

Subject of message: 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. The following points will assist you in this process:

Instructions for New Processes

- Instructors have the ability to 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.*
- Please see the Faculty Self Service Information channel on the Faculty tab for a two-page instruction guide for online grade submission.
- Instructors who are having difficulty logging in to *NEIUport* should contact the Help Desk at 773-442-4357.

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. A procedure has been developed to allow students to change their NEIU Email address. The student should be directed to the Office of Enrollment Services to complete a 'Name and Address Information Change Form'.

- **Students who registered but did not confirm their registration or made an initial payment have been cancelled from the class and will not appear on your Class List. Those students are eligible to petition the Registration Office for reinstatement through February 5, 2010.**

If you have questions regarding class lists or grade submission, please contact Cyrille Brennan at ext. 4053 or Alice Medenwald at ext. 4029.

*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.