

View Your Advisee Caseload

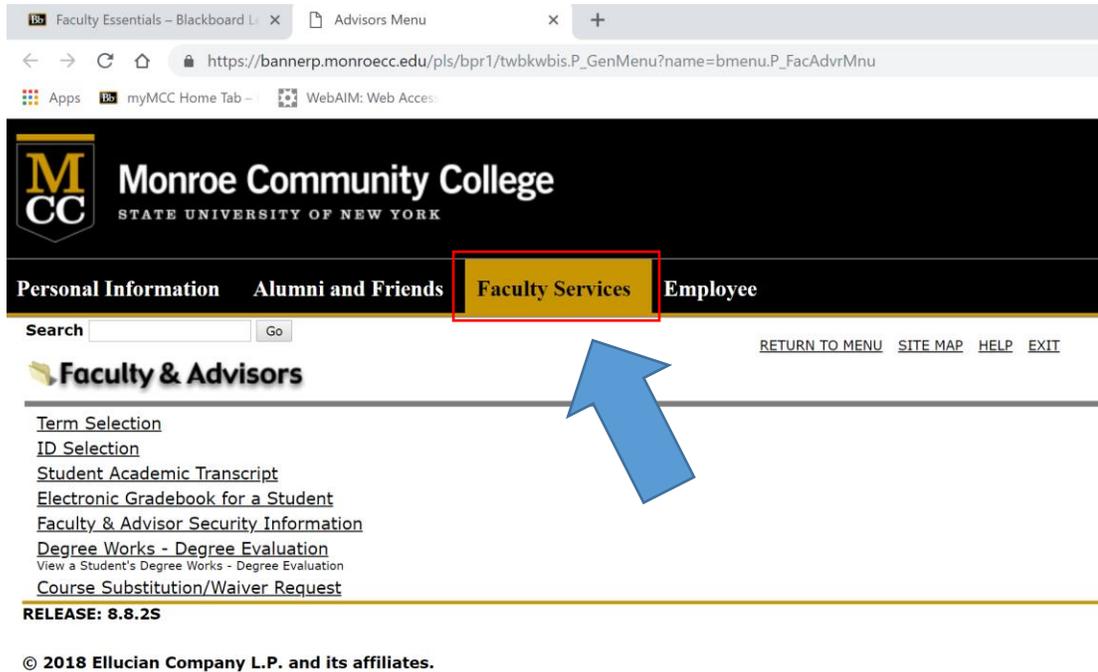
Log into myMCC

The screenshot shows the myMCC Employee Home page. The top navigation bar includes 'myMCC', 'Students', 'Employees', 'Library', and 'Content Collection'. Below this, a secondary navigation bar lists 'Employee Home', 'Employee Essentials', 'Faculty Essentials', 'My Courses', 'Starfish', 'Professional Development', and 'Technology Help'. The main content area is titled 'Employee Home' and contains three columns: 'Employee Directory' with a search box and a list of links; 'Employee Tribune' featuring the 'MCC Daily Tribune' for Wednesday, September 26, 2018, with news from the president and general news; and 'Highlights' with a map of the downtown campus and a note about new parking.

On the faculty essentials tab, click Advisor Menu

The screenshot shows the myMCC Faculty Essentials page. The top navigation bar is the same as in the previous image. The secondary navigation bar highlights 'Faculty Essentials' with a red box, and a blue arrow points to it from the left. The main content area is titled 'Faculty Essentials' and contains three columns: 'Faculty Tools' with a list of links where 'Advisor Menu' is highlighted with a red box and a blue arrow points to it; 'Attendance & Grading' with links for withdrawal, attendance directions, and video instructions; and 'Faculty Registration Tools' with links for looking up classes, adding/dropping classes, changing options, and registration overrides. Below these are sections for 'Student Checklist' (with 'Find Student' and 'Switch Student' buttons) and 'Degree Works' (with an image of a hand holding a smartphone).

Click the Faculty Services tab



Faculty Essentials – Blackboard L x | Advisors Menu x +

https://bannerp.monroecc.edu/pls/bpr1/twbkwbis.P_GenMenu?name=bmenu.P_FacAdvrMnu

Apps | myMCC Home Tab | WebAIM: Web Access

M CC Monroe Community College
STATE UNIVERSITY OF NEW YORK

Personal Information | Alumni and Friends | **Faculty Services** | Employee

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

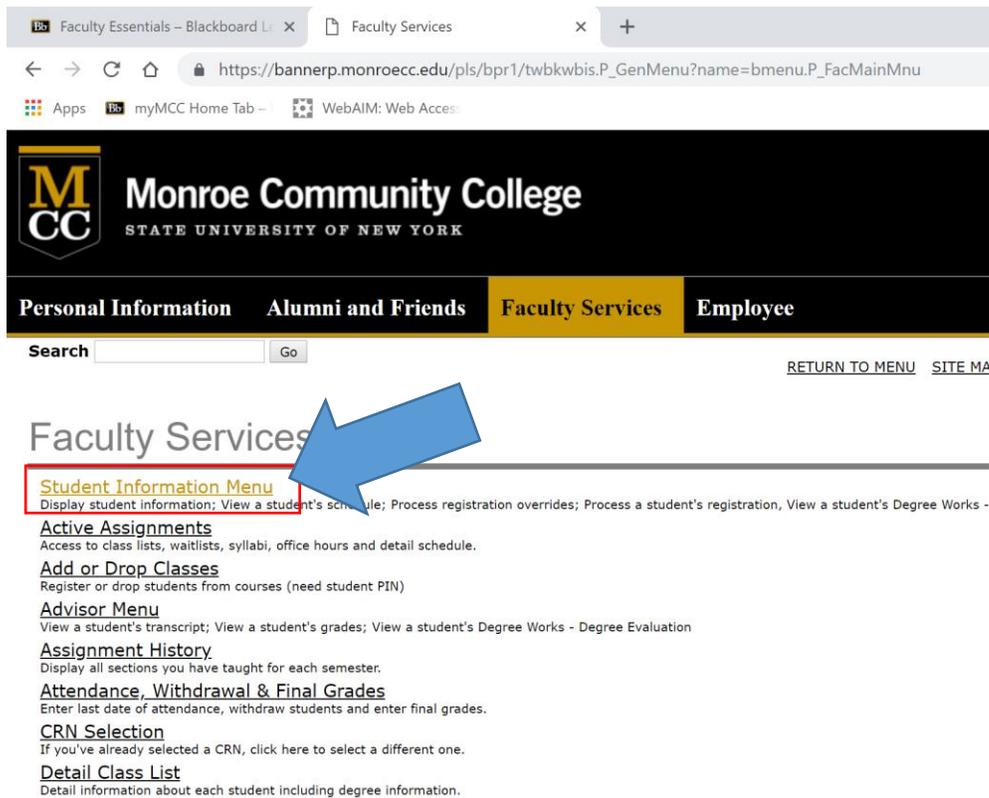
Faculty & Advisors

- [Term Selection](#)
- [ID Selection](#)
- [Student Academic Transcript](#)
- [Electronic Gradebook for a Student](#)
- [Faculty & Advisor Security Information](#)
- [Degree Works - Degree Evaluation](#)
View a Student's Degree Works - Degree Evaluation
- [Course Substitution/Waiver Request](#)

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Click Student Information Menu



Faculty Essentials – Blackboard L x | Faculty Services x +

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[RETURN TO MENU](#) [SITE MA](#)

Faculty Services

- [Student Information Menu](#)**
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; View a student's Degree Works -
- [Active Assignments](#)
Access to class lists, waitlists, syllabi, office hours and detail schedule.
- [Add or Drop Classes](#)
Register or drop students from courses (need student PIN)
- [Advisor Menu](#)
View a student's transcript; View a student's grades; View a student's Degree Works - Degree Evaluation
- [Assignment History](#)
Display all sections you have taught for each semester.
- [Attendance, Withdrawal & Final Grades](#)
Enter last date of attendance, withdraw students and enter final grades.
- [CRN Selection](#)
If you've already selected a CRN, click here to select a different one.
- [Detail Class List](#)
Detail information about each student including degree information.

Click Advisee Listing

Faculty Essentials – Blackboard L... x Faculty & Advisors Student Menu x +

https://bannerp.monroec.edu/pls/bpr1/twbkwbis.P_GenMenu?name=bmenu.P_FacStuMnu

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Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Information

[Academic Transcript](#)
View or print a student's unofficial transcript.

[Active Registrations](#)
Display registration data on student's current enrollment.

[Add or Drop Classes](#)
Register or drop student from courses (need student's PIN).

[Advisor Menu](#)
View a student's transcript; [View a student's grades](#); View a student's Degree Works - Degree Evaluation

Advisee Listing
Look up students that have been assigned to you.

[Class Schedule](#)
View or Print a Student's Schedule.

[Degree Works - Degree Evaluation](#)
View Student's Degree Works - Degree Evaluation This link will go directly to degreeworks. Input the student mnumber in the degreeworks interface.

[FERPA Waiver Information](#)
View FERPA (Family Education Rights and Privacy Act) information for a student.

[ID Selection](#)
If you've already selected a student's ID, click here to select a different one.

Select the current term and click submit

Faculty Essentials – Blackboard L... x Select Term x +

https://bannerp.monroec.edu/pls/bpr1/bwlkadvr.P_DisAdvisees

Apps myMCC Home Tab WebAIM: Web Acces

Show apps

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Search Go RETURN TO MENU SITE MAP HELP EXIT

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term:

Submit

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On the advisee menu that appears, you can view your complete list of advisees, email individual advisees, email all of your advisees, and view information on each advisee.