View Class Roster & Email to Students

1. Logon to my.commnet.edu.

2. Login using your NetID.

**NetID:** 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).*

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:
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 Banner Self-Service icon at upper right corner of the page.
4. Click on Middlesex Community College.

5. Click on Faculty Services.

6. Click on either: Faculty Detailed Schedule.
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 overrides.

Connect to Common Course Numbering Information
*Click* here for information about Connecticut Community Colleges Common Course Numbering.

RELEASE: 8.5.3

7. Select a desired term from the drop-down box and click *Submit*.

8. Select a desired course (CRN) from the drop-down box and click *Submit*
9. 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.

**Faculty Detail Schedule**

- **General Psychology I - 3298 - PSY* F111 - 30**

  - **Course Evaluations:**
  - **Status:** Active
  - **Available for Registration:** Apr 07, 2014 - Aug 26, 2014
  - **College:** Middlesex CC (7706)
  - **Department:** Social Sciences
  - **Part of Term:** 1
  - **Course Credits:** 3.00
  - **Course Levels:** MxCC Credit
  - **Campus:** On-Line
  - **Override:** No
  - **Syllabus:** Add
  - **Rosters:** Classlist
  - **Office Hours:** Add

You may click on either Classlist to view Summary Class List page that 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**

10. **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**.

**Middlesex Community College**

**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): 01/01/2015 Submit

Previous Week Week of Dec 15, 2014 (434 of 456) Next Week

Courses without assigned meeting times:
PSY* F111-30 - 3298 TBA

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**