

Final Class List Review

At this time, we ask that you review your class list(s) to verify that all course information is accurate and complete. Instructors may view and print their own class lists in *NEIUport*. To access your class list(s), log in to *NEIUport* and click the Faculty tab. The Faculty Dashboard will list your courses. Click the Class List icon next to the title of a course to view the class list for that course.*

Instructor Name Assignment

- Class lists must reflect the appropriate instructor's name. If the name is not reflected correctly, please contact your department chair to have a Course Schedule Maintenance Report completed and submitted to the Dean of the appropriate college.
- If you are not yet assigned to the course in Banner, you may access the class list by following the instructions for advisors. To access these instructions: Go to the *NEIUworks* Self-Service Tab. In the *NEIUworks* Documentation channel, click *Academic and Student Systems*, and then click *View and Print a Class List*.

Students Attending but not on Class List

- Students cannot be assigned a grade unless they are officially registered in your course and have confirmed/paid their bill. If a student is attending your class but his/her name does not appear on your class list, please send the student to the Registration Office immediately.

You may notice that some students have an Email address that is different than their current name. This occurs when a student changes their name.

On-line Grade Submission

- Grade submission for Fall 2010 will begin on Wednesday, December 8 at 9:00 a.m. and end on Tuesday, December 21 at midnight. Detailed information regarding grade submission will be sent at a later date.

If you have questions regarding class lists, please contact Laura Sewell at ext. 4053.

*A more detailed handout for viewing and printing a class list, complete with printing tips, can be found on the *NEIUport* Faculty tab, in the Faculty Self-Service Information channel.