Advisor
Self-Service Banner
Navigation
and
Procedures

Spring 2007
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Faculty Services

After logging in, click on the Faculty Services tab.
Faculty Services Main Menu

- Listed on the Faculty Services main menu is the Advisor Menu as well as options available only to those individuals teaching courses.

Faculty Services Menu

- Advisor Menu
- Term Selection
- CRN Selection
- Class List Summary
- Class List With Student Detail
- Final Grades
- Assigned Courses Not Yet Graded
- Faculty Detail Schedule
- Week at a Glance
- Office Hours
- Assignment History
- Look Up Classes
- Class Schedule
- Course Catalog

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Advisor Menu

Listed on the Faculty Services Menu are all the options available to self service Banner (RaiderNet) users. The Advisee Listing will only display advisees that have been assigned to a specific Faculty and/or Advisor logged into RaiderNet.
**Term Selection**

- This option can be used to select available terms. If no term has been selected initially, any other menu item will prompt the selection of a term.

Select Term

- **Select a Term:** Spring Term 2009
  - Spring Term 2008
  - Fall Term 2007

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ID Selection

- To view any student-related information on the Advisor menu, one must first use the ID Selection. One may enter a campus-wide ID or social security number in the Student or Advisee ID field and click Submit. Or, one may do a name search under the Student and Advisee Query and click Submit. The percent sign (%) can be used as a wildcard (i.e. Thomp% will return any name that begins with Thomp). You can search by your advisees, all students, or both.

NOTE: Entry in the Student or Advisee ID field will allow you to pull anyone and view their information. Entry in the name search will only return students with an active status. Active status doesn’t mean currently enrolled. Following are all the possible statuses:

Status types that can be retrieved via Student or Advisee ID or Name searches:
- Active (eligible to register)
- Readmitted by Academic Appeal
- Return from Suspension

Status types that can be only be retrieved via Student or Advisee ID and NOT Name searches:
- Graduated
- Inactive
- Suspension 1 Semester
- Suspension 2 Semester
- Suspension 1 Year
- Withdrawal Administrative
- Withdrawal Before Penalty Date
- Withdrawal Deceased
- Withdrawal Military
- Withdrawal Pipeline
- Withdrawal Student Initiated
- Withdrawal Nonpayment
Student Verification

If this is not the correct student, click on ID selection at the bottom of the page to re-enter search criteria.

Grover D. Parker is the name of the student or advisee that you selected.
If searching by name, you can use the % as a wildcard when searching.

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or

2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: [blank]

OR

Student and Advisee Query

Last Name: [Parker]
First Name: [Owl]

Search Type: [Students]
- [Advisees]
- [Both]
- [All]

[Submit] [Reset]
Name Selection
If a name search is performed and results in multiple output, select the desired student and click Submit.

You will then be returned to the Advisor Menu page. All information requested will now be for the student selected.
Advisee Listing

- The Advisee Listing link returns all students assigned to you as their advisor. From the advisee listing page you can directly access important information that will help you during advising. You can review the current student facts, holds, test scores, transcripts, and degree evaluation (CAPP).
Current Student Facts

Status:
A student’s status can be: Active-eligible to register, Graduated*, Inactive*, Readmitted by Academic Appeal, Return from Suspension, Suspension 1 Semester*, Suspension 2 Semester*, Suspension 1 Year*, Withdrawal Administrative*, Withdrawal Before Penalty Date*, Withdrawal Deceased*, Withdrawal Military*, Withdrawal Pipeline*, Withdrawal Student Initiated*, and Withdrawal Nonpayment*.

Any statuses with an * indicate inactive status and will prevent you from being able to complete a name search to locate a student. You will need to enter the student ID to access the student.

Student Type could change for a student from term to term. For instance, a student may be a “new first time freshman” the first term and then change to a “Continuing Student” the next term. The student type of “Continuing Student” will follow the student until graduation unless he has a stop-out term and must re-enroll.

Advisor:
If an advisor has not been assigned to a student, the advisor boxes will not display. A student may have multiple advisors in Banner, but only the primary advisor displays in RaiderNet.
This second example of Current Student Facts displays the record of a different student. This student has an Expected Graduation Date, Term and Year.

<table>
<thead>
<tr>
<th><strong>Student Information effective from Spring Term 2007 to The End of Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered for Term:</strong></td>
</tr>
<tr>
<td><strong>First Term Attended:</strong></td>
</tr>
<tr>
<td><strong>Last Term Attended:</strong></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
</tr>
<tr>
<td><strong>Matric Term:</strong></td>
</tr>
<tr>
<td><strong>Residence:</strong></td>
</tr>
<tr>
<td><strong>Citizenship:</strong></td>
</tr>
<tr>
<td><strong>Student Type:</strong></td>
</tr>
<tr>
<td><strong>Class:</strong></td>
</tr>
<tr>
<td><strong>Primary Advisor:</strong></td>
</tr>
<tr>
<td><strong>Expected Graduation Date:</strong></td>
</tr>
<tr>
<td><strong>Expected Graduation Term:</strong></td>
</tr>
<tr>
<td><strong>Expected Graduation Year:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Curriculum Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Program:</strong> Bachelor of Business Admin.</td>
</tr>
<tr>
<td><strong>Level:</strong> Undergraduates</td>
</tr>
<tr>
<td><strong>Program:</strong> BBA in Accounting</td>
</tr>
<tr>
<td><strong>Admit Term:</strong> Fall Term 2006</td>
</tr>
<tr>
<td><strong>Admit Type:</strong> Freshman</td>
</tr>
<tr>
<td><strong>Catalog Term:</strong> Fall Term 2006</td>
</tr>
<tr>
<td><strong>College:</strong> Business</td>
</tr>
</tbody>
</table>
Degree Evaluation

- Degree evaluation in Banner is called CAPP (Curriculum Advising and Program Planning) and is equivalent to degree audit in SIS. This will be activated at a later date. Advisors and students may use degree audit in WebMT/SIS+ until the end of the summer term. After summer grading, WebMT will be removed. From that time until CAPP is ready, a student’s audit will need to be printed from the 681 screen in SIS. Degree Audit or CAPP training begins in May. Plans are to have CAPP available as soon as possible after May and June training; however, the large volume of audits that will be required to be developed will result in a phased approach. The programs with the most majors will be targeted first to try and serve the largest population of students. The goal is to have as many as possible by Spring 2008 priority registration with completion targeted by the end of the Fall 2007 term.

Addresses and Phones

Once a student has been selected under ID Selection, one can view a student’s addresses and phone numbers by clicking on Student Addresses and Phones or on a student’s name which is in blue from any page throughout the advising menus which contains this information.

The “Back” button can be used to return to the previous page.

View Addresses and Phones

Information for Grover D. Parker

Addresses and Phones

<table>
<thead>
<tr>
<th>Mailing (Perm home address)</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: Aug 26, 2005 - (No end date)</td>
<td>Primary: 615-3731139</td>
</tr>
<tr>
<td>447 Old Towne Dr, Brentwood, Tennessee 37027</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next of Kin</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: Sep 05, 2000 - (No end date)</td>
<td>Primary: 615-9040635</td>
</tr>
<tr>
<td>94 Clearmont Lane, Woodbury, Tennessee 37190</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: Aug 07, 2002 - (No end date)</td>
<td>Primary: 615-9040635</td>
</tr>
<tr>
<td>1111 Eaton Street Apt A, Murfreesboro, Tennessee 37130</td>
<td></td>
</tr>
</tbody>
</table>

RELEASE: 7.3
E-Mail Address

- Once a student has been selected under ID Selection, one can view a student’s e-mail addresses by clicking on E-Mail Address from the Advisor Menu page.

Select E-Mail Address to View

The MTSU campus email address will always be marked as “Preferred” for students and cannot be updated by a student.

Search For Select Student E-Mail Address to View

Middle Tennessee State University

Murfreesboro, Tennessee

“When Tennessee’s Best Choose a College”

Personal Information Faculty Services

Search

Go

Select Student E-Mail Address to View

E-mail Addresses

Campus Email
ggb25@mtsu.edu Preferred

Personal Email
gparken@mtsu.edu

[ Student Information | Student Address and Phones | Class List | Final Grades | Term Selection | Summary Class List ]

RELEASE: 7.3
Schedule

- Once a student has been selected under ID Selection, one can view a student’s schedule by clicking on Student Schedule.
- Plans are underway to develop a new link for a more concise, grid-type view for easy review and printing if needed.
- In addition to days, times, locations, etc., this schedule also provides the status which shows the day registered. The campus location is spelled out vs. just showing the code like it does on the Look Up Classes link. The instructor displays and can be clicked on to generate an email.
**Transcript**

- Once a student has been selected under ID Selection, then one can view a student’s Academic transcript by selecting the Transcript Level and/or Transcript Type and by clicking on Display Transcript.

At this time you will need to select the Undergraduate level to review a transcript which shows combined stats (undergraduate and developmental studies).

**NOTE:** If the student has a hold, it will give you an informational message; however, it will not prevent you from accessing the record.

**Transcript Level and Transcript Type**

Below is an example of the Academic Transcript. On this Web page one can view Transfer Credit, Institution Credit, Transcript Totals, and Courses in Progress. The “R” column reflects repeats. (E = exclude; A = average; I = Include, and F = frozen.)

- “E” will exclude the grade from GPA and earned hours.
- “A” will include the grade in GPA, but exclude from earned hours. This will be reflected on excessive repeats.
- “I” will include in GPA and earned hours.
- “F” will include in GPA and earned hours. The “F” is used when you don’t want a course to mark as a repeat. For example, a student might take 2 different literature courses at Motlow; however, both equate to ENGL 2020 at MTSU. An “F” will be used to prevent these courses from marking as a repeat.
Transcript

08/06-12/06: Motlow State Cmty College

Subject | Course | Title | Grade | Credit Hours | Quality Points | GPA

Current Term Combined:

Unofficial Transcript

INSTITUTION CREDIT

Fall Term 2006

College: Business
Major: Accounting
Student Type: New Transfer
Academic Standing:
<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Level</th>
<th>Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
<th>R CEU Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1010</td>
<td>UG Expository Writing</td>
<td>C</td>
<td>3.000</td>
<td>0.000</td>
<td>F</td>
</tr>
</tbody>
</table>

**Current Term Combined:**
- Attempt Hours: 3.000
- Passed Hours: 3.000
- Earned Hours: 3.000
- GPA Hours: 3.000
- Quality Points: 6.0000
- GPA: 2.0000

**Cumulative Combined:**
- Attempt Hours: 3.000
- Passed Hours: 3.000
- Earned Hours: 3.000
- GPA Hours: 3.000
- Quality Points: 6.0000
- GPA: 2.0000

Unofficial Transcript

**TRANSCRIPT TOTALS (UNDERGRADUATE)**

<table>
<thead>
<tr>
<th>Total Institution:</th>
<th>Attempt Hours: 3.000</th>
<th>Passed Hours: 3.000</th>
<th>Earned Hours: 3.000</th>
<th>GPA Hours: 3.000</th>
<th>Quality Points: 6.0000</th>
<th>GPA: 2.0000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Transfer:</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>Overall:</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>6.0000</td>
<td>2.0000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution Combined:</th>
<th>Attempt Hours: 3.000</th>
<th>Passed Hours: 3.000</th>
<th>Earned Hours: 3.000</th>
<th>GPA Hours: 3.000</th>
<th>Quality Points: 6.0000</th>
<th>GPA: 2.0000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Combined:</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>Overall Combined:</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>6.0000</td>
<td>2.0000</td>
</tr>
</tbody>
</table>

Unofficial Transcript

**COURSES IN PROGRESS**

**Fall Term 2007**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Level</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>1030</td>
<td>Orientation to Art</td>
<td>3.000</td>
</tr>
<tr>
<td>ECON</td>
<td>2410</td>
<td>Principles of Economics, Macroeconomics</td>
<td>3.000</td>
</tr>
<tr>
<td>ENGL</td>
<td>1010</td>
<td>Expository Writing</td>
<td>3.000</td>
</tr>
<tr>
<td>THEA</td>
<td>1030</td>
<td>Theatre Appreciation</td>
<td>3.000</td>
</tr>
</tbody>
</table>

Unofficial

If you want to print the transcript, hit the print icon at the top of the page or go to File-Print.
Registration History

- Once a student has been selected under ID Selection, then one can view a student's registration history by selecting Registration History. Because we are converting academic history and not registration history, the first term to display will be 200780 (Fall 2007).
- You can click on the Title in blue to drill down to more information such as day, time, location, etc.

### Registration History

<table>
<thead>
<tr>
<th>Associated Term</th>
<th>CRN</th>
<th>Course Title</th>
<th>Credits</th>
<th>Level</th>
<th>Status</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term 2007</td>
<td>60156</td>
<td>ART 1000 Orientation to Art</td>
<td>3.000</td>
<td>Undergraduate</td>
<td><strong>Registered</strong> Mar 14, 2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Term 2007</td>
<td>82511</td>
<td>ECON 3410 Principles of Economics, Macroeconomics</td>
<td>3.000</td>
<td>Undergraduate</td>
<td><strong>Registered</strong> Mar 14, 2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Term 2007</td>
<td>68760</td>
<td>ENGL 1100 Expository Writing</td>
<td>3.000</td>
<td>Undergraduate</td>
<td><strong>Registered</strong> Mar 14, 2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Term 2007</td>
<td>62556</td>
<td>THEA 1520 Theatre Appreciation</td>
<td>3.000</td>
<td>Undergraduate</td>
<td><strong>Registered</strong> Mar 14, 2007</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RELEASE 6.0**
Test Scores

- Once a student has been selected under ID Selection, one can view a student's test scores by selecting Test Scores.
- Test scores can be used in Prerequisite checking and Registration Controls; therefore, many additional items have been added to test scores. For example, the following are setup as test scores:
  - ACT, SAT, COMPASS
  - GRE, GMAT, etc.
  - Major Field Test Scores
  - General Education Test Scores
  - Eligible for Honors
  - Admission to Teacher Education
  - Admission to Candidacy (Mass Comm, Business, etc.)
  - Selective Service
Holds

- Once a student has been selected under ID Selection, one can view a student's active holds by selecting View Holds.
- Certain holds prevent certain processes: registration, graduation, transcript requests, etc. Remember, the hold type is what also determines the control such as registration, transcript, grades, etc.
- Unless the Processes Affected column reads “Registration,” a student should be able to register.
- CRITICAL NOTE: A registration hold prevents dropping and adding classes. Because of this, carefully consider should be given as to when to place a hold on a student’s record. Be mindful of drop deadlines and what you are trying to accomplish with your hold.
- If the “To Date” is today or prior to, it will not display on self-service.
- If the “From Date” is after today, it will not display on self-service until that date arrives.
- Any amounts or reasons that you enter in INB will display on self-service. Be careful what you type and remember this because part of the student's educational record.

Holds

20
Look Up Classes

- To view all course sections you will first be prompted to select a term.
- Once in Look Up Classes, you can select the desired subject(s) and/or Course Number to display all sections offered for that subject. In the example below, ENGL 1020 has been selected. Click on Class Search to display the sections offered.
## Look Up Classes

Select the box in front of the CRN in the Select column and choose Register or Add to Worksheet. If there is not a box in the column, a code may display as described below. If there is nothing in the column, the student is already registered in the course.

- **C**: closed class
- **NR**: no registration currently available on the web
- **SR**: student registration due to holds, assigned registration time, academic standing (suspension), and/or not admitted for the term.

All courses are on MTSU’s main campus, if the CRN (campus) code equals 24M. Click here for a list of other off-campus locations.

Note: In the SEC (section) column, the section number may begin with an alpha character to identify the course as one of the following: D-Distance Learning, H—Honors, I—International Students Only, L—Learning Community, S—Study Abroad, P—Prescribed Courses and R—ROP Courses.

### Sections Found

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Emp</th>
<th>Cred</th>
<th>Title</th>
<th>Days Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>XL</th>
<th>Cap</th>
<th>Act</th>
<th>XL</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 86133</td>
<td>ENGL</td>
<td>1026</td>
<td>0</td>
<td>24M</td>
<td>3.00</td>
<td>Research and Argumentative Writing</td>
<td>TBA</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>TBA</td>
<td>08/27-12/15</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>SR 85323</td>
<td>ENGL</td>
<td>1026</td>
<td>001</td>
<td>24M</td>
<td>3.00</td>
<td>Research and Argumentative Writing</td>
<td>MWF</td>
<td>23</td>
<td>20</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>TBA</td>
<td>08/27-12/15</td>
<td>PH 315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR 85324</td>
<td>ENGL</td>
<td>1026</td>
<td>002</td>
<td>24M</td>
<td>3.00</td>
<td>Research and Argumentative Writing</td>
<td>MWF</td>
<td>25</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>TBA</td>
<td>08/27-12/15</td>
<td>PH 305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR 85325</td>
<td>ENGL</td>
<td>1026</td>
<td>003</td>
<td>24M</td>
<td>3.00</td>
<td>Research and Argumentative Writing</td>
<td>MWF</td>
<td>25</td>
<td>22</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Alien &amp; Bird</td>
<td>08/27-12/15</td>
<td>PH 307</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR 85326</td>
<td>ENGL</td>
<td>1026</td>
<td>004</td>
<td>24M</td>
<td>3.00</td>
<td>Research and Argumentative Writing</td>
<td>MWF</td>
<td>25</td>
<td>24</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Lawrence &amp; Bird</td>
<td>08/27-12/15</td>
<td>PH 308</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: In the SEC (section) column, the section number may begin with an alpha character to identify the course as one of the following: D—Distance Learning, H—Honors, I—International Students Only, L—Learning Community, S—Study Abroad, P—Prescribed Courses and R—ROP Courses.
By clicking on the CRN, you can drill down to the Class Schedule Listing page for more details such as memo notes and a link to catalog description.
By clicking on the class title-CRN-subject/number/section line, you can drill down to the Detailed Class information page, which shows registration controls and prerequisites and current enrollment.
By clicking on the View Catalog Entry link, you can drill down to the catalog description.

Catalog Entries

Search

Return to Previous New Search

ENGL 1028 - Research and Argumentative Writing

Prerequisite: ENGL 1010. The second General Education English course. Emphasis on analytic and argumentative writing and on locating, organizing, and using library resource materials in the writing. Minimum grade of C required for credit. 3.000 Credit Hours

Levels: Undergraduate
Schedule Type: Lecture

Liberal Arts College
English Department

Course Attributes: Gen Ed - Communication Block

Return to Previous New Search

RELEASE: 7.2

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To perform additional searches with varying criteria, read the instructions at the top of the web page. Following is a search looking for an off-campus course.
Look Up Classes

Select the box in front of the CRN in the Select column and choose Register or Add to Worksheet. If there is not a box in the column, a code may display as described below. If there is nothing in the column, the student is already registered in the course.

C - closed date
NR - No registration currently available on the web
SR - student restriction due to hold, assigned registration time, academic standing (suspension), and/or not admitted for the term.

All courses are on MTSU's main campus if the CMP (campus) code equals 200. Click here for a list of other off-campus locations.

Note: the SR (section) column, the section number may begin with an alpha character to identify the course as one of the following: D-Distance Learning, I-Intensive, E-El, E-International Students Only, L-Learning Community, S-Study Abroad, U-Undecided Courses and R-RDTP Courses.

### Sections Found
#### Elementary Edu (MTSU and RDTP)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Instructor Date</th>
<th>Location</th>
<th>Attribute</th>
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Following is a search for Experiential Learning (EXL) utilizing attributes.

Subject:
- Library Service
- Manufacturing Engineering (ROOP)
- Manufacturing Technics (ROOP)

Course Numbers:

Title:

Schedule Types:
- Online

Instructional Method:
- Online

Credit Range:
- hours to

Campus:
- Columbia
- Denver Technica
- Main

Course Level:
- Graduate

Part of Term:
- Full Term

Instructors:
- Abolins, Mark S
- Adams, Matthew E

Attribute Types:
- Gen Ed - Communication Block

Start Time:
- Hour
- Minute

End Time:
- Hour
- Minute

Days:
- Mon
- Tue
- Wed
- Thur
- Fri
- Sat
- Sun
Look Up Classes Search by Criteria

Select the box in front of the CRN in the Select column and choose Register or Add to Worksheet. If there is not a box in the column, a code may display as described below. If there is nothing in the column, the student is already registered in the course.

C - closed class
NR - No registration currently available on the web
SR - student restriction due to holds, assigned registration time, academic standing (suspended), and/or not admitted for the term.

All courses are on MTSU’s main campus if the MUP (campus) code equals 240. Click here for a list of other on-campus locations.

Note in the SEC (section) column, the section number may begin with an alpha character to identify the course as one of the following: D-Distance Learning, H-Experiential, E-INTERNATIONAL Student Only, L-Learning Community, S-Study Abroad, P-Prescribed Courses, and R-RODP Courses.

Sections Found

<table>
<thead>
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<td><strong>Select CRN</strong></td>
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<td>SR 82664</td>
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Class Search

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Class Schedule Search

- To view all class sections, you will first be prompted to select a term.
- Once in Class Schedule Search, you can select the desired subject(s) and/or Course Number to display all sections offered for that subject. In the example below, HIST 2030 has been selected. Click on Class Search to display the sections offered.

[Image of Class Schedule Search interface]
Search results are shown below. As in the Look Up Classes procedure, you can click on the title-CRN-subject/number/section line to drill down for more information.
Advisor Self Service Cheat Sheet - Advisors

Advisor Menu

Term Selection - Select the academic term, Fall, Spring or Summer/year

ID Selection – Find a student - by ID or name search

Advisee Listing – List of your advisees assigned to you
• Gives link to view student’s current student facts
• Gives link to view student’s holds
• Gives link to view student’s transcript
• Gives link to view student’s test scores

Address and Phones – self explanatory

Current Student Facts - Basic info on a student: includes major, class status, advisor, whether or not the student is registered for the “selected term” and the first term attended, etc.

Degree Evaluation – degree audit (not yet available)

E-mail Address – self explanatory

Holds – Shows holds and other details. Remember a hold prevent adding and dropping!

Registration History – course registration history – shows classes and dates registered/withdrawn, etc.

Schedule – schedule for current term – with times

Test Scores – ACT scores, candidacy, Honors, teacher education, etc.

Transcript – self explanatory