HOW TO ACCES YOUR CLASS LISTS

1. Go to Banner web home page at:

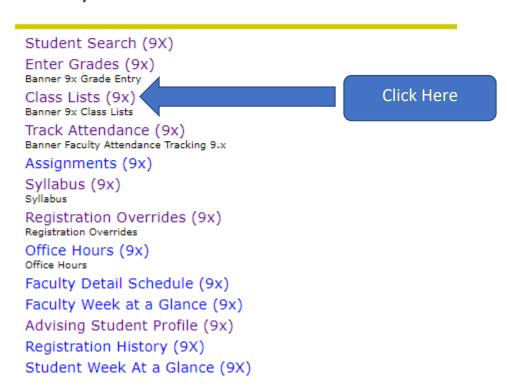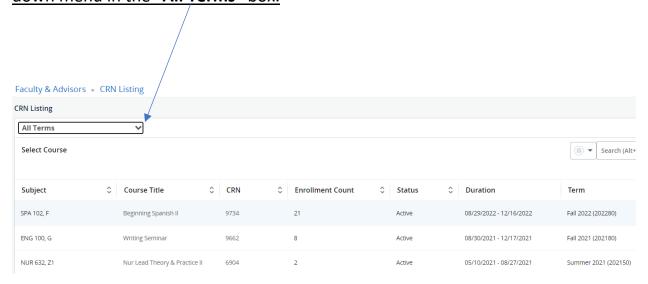   https://bannerweb.utica.edu/PROD/twbkwbis.P_GenMenu?name=homepage

2. Sign in to the secure area.

3. Click on "**Faculty Services**".
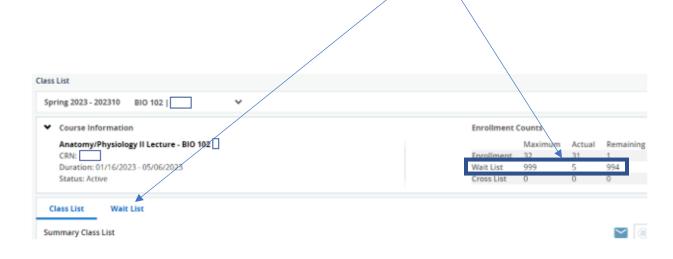
4. Click on "**Class Lists**"

A list of all your courses, past, current, and future will be displayed. <u>You can change what terms are displayed by selecting the term you want in the drop-down menu in the "**All Terms**" box.</u>

Faculty & Advisors • CRN Listing

CRN Listing

All Terms ▼

Select Course

Ⓜ ▼ | Search (Alt+

Subject ⇕	Course Title ⇕	CRN ⇕	Enrollment Count ⇕	Status ⇕	Duration	Term
SPA 102, F	Beginning Spanish II	9734	21	Active	08/29/2022 - 12/16/2022	Fall 2022 (202280)
ENG 100, G	Writing Seminar	9662	8	Active	08/30/2021 - 12/17/2021	Fall 2021 (202180)
NUR 632, Z1	Nur Lead Theory & Practice II	6904	2	Active	05/10/2021 - 08/27/2021	Summer 2021 (202150)

Then put your mouse cursor in the row of the class you want to see the "**Class List**" and click. The class list will appear.

Please Note: If you click directly on the "Course Title" or "CRN", the class list will not appear. You will get information on the course details or class details.

You can also see if you have any students on the **<u>wait list</u>** when you go to your "Class List".

You also have the ability to **export** your class list to an Excel Spreadsheet when you are on the "Class List" page.