View Faculty Schedule

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:

   - Upper case
   - Lower case
Numbers
Special characters

One example of a new password is “Flower14” (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 on the Banner Self-Service icon at upper right corner of the screen. Or click on the Faculty Self - Service System link under Faculty and Advisor Self-Service channel.
4. Click on Middlesex Community College.

5. Click on FACULTY/ADVISOR SERVICES.
6. Click on **Term Selection.** Select the term such as “**Summer 2015**” and click on **Submit.**

7. Click on **CRN Selection,** select the CRN of your course and click on **Submit.**

8. Click on **Faculty Detail Schedule** tab.
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 a link to your course roster.

<table>
<thead>
<tr>
<th>Part of Term:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credits:</td>
<td>3.000</td>
</tr>
<tr>
<td>Course Levels:</td>
<td>MxCC Credit</td>
</tr>
<tr>
<td>Campus:</td>
<td>On-Line</td>
</tr>
<tr>
<td>Override:</td>
<td>No</td>
</tr>
<tr>
<td>Syllabus:</td>
<td>Add</td>
</tr>
<tr>
<td>Rosters:</td>
<td>Classlist Add</td>
</tr>
<tr>
<td>Office Hours:</td>
<td></td>
</tr>
</tbody>
</table>

### Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

**Return to Previous**

**Term Selection**  ■  **CRN Selection**  ■  **Class List**  ■  **Mid Term Grades**  ■  **Final Grades**  ■  **Summary Class List**

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

**Summary Class List**

**Final Grades**

**Term Selection**

**CRN Selection**