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

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 Advising Student Profile.

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 a term and search by one of the options, then click on View Profile.

- **Search by student’s ID.**
  - **Student ID**

- **Search by student’s UTRGV Email.**
  - **Student Email**

- **Search by student’s name by following the noted format.**
  - To search for a student enter their name: Last, First Middle e.g. Smith, John Martin
5. The Student Profile will appear on the next page.

6. From the left-hand side, click on Registration and Planning.
7. Select a role.

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