Faculty Self-Service: View Faculty Schedule

1. Logon to my.commnet.edu.

2. Login using your NetID.

NetID for Faculty/staff: BannerID@mxcc.commnet.edu
Example: 00689764@mxcc.commnet.edu

Password: The same password to log on to a campus computer at any of 12 community colleges.

Never logged on? Use the initial password!

First 3 letters of birth month (capitalize the first letter), &, and last four digits of your social security number.

For example, if you are born in April and the last four digits of your social security number are 4575, then your initial password is Apr&4575 (case sensitive – first letter of your birth month is capitalized).
After using the initial password, you must create new password. The new password MUST have 8 or more characters and satisfy 3 of the 4 rules as follows:

- Upper case
- Lower case
- Numbers
- Special characters

One example of a new password is Flower07 (case sensitive). Remember; do not use your name or birthday in the new password.

Click here for more information about NetID and password.

3. Click the Faculty Tab.

Click the Faculty Self - Service System link under Faculty and Advisor Self-Service.
4. Click Middlesex Community College.

Welcome, to the Connecticut Community Colleges' Self Service Information System! Select the appropriate college link to access your academic data.

NEW! NEW! Effective, July 1, 2008 students will be able to use Self-Service to request that an Official Transcript be sent to a college, university, or other destination. There will be no charge for this service. Look for the Request Official Transcript link on the Student Records menu.

Middlesex Community College
Quinebaug Valley Community College
Three Rivers Community College
Tunxis Community College

5. Click on Faculty Services.

NEW! NEW! Effective, July 1, 2008 students will be able to use Self Service to request that an Official Transcript be sent to a college, university, or other destination. There will be no charge for this service. Look for the Request Official Transcript link on the Student Records menu.

Faculty Services

Personal Information

Students can view their address(es), phone number(s), update email address(es), view name change & social security number change information in the Banner System. Employees (faculty and staff) data is maintained in the Core-CT system. As a result, the Banner information employees access through myCommNet may not reflect the most up-to-date information which is in Core-CT.
6. Click on either Faculty Detail Schedule or Faculty Schedule by Day and Time

Faculty Services

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Mid Term Grades
"Mid Term Grades" are not available at all colleges. Check with your Record's Office for details.
Final Grades
Printable Class Roster
Registration Overrides
List Advisees
Student Menu
Display student information. View a student's schedule or academic transcript. Process registration.

Connect to Common Course Numbering Information
"Click" here for information about Connecticut Community College Common Course Numbering.
7. Select a desired term from the drop-down box and click **Submit**.
8. **Faculty Detail Schedule** will provide you with a list of information including the registration period for the course, the course information, enrollment status, location of the course, and can link you to your course roster.

You may click on either **Enrollment** or **Classlist** to view **Summary Class List** page. The **Summary Class List** provides you with a course roster with student name, ID, phone#, and email.

At the bottom of page, there are links that direct you to various pages.

**Return to Previous** link brings you back to the previous page.

**Summary Class List**

**Final Grades**

**Term Selection**

**CRN Selection**

## Faculty Detail Schedule

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

### General Psychology I - 3287 - PSY* F111 - 07

<table>
<thead>
<tr>
<th>Status:</th>
<th>Active</th>
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</thead>
<tbody>
<tr>
<td>Available for Registration:</td>
<td>Apr 05, 2010 - Aug 25, 2010</td>
</tr>
<tr>
<td>College:</td>
<td>Middlesex CC (7706)</td>
</tr>
<tr>
<td>Department:</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Part of Term:</td>
<td>1</td>
</tr>
<tr>
<td>Course Credits:</td>
<td>3.000</td>
</tr>
<tr>
<td>Course Levels:</td>
<td>MxCC Credit</td>
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<tr>
<td>Campus:</td>
<td>On-Line</td>
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<tr>
<td>Override:</td>
<td>No</td>
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<tr>
<td>Syllabus:</td>
<td>Add</td>
</tr>
<tr>
<td>Rosters:</td>
<td>Add</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>Classlist</td>
</tr>
</tbody>
</table>

### Enrollment Counts

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
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</thead>
<tbody>
<tr>
<td>40</td>
<td>1</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule</th>
<th>Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>TBA</td>
<td></td>
<td>On-line</td>
<td>632 Aug 30, 2010 - Dec 18, 2010</td>
<td>Distance Learning</td>
<td>Yi Guan-Raczkowski (P)</td>
<td></td>
</tr>
</tbody>
</table>

**Return to Previous**
9. Faculty Schedule by Day and Time will provide you with a weekly calendar view. Use Next Week or Previous Week to navigate the schedule. To view a schedule in a time frame, you may enter a date and click on Submit.

At the bottom of page, there are links that direct you to various pages.

Faculty Detail Schedule
Summary Class List
Final Grades
Term Selection
CRN Selection

Faculty Schedule by Day and Time

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

Go to (MM/DD/YYYY) 05/12/2010 Submit

Previous Week Week of Apr 12, 2010 (190 of 225) Next Week

No courses with assigned times this week.

Courses without assigned meeting times:
ECE* F141-01 - 1122 TBA

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

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