

Faculty Self Service - Detail Schedule

Registrar Operations – Office of Registrar

Overview

The Faculty Detail Schedule page in Banner Faculty Self-Service will display a faculty member's schedule for the selected term. Both primary and non-primary instructors with instructional assignments can access this page.

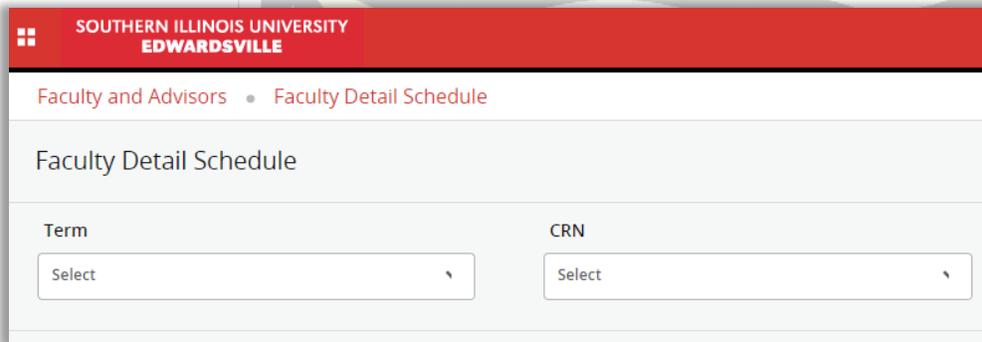
Accessing the Self-Service Page

The Faculty Detail Schedule can be accessed in **CougarNet** by selecting:
Faculty Services > Faculty Detail Schedule.

Page Functionality

After the Faculty Detail Schedule loads into your browser, you may need to select a term, or if a term is already present you can leave the current term in the dropdown box or select a different term.

Then select your class by using the CRN dropdown.



After selecting Term and CRN the page will automatically load and should look similar to the following.

Faculty Detail Schedule

Term: Fall 2025 - 202535 | CRN: DANC 111 001 The Dance Experience 35796 (5)

Use this page to view your detailed schedule.

Course : DANC 111 001 The Dance Experience 35796 

Associated Term	CRN	Status	Available for registration
Fall 2025	35796	Active	03/31/2025 - 08/23/2025
College	Department	Part of Term	Credits
College of Arts and Sciences	Theater and Dance	1	3
Campus	Override	Instructional Method	Roster
Edwardsville	No	Traditional	Classlist
Course Level			
Undergraduate			

Please note the following highlights

- The highlighted arrow in the above snippet will collapse that section/block of the page.

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- The word Classlist is a link to the class roster for this CRN. Pressing the Ctrl button while clicking the link will open the roster in a separate window. Otherwise you will have to click the browser back button to return to the Faculty Detail Schedule page. An example of a redacted roster page is shown below.

The screenshot shows the 'Class List' page for 'The Dance Experience - DANC 111 001' (CRN: 35796). The page includes a breadcrumb trail: Faculty & Advisors > CRN Listing > Class List. At the top right, there are 'Export' and 'Print' buttons. Below the course title, there is a section for 'Enrollment Counts' with a table:

	Maximum	Actual	Remaining
Enrollment	55	6	49
Wait List	55	0	55
Cross List	0	0	0

Below this is a 'Summary Class List' table with columns: Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. The table contains six rows of student data, with the 'Student Name' and 'ID' columns redacted with black boxes. Each row has a checkbox on the left and an 'Enter Grade' link on the right. An email icon is visible in the top right of the table area.

This page contains functionality already seen in other Self-Service pages

- Being able to check the boxes by the student names and clicking the email icon to send selected students an email.
- Clicking the Enter Grade link to enter Final Grades.
- Clicking the Course title and CRN links will display Course/Class Information.
- In addition to a Print button, there is also an export button which can be used to create an Excel worksheet of the class and student data.

In addition to the Course and Roster blocks shown above, this page will also display the following blocks of information:

Scheduled Meeting Times

Please note, the names of the Instructors in the Scheduled Meeting Times section, are email links.

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Scheduled Meeting Times								
Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	09:30	10:45	Tue,Thu	John Mason Peck Hall 1309	08/18/2025	12/12/2025	Lecture	<input checked="" type="checkbox"/> Anthony John Meyer he/him/his (P) <input checked="" type="checkbox"/> Patrick Sears he/him/his

Enrollment Counts

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	55	5	50
Cross List	0	0	0

Syllabus Data

Please note, the button will say “Add” if there is no Syllabus Data in the system already. If it shows Maintain this will allow you to edit it.

Syllabus Data	
Long Section Title	Course URL
Learning Objectives	Required Materials Information on rental and/or purchase textbooks available here.
Technical Requirements	
<input type="button" value="Maintain"/>	

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This will open the **Faculty and Advisors > Syllabus Information** page in CougarNet.

Office Hours

The last section on this page displays Office Hours. Updates or initial entry of office hours can be done by selecting the Maintain/Add button, which will open up CougarNet page: **Faculty and Advisors > Office Hours**. Please see documentation on Office Hours for more detail.

Office Hours							▼
From Date	To Date	From Time	To Time	Days	Contact Number	Location	
08/18/2025	12/12/2025	08:00	09:15	Tue.Thu	618-6505190	Rendleman Hall 1210	
08/18/2025	09/30/2025	13:00	14:00	Wed	618-6547170	Rendleman Hall 1210	

[Maintain](#)

