BannerWeb for Faculty -- Your Teaching and Advising Connection….

What is BannerWeb for Faculty?
Web for Faculty allows faculty to view, update, and print selected information from the student database using the web. Faculty can:

- Access your teaching schedule and course details, e.g., capacity, rosters, waitlists, etc.
- Obtain a list of students in each course they are teaching
- Review advisees' schedules, transcripts, and assigned Alternate PINs for the advising period
- Assign registration overrides and approvals
- View the web catalog with course information.

How do I access BannerWeb for Faculty?
From Middlebury College's Home Page, you can select BannerWeb from the bottom menu bar. Internet Explorer, on either the PC or Mac, is recommended.

To protect your privacy, always exit and close your browser after each use.

You will be prompted for your User ID and PIN to enter the secure area.
What is my User ID?
Your User ID is your 8-digit Middlebury College ID number. You may have to enter two or three leading zeroes when keying your ID so that your number is a total of 8 digits.

What is my PIN?
When you log in for the first time, use your birth date as your PIN (MMDDYY); you will be prompted to select a unique PIN once you have logged in.

You will also be asked to create a reminder question and answer to be used in the future should you forget your PIN. This way, you can reset your PIN yourself if you forget.

If you need PIN-related assistance, please contact the ITS Helpdesk at x2200. If you incorrectly enter your User ID/PIN 5 times, you will be locked out, but the Helpdesk can reset your account for you.
Once you click “Submit”, you will enter the secured area where you will have access to your Faculty and Advising information as well as your Personal and Employee information. For this reason, you will want to keep your User ID and PIN confidential!

Online Access to BannerWeb

Welcome, John J. Professor, to BannerWeb! Last web access on Oct 01, 2003 at 05:51 pm

EMPLOYEE
Enter your hours worked
Approve time as supervisor or proxy
View your benefits information
View your travel history or balances, job information, pay stubs, I-9 forms

PERSONAL INFORMATION
Change your PIN or security question; view social security number change information.

FACULTY & ADVISORS
Click here to view your teaching and advising information.

Click here to grant an override or approval for course registration. You will be prompted to select the term for which the override applies.

From these links, you will only see the information pertaining to your own class schedule, students enrolled in your own classes, and your own advisee information.

Alternate PINs for advisees are provided on the advisee list within this Student Information menu.
Term Selection:

You can select the term you plan to work in at the beginning of your session, or the system will ask you which term when you choose other options within your BannerWeb for Faculty. You can return to the Faculty Services menu from the top menu bar at any time to change terms or Student ID.

Select Student ID:

Step 1. Enter the student’s ID# or search by student’s name. Click on the Submit button.

Step 2. Verify the student you selected by clicking on the Verification Submit button.

If you don’t know the ID#, you can enter all or some of the student’s name. For example, to find Michael Middlebury you can enter the initial letters.
Registration Overrides:

Where do I go to enter an override or an approval for a Student?
Selecting the fourth item on the Faculty Services Menu will get you to the web page to either grant an override of major, class, and/or prerequisite restrictions AND, on that same page, granting approvals for approval-required courses.

What do I need to do to grant the override or approval?

- Step 1. Select the type of restriction you are waiving OR select the Instructor Approval option, depending on the course requirements, from the Override column.
- Step 2. Select only the Lecture section of the course needing the override or approval from the right-hand Course column.

Step 3. Review and confirm your override request.

Step 4. Check that your registration override was saved successfully.
How does the student know if I have granted the override or approval?

The student will see from his or her own BannerWeb for Student page when an override has been granted, by course and by type of restriction being waived or approval granted. See screenshot below.

Can I undo an override I have granted by mistake, e.g., for the wrong course I am teaching?

If you need to undo a waiver or approval you have granted via the Web for Faculty, please contact your department coordinator or the Registrar’s Office at 443-5770, or send an email to: Registrar@middlebury.edu.

In order to grant an “Instructor Approval” override, the course must be set up as an Approval course. If you need to check what restriction you put on a course, go to the "Course Requirements and Restrictions“ link toward the bottom of your Faculty Services menu.

NOTE: A summary list of approvals and overrides granted, by department, can be viewed from the link at the bottom of the faculty services menu.
To View Faculty Schedule by Day and Time:

From your Faculty Services Menu, you can look at your teaching schedule by Day and Time for a given term.

Faculty Schedule by Day and Time Spring 2004

Welcome to the Faculty Schedule display. Listed below is your schedule for the selected term.

Schedule for Midd A. Professor
Feb 09, 2004 - May 18, 2004

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am</td>
<td>BIOL 0190-A</td>
<td>BIOL 0190-A</td>
<td>BIOL 0190-A</td>
<td>BIOL 0190-A</td>
<td>BIOL 0190-A</td>
<td>BIOL 0190-A</td>
</tr>
<tr>
<td>BIH 220</td>
<td>BIH 220</td>
<td>BIH 220</td>
<td>8:30 am-8:50 am</td>
<td>8:30 am-8:50 am</td>
<td>8:30 am-8:50 am</td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td>SISP 0201-A</td>
<td>SISP 0201-A</td>
<td>SISP 0201-A</td>
<td>SISP 0201-A</td>
<td>SISP 0201-A</td>
<td>SISP 0201-A</td>
</tr>
<tr>
<td>BIH 411</td>
<td>BIH 411</td>
<td>BIH 411</td>
<td>9:30 am-10:46 am</td>
<td>9:30 am-10:46 am</td>
<td>9:30 am-10:46 am</td>
<td></td>
</tr>
</tbody>
</table>

Faculty Detail Schedule:

Or you can select a detailed schedule from the Faculty Services menu. This would list all of the following information for each course section you are teaching.

Faculty Detail Schedule Spring 2004

Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

Ecology
Course: 20179 BIOL 0190 - A
Credits: 1.00
College: Undergraduate College
Department: Biology
Part of Term: 1
Primary Instructor: 
Cross List: 
Override: 
Actual Enrollment: 0
Capacity: 78
Ecology: Schedule details

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Schedule Type</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>8:00 am - 8:50 am Bicentennial Hall 220 Lecture</td>
<td>Feb 09, 2004 - May 18, 2004</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Done
Course Reference Number (CRN) Selection:
This allows you to select your course section that you wish to access.

Select CRN Fall 2003

Please enter the CRN you wish to access, or select a different term from the menu.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Mod American Cult 1905-1910 - 90011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mod American Cult 1905-1910 - 90011</td>
</tr>
</tbody>
</table>

Submit
Discussion - 90019
Discussion - 90017
Discussion - 90018
Open Road - 91343

Detail Class List:

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) if the student has more than one major or department within the primary or secondary curriculum. 2) if the student has a program, level, college, or degree in their secondary curriculum that is different from that in their primary curriculum.

If the word "Confidential" appears next to a student's name, their personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Course Attributes
Course: AMOV 2010-A
CRN: 90011
Title: Mod American Cult 1905-1910
Duration: Sep 09, 2003 - Dec 11, 2003
Status: Active

Enrollment Counts
<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 80</td>
<td>29</td>
<td>31</td>
</tr>
<tr>
<td>Wait List: 20</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Detail Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>Registration Status</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>An excellent Student A</td>
<td><strong>Registered</strong> on Jul 09, 2003</td>
<td>1</td>
</tr>
</tbody>
</table>

Program: No Program Designated
Level: Undergraduate
College: Undergraduate College
Department: Prog in Environmental Studies *
Degree: Bachelor of Arts
Major: Envir Sci/Environ Chemistry *
Class: Second Semester Senior
Credits: 1.00
Summary Class List:

You can drill down to the student’s information from the class list using the link on the student’s name.
Advisor Menu:
Faculty advisors will have access to their advisee's transcript information via Web for Faculty.

Student Information effective from Fall 2003 to The End of Time

Registered for Term: Yes
First Term Attended: Fall 2003
Status: Active
Residence: On campus
Citizenship: U.S. Citizen
Student Type: Continuing
Fees: Comp Fee, Full Room & Board

Primary Curriculum
Program: Bachelor of Arts-Undeclared
Admit Term: Fall 2003
Catalog Term: Fall 2003
Level: Undergraduate
Degree: Bachelor of Arts
College: Undergraduate College
Campus: Womack Commons
Department: Undeclared/Unknown
First Major: Undeclared

This link will take you to the student’s schedule just as it would if you were working from the Faculty Services Menu to the Student Information Menu.
Wait Lists:

How will I know if students wanted to get into my class but it was full?
If you chose to have a waitlist start, once the course fills to capacity (less the seats reserved for the incoming first year's and transfer students, if any). You will have access to that waitlist from your BannerWeb - Faculty Services Menu: Detail Wait List or Summary Wait List. You can printscreen your waitlist, or you can use your downloadable course roster and sort by registration status. RE and RW = Registered; WL = Waitlisted.
Students can choose to put themselves on a waitlist for a course but can still register for 4 credits. There is no limit to the number of courses a student may waitlist. Faculty may admit students off the waitlist prior to the start of the course. These students who are already registered for 4 credits will need to drop another course on-line if they want to register for the course for which they are wait-listed. Students should be encouraged to have an add card signed for the waitlisted course before dropping one of their courses on-line. The add card must be signed and submitted to the Registrar’s Office.

Course Requirements and Restrictions:

By clicking on the course CRN link, you can access attributes placed on a course. Then click on the title of the course to see the restrictions, enrollments, as well as waitlist enrollments, if any.
Online Registration FAQs:

What is the Alternate PIN?
The Alternate PIN is a 4-digit number that students obtain from their academic advisers to be used for registration. While the regular sign-on ID/PIN will allow students to look at a variety of personal information online (grades, transcripts, account status, etc.), only the Alternate PIN will allow them to register for classes or add/drop classes within our BannerWeb online registration period.

Why do we require an Alternate PIN?
Alternate PINs are assigned in order to encourage students to meet with their adviser to discuss academic progress and plans. As an adviser, you will receive a list of your advisees and their assigned Alternate PINs just prior to the Advising Period. (Alternate PINs for advisees are also posted online for advisers via BannerWeb for the registration term.) Your advisees will come see you during the Advising Period to discuss their academic plans and to receive their Alternate PIN. Entering this Alternate PIN, if assigned, is the ONLY way the student can access the on-line registration page within BannerWeb for Students. Students enter BannerWeb as usual, and only need the Alternate PIN, if one is assigned to them, to connect to the "Register Add/Drop Classes" link on their menu!

Will all students be assigned the Alternate PIN?
No, only students with earned or in-progress courses totaling less than 21 credits* are assigned an Alternate PIN for registration. Also, students who have earned or in progress credits equal to 21 or more who have not declared a major, are also assigned an Alternate PIN. Alternate PINs must be obtained from their adviser once the official Advising Period begins and will be required in order to be able to register online. While Juniors and Seniors who have declared a major will not be assigned an Alternate PIN, they are still encouraged to see their adviser if on campus.

*Testing credits, such as those from AP and IB exams, are not included in the credit-based calculation. Also, during registration for Spring students are always granted one credit for the assumed completion of the previous Winter Term.

How will the Registration Windows work?
Registration Windows will be issued by credit-based class standing, based on seniority. Banner is "real-time" so it will be first-come, first-served based on the registration windows noted on the table below. Credit-based Class categories are calculated from the total number of Middlebury undergraduate credits already earned, including summer language school, in progress credits, and any transfer credits earned and approved. Credits earned through testing such as AP or IB are not included in this calculation.

Each new registration window will open at 7 a.m. Eastern Time and be in effect for 24 hours. Once a registration window has opened, it remains open for the duration of the registration period and, depending on availability and course requirements, students can add and drop courses freely on-line during this time.
Spring / Fall Term Registration Windows (open daily at 7 a.m. Eastern Time)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>

How will students know what their registration window is?
When students log on to their BannerWeb menu they should select the, "Check your Registration Status" page for the specific registration term. They will see a sentence that reads, e.g., "Your Class for registration purposes is 21-26.99 Credits". This page will also outline the dates the student may register for the term they have selected.

Additionally, at the launch of Round One: Check your Registration Status, the Registrar's Office sends a student-specific email notifying students of their credit-based class category and the related dates they can register online. (This communication also indicates whether or not they have been assigned an Alternate PIN to access registration.)

Students who miss the opening of their registration window can still register during the registration period through 7 a.m. on the final day when registration closes. The only drawback is that they may have missed out on some courses because other students who registered early during the window of opportunity registered for the course first.

How will Drop / Add work in Banner?
Students will be able to drop a course via the web any time during the registration process through the end of the Add period. After online registration, adding courses will require an Add card and the signature of the course instructor. In addition, dropping courses in the final 3 weeks of the Drop Period will require a Drop card and the signature of both the instructor and the student's adviser.

Who do I contact with questions?
For registration help contact the Registrar's Office at 443-5770, or send an email to: registrar@middlebury.edu, or refer to the Registrar's Office web pages for other reference information:

- [http://www.middlebury.edu/administration/records/](http://www.middlebury.edu/administration/records/)
- [http://www.middlebury.edu/administration/records/banner_reg_info/contacts.htm](http://www.middlebury.edu/administration/records/banner_reg_info/contacts.htm)

For technical assistance or help with your PIN, contact the LIS Helpdesk at x2200 or send an email to: Helpdesk@middlebury.edu