



Viewing CAP Rosters in Banner 9 Self-Service

In December 2022, USI launched a new **Faculty and Advisors** module inside MyUSI\Self-Service.

In February 2023, the older version of the Faculty and Advisors module will disappear.

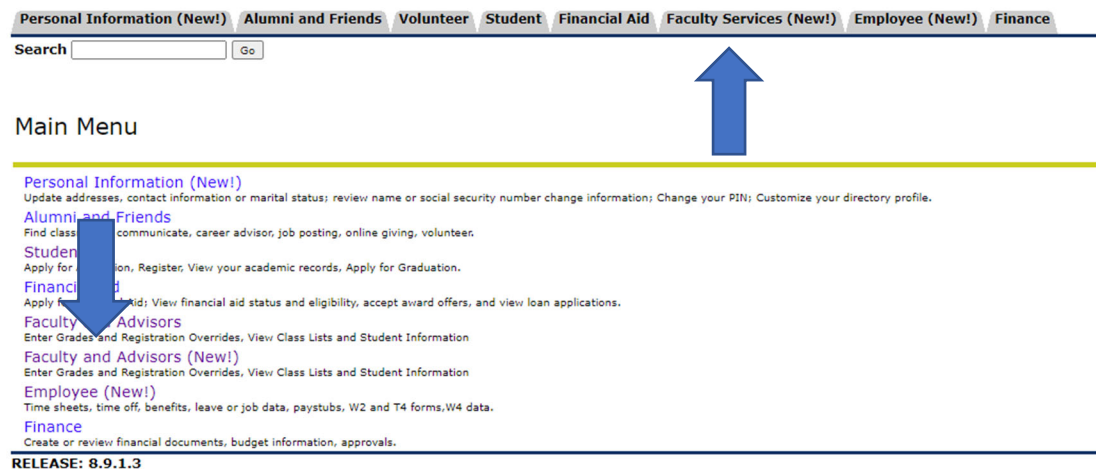
The new Faculty and Advisors module has a more updated look and feel, but it will take some getting used to.

Below are detailed directions and screenshots to help you view CAP rosters in the new module in myUSI.

1. Log into myUSI from the myUSI link (top right) on the USI.edu page or from <https://my.usi.edu>.
 - a. If you have forgotten your login credentials, select “Need help logging in?” to have a password reset message sent to your non-USI email account.
 - b. Be sure to save your username and password in a secure location for future use.
 - c. Once logged in, look for and click on the blue “Self-Service” folder.



2. Select the link along the top that says “Faculty Services (New!)” or a blue link along the left side that says “Faculty and Advisors (New!)” – either will work.



3. A new tab will open. Select "Class List."



4. You will see every section of a course you've ever taught or been assigned to, either through CAP or on-campus teaching assignments.

- To sort the sections, click on the column headers or use the search bar in the upper right corner.
- If you want to search by term, you'll need to use the USI format which is the four-digit year plus a two-digit code ('10' stands for fall and '20' for spring).
- Example: If the academic year is 2022-2023, Fall 2022 is coded as 202310 and Spring 2023 is coded as 202320.

The screenshot shows the 'CRN Listing' page of the University of Southern Indiana. The page has a header with the university logo and a search bar. Below the header, there is a 'Select Course' dropdown menu and a search bar. A blue arrow points to the search bar. The main content area is a table with the following columns: Subject, Course Title, CRN, Enrollment Count, Status, Duration, and Term. The table contains five rows of data. At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Per Page 25'.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HP 115, C28	Medical Terminology	51880	12	Active	08/11/2014 - 05/21/2015	Fall 2014 (201510)
RTV 150, C29	Practicum-Broadcasting	52608	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 150, C30	Practicum-Broadcasting	52609	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 150, C31	Practicum-Broadcasting	52610	2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 151, C23	Surv Contemp Broadcast	52614	5	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)

5. To view the class roster, click the subject (Ex: HP 115.C28) or enrollment count (Ex: 12) of the correct section. Do not click the course title or the CRN.

UNIVERSITY OF SOUTHERN INDIANA

Faculty & Advisors • CRN Listing

CRN Listing

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HP 115, C28	Medical Terminology	51880	12	Active	08/11/2014 - 05/21/2015	Fall 2014 (201510)
RTV 150, C29	Practical Broadcasting		2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 150, C30	Practical Broadcasting		2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 150, C31	Practical Broadcasting		2	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)
RTV 151, C23	Surv Contemp Broadcast	52614	5	Active	08/15/2012 - 05/30/2013	Fall 2012 (201310)

Results found: 5

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6. The screen with your class roster will look like this and can be sorted in various ways by clicking the column headers.

UNIVERSITY OF SOUTHERN INDIANA

Faculty & Advisors • CRN Listing • Class List

Class List

Export Print

Fall 2014 - 201510

HP 115, C28

Course Information

Medical Terminology - HP 115, C28

CRN: 51880

Duration: 08/11/2014 - 05/21/2015

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	0	12	-12
Wait List	0	0	0
Cross List	0	0	0

Class List

Summary Class List

Summary View

Search (Alt+Y)

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman
		Registered	Undergraduate	2	No Access		First Semester Freshman

Results found: 17

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Contact the CAP office at 812-228-5022 or email cap@usi.edu if you have any questions or need assistance.

Thank you,

Jaclyn, Dana, Zoe, & Kay