

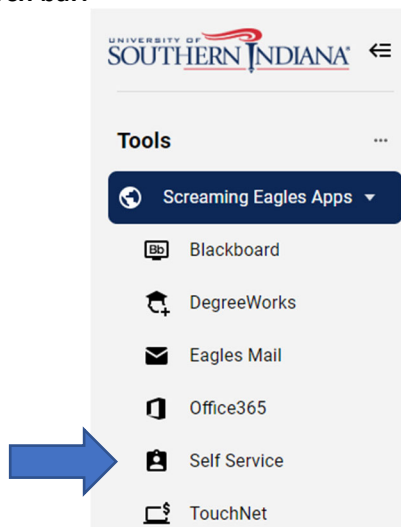


## Viewing CAP Rosters in Banner 9 Self-Service

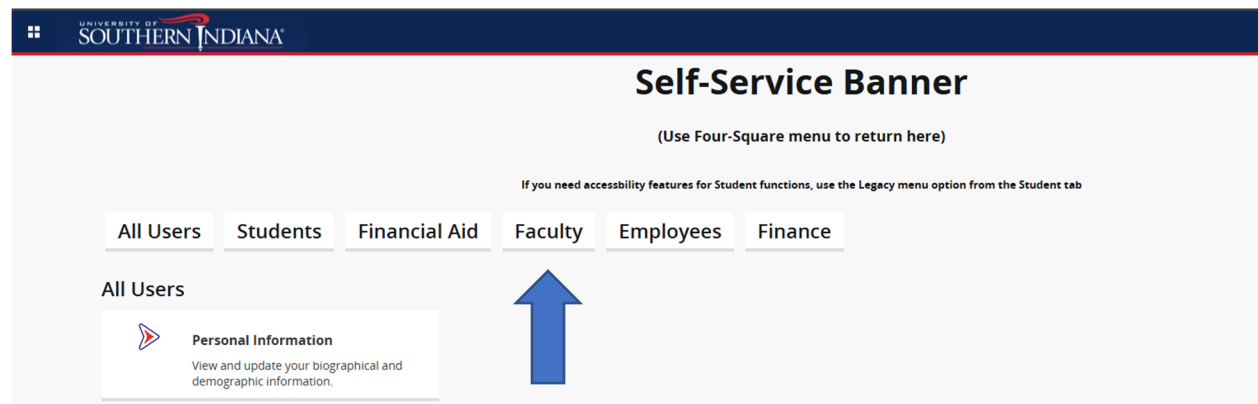
In December 2022, USI launched a new **Faculty and Advisors** module inside MyUSI\Self-Service.

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 “Self-Service” on the left side of your screen. If you do not see it, click on the three dots next to “Tools,” click “View All,” and search for “Self Service” in the search bar.



2. Select the link along the top that says “Faculty.”



### 3. Select “Class List.”

**Self-Service Banner**  
(Use Four-Square menu to return here)

If you need accessibility features for Student functions, use the Legacy menu option from the Student tab

[All Users](#) [Students](#) [Financial Aid](#) [Faculty](#) [Employees](#) [Finance](#)

**Faculty**

**Advising Student Profile - Advisors Only**  
View detailed student information including biographical, curriculum, etc.

**Student Schedule Lookup - Advisors Only**  
Advisors can view schedule details for specified student.

**Browse Classes offered by Term**  
View courses offered by the university by term.

**Browse Course Catalog**  
Look up basic course information like subject, course and description.

**Class List**  
View course sections and students for a specified term.

**Detail Schedule**  
Faculty member's schedule for the selected term.

**Week at a Glance**  
View your classes for the selected week, both traditional and open learning.

**Midterm Grades**  
Enter, update and/or view midterm grades for your classes.

**Final Grades**  
Enter, update and/or view final grades for your classes.

**Assignments**  
Display active assignments and the history of assignments for your classes.

**Office Hours**  
View or maintain office hours for all your classes.

**Attendance Tracking**  
Track attendance and absence statistics for students by CRN and meeting.

**Drop Roster**  
Maintain class rosters through Self-Service.

**Schedule Planner - Advisor Mode (Legacy)**  
Go to Schedule Planner to help in the advising process with students.

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 2025-2026, Fall 2025 is coded as 202610 and Spring 2026 is coded as 202620.

[Faculty & Advisors](#) • [CRN Listing](#)

CRN Listing

All Terms ▾

Select Course

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	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)

Results found: 5

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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

All Items

Select Course

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	52614	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

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 Wait List

Summary View

Summary Class List

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

Results found: 13

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Contact the CAP office at 812-228-5022 or email [cap@usi.edu](mailto:cap@usi.edu) if you have any questions or need assistance.

Thank you,

Jaclyn, Dana, & Zoe