

Step 1: Log into Self-Service Banner

XAVIER HOME / EMPLOYEE HUB

# **EMPLOYEE HUB**

















SELF SERVICE

**EMAIL** 

DIRECTORY

NEXUS (SHAREPOINT)

ACADEMIC CALENDAR

**FACULTY** 

INTERFOLIO

CANVAS

















INFORMATION TECHNOLOGY

LIBRARY

XU ALERT ME

SYSTEMS

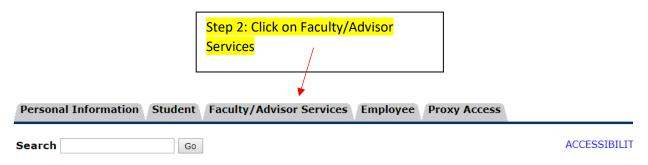
GUIDES AND POLICIES

FORMS

HUMAN RESOURCES

SAFETY





## Main Menu

### **Road to Xavier New Freshmen Registration**

New Freshmen starting this fall, click here to begin your registration.

Personal Information

View addresses, phone numbers, and emergency contacts. Review name and social security number change procedures.

Student Services

Registration - Academic Records/Registrar Information - Billing & Payments/Bursar Information - Financial Aid

Faculty & Advisor Services

Enter Grades, View Class Lists and Student Information

**Employee Services** 

View Benefits Information, Faculty Load & Compensation, Leave Information, Leave Report, Pay Information, Tax Information, Time Sheet

Streamlined Class Search

Search Class Schedule

Search Course Catalog



Step 3: Select Term

# Faculty/Advisor Services

Select Term - DO THIS FIRST

Select Class CRN

**Active Assignments** 

Office Hours

Faculty Detail Schedule

Week at a Glance

**Detail Class List** 

Summary Class List

**Detail Wait List** 

Summary Wait List

Enter Midterm Grades

**Enter Final Grades** 

Printable Class Photo Rosters

View class photo rosters by term and class.

Streamlined Class Search

Search Class Schedule

Search Course Catalog



**Advisor Services Menu** 

**RELEASE: 8.8.2** 



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**Advisor Services Menu** 

**RELEASE: 8.8.2** 

Step 4: Select Summary Class List



Step 5: Select your appropriate course and section

## Select a CRN

Chose a Class from the drop-down box below, which reflects the classes to which you are assigned. O

CRN:

NURS 200 AB1: Foundations of Nsg Practice I, 14267 (24) ▼

Submit

[ Enter

DELEACE. 0 2

Credits

**Grade Detail** 



## Summary Class List

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

The grades displayed on this class list are those originally posted. The class list does not reflect grade changes that may have occurred at a later date. See current grade information.

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

Student Name

### Course Information

Foundations of Nsg Practice I - NURS 200 AB1

CRN: 14267

Duration: Jan 11, 2021 - Mar 05, 2021

**Waitlist Position** 

Status: Active

#### **Enrollment Counts**

Maximum Actual Remaining

**Enrollment:** 24 26 -2 **Cross List:** 0 0 0

### Summary Class List

Record

Number

16	0		Web Register	Undergraduate	3.000
17	0		Web Register	Undergraduate	3.000
18	0		Web Register	Undergraduate	3.000
19	0		Web Register	Undergraduate	3.000
20	0		Web Register	Undergraduate	3.000
21	0		Web Register	Undergraduate	3.000
22	0		Web Register	Undergraduate	3.000
23	0		Web Register	Undergraduate	3.000

Web Register

Web Register

Web Register

Reg Status

Undergraduate

Undergraduate

Undergraduate

Level

3.000

3.000

3.000

ID

Email class

24

25

26

Return to Previous

0

Term Selection | CRN Selection | Detail Class List | Mid Term Grades | Final Grades | Faculty Detail Schedule | Detail Wait List | Summary Wait List ]

**RELEASE: 8.7.1** 

Click the "Email class" link located at the bottom of the Class List. A new email message will autopopulate all of the students' email addresses in the Bcc line of the email. Note: you must have Outlook email open and running when you click here.