the next page.
8. 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.

9. The Student Profile will appear on the next page.
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.