Faculty and Advisor Self-Service Manual
Log-on to the FKCC home page at http://www.fkcc.edu/ and click on FKCC Online Services
Students that have an accepted application on file may register for credit courses online by clicking on "Enter Secure Area" and following the instructions. If you have not applied for admission, please click on the "Apply for Admission" link below and read the directions carefully. For non-credit courses, please call the Office of Continuing Education at 305-809-3238.

**Hot topics ~ WHAT YOU NEED TO KNOW! Click here**

- Enter Secure Area
- Apply for Admission
- Link to FKCC ONLINE LEARNING
- General Financial Aid
- Campus Directory
- Course Search By Term
- Faculty and Advisor Self-Service Manual
- Banner Self-Service Requisitions Manual
- Back to FKCC Homepage

*Florida Keys Community College*

*Island Living, Island Learning*
Enter 9-digit employee or student ID number (your Social Security number) and 6-digit pin. If you have not used your pin or had your pin reset the default pin is date of birth (mmddyy) format.

If you are prompted to reset your PIN, the “old PIN” is your current PIN (the one you just used). Enter and confirm a new six-digit PIN (use numbers only). Once you reset your PIN please remember it.
The first time you log on, you are prompted to enter a question and answer; this is a security feature. The question should be one that you know the answer to, such as “What is my mother’s maiden name?” This will allow you to reset your PIN if you forget it later.

The first time you log on will be asked to read the “Terms of Usage” agreement and accept these terms in order to continue.

**Troubleshooting:** If you need further assistance, please call the HelpLine at extension 135.
The services available are role based. You may see Student Services, Employee Services, and Faculty Services based on your particular role. Everyone has access to Personal Information.

***TIP: Recognizing Hyperlinks

**hyperlink**

Pronunciation: 'hәr-ˈpәr-"link

Function: noun

: an electronic link providing direct access from one distinctively marked place in a hypertext or hypermedia document to another in the same or a different document

You may notice text fields that are different colors than the standard text. This is an indication of a hyperlink, and when clicked will link you to other places in the Online Services.
These are the different options you have available under the Faculty and Advisor Self-Service menu. The information that follows explains each menu item that you have available to you.
The Faculty Detail Schedule shows you the courses you are teaching for a specific term. It provides useful information such as: the actual enrollment in your course (this is “real” time data, so you can check it several times during the registration period to see how your registration is going); the maximum enrollment for your class; what part of term the class meets; whether or not you are the primary instructor; if the course is cross listed; if the course requires an override in order for a student to register; what days of the week the course meets; what times the course meets; where the course meets; the schedule type for the course and the starting and ending dates for the course; available registration dates; option to add or maintain syllabi; link to rosters; option to add or maintain office hours; link to active e-mail address.
The Week at a Glance shows you your teaching schedule for a specific time period.
If at any time you want to view a different course, use the CRN selection menu to navigate between courses.
The Detail Class List (Faculty Class List) is a roster of a specific class. In addition to class information, this roster provides student information. Please note that the word “Confidential” appears next to the student’s name if they have indicated via their application for admission or their registration that they do not want directory information released to anyone outside of the college. You should also note that all information you see should not be released to anyone outside of the college. Any requests you receive for student information should be forwarded to the Enrollment Services Office. You can see the student’s program; their class status (freshman, sophomore, non-degree seeking), the credit hours for the course, and their registration status and the date of the status (this will change throughout the term, you will be able to see if a student has withdrawn from your class and the date they withdrew).

**The Detail and Summary Waitlists provide the same student information as the Detail and Summary Class lists. These are lists of students whose registrations are prohibited due to class size restrictions. These lists should be reviewed frequently in order to make necessary accommodations.**
The Summary Class List (Summary Faculty Class List) provides a summarized view of your class roster.

This link will allow you to e-mail all students in your class, provided they have an active e-mail address.

Example: Use this option to inform your class if you need to cancel; assignment reminders; test dates, etc.
You can click on the Registration Overrides menu to do the following:
1) Increase course capacity to allow a student to register a class that is full;
2) Override a course prerequisite to allow a student to register for the course.

First you must select the term in which you would like to grant the registration override.

Then you must enter the student’s ID number.

Next, you must verify that you have the correct student.
The Faculty Registration Permits/Overrides menu allows you to give a permit to a student for the following reasons:

1) A capacity override allows you to increase a class size for a specific student. If you grant a capacity override for a student, Banner will not allow anyone other than that student to register for your course.

2) A prerequisite override gives a student permission to register for your course even though they have not met the prerequisite for your course.

3) This screen also allows you to view any other overrides this student has been granted by another instructor and

4) View the schedule of courses that the student is registered for.
Electronic Gradebook: Fall 2002

Select any of the highlighted grade components to enter student scores for the component. You may also select an individual student and enter scores for their components.

10984 ART 1300C Beginning Drawing

Number of students registered for this course: 4
Composite Records for CRN

The drop down box under grade gives you the grades you have the option of entering for this course. **REMINDER—A GRADE OF “N” CAN ONLY BE USED FOR COLLEGE PREPARATORY COURSES. ALSO, INSTRUCTORS CANNOT ASSIGN GRADES OF AUDIT OR WITHDRAW.**

The “Last Attend Date” is for students that have withdrawn. “Last Attend Date” and “Attend. Hours” are not currently being used - you will receive an warning message if you use these fields. You have the option of entering your grades at any time during the semester, but once the grades are committed to history [rolled] for the term (the date published in the academic calendar that grades are due) you will no longer be able to enter grades. If you find that you have made a mistake on the grade assigned and it has been rolled to history you will have to submit a change of grade form to be processed by the Enrollment Services Office. Entering your grades via the web will eliminate the need for you to submit a printed/signed grade roster. You are still required to submit the white copy of the incomplete grade report to the Enrollment Services Office by the grade deadline date.
This menu shows you the different student information you have access to as a faculty/advisor. The information that follows explains the menu items that are available. Refer to Term and ID selection in previous sections.
This form provides you with information regarding the student. This information is based on the application for admission and any other changes the student makes to their record through the Enrollment Services Office. Many items on this form are not being used by FKCC at this time, but there is some helpful information on this form. For instance, you can see the student type (whether they are first time in college, transfer student, etc.), their residency (Florida resident, non-Florida resident, military) and their degree information.
This form shows you the address and phone number for the student you selected.

View Student Address and Phones

90061167 Irene Instrutor
Feb 09, 2007 02:12 pm

Confidential Information for Sammy Student

If the word "Confidential" appears beneath a student's name, his/her personal information is to be kept confidential.

Addresses and Phones

Mailing

Current: Feb 09, 2007 - (No end date)  
Primary: 305-5555555  
Business: 305-5555444  
Cellular Phone: 305-5553333

1111 Test Dr.  
Key West, Florida 33040  
Monroe

Permanent

Current: Feb 09, 2007 - (No end date)  
Primary: None Provided  
Business: None Provided  
Cellular Phone: None Provided

2222 Test Rd.  
Key West, Florida 33040  
Monroe

Phones

Student Information | Student Email Address | Class List | Final Grades | Registration Overrides | Term Selection

RELEASE: 7.3

powered by SUNGARD HIGHER EDUCATION
This form shows you the email address of the student you selected.

Use this form to view a student’s schedule for a specific term.
These are the different options available under the Faculty and Advisor menu. This information that follows explains each menu item available.

If you are an FKCC advisor you will have access to all students’ transcripts, not just students who are in your degree program. If you are a faculty member, you will only have access to transcripts for students that are enrolled in one of your courses.
The only transcript available to view over the web is the unofficial web transcript. Official transcripts may be obtained in the Enrollment Services Office with the proper release from the student.

This is a sample of a student’s transcript. This particular sample shows that this student has received CLEP credit for a Business Law course.

This sample also shows that the student had some transfer work from Miami Dade College. Note that the grade he received in ENC 1101 has a numeric value associated with it. This is because FKCC accepts other schools plus (+) and minus (-) grades and calculates them into the overall grade point average the same as the transfer school did. Also, if a transfer course has been equated to one of our courses you will see the same Subject and Course as our course number, if the course cannot be equated to an FKCC you will see the Subject listed as TRF and the Course listed as a number, such as 0001. This does not mean that the course did not transfer into FKCC or that it does not count in the student’s degree program, only that it could not be equated to anything that we currently offer. How it applies to a student’s degree program is at the discretion of the student’s program advisor. If a course has not been equated to an FKCC course the advisor can choose to complete a course substitution form (available in the Enrollment Services Office) and substitute that course for a program requirement.
This part of the transcript shows actual FKCC courses that the student has completed. This form will also show what the student is currently registered in.
The bottom of the transcript shows the total hours attempted, passed, earned, GPA hours, quality points and GPA for the institution, transfer work and all college (overall).