

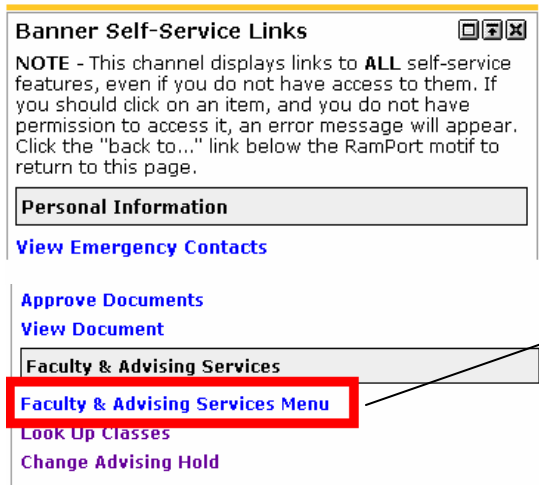
# Accessing Faculty and Advisor Self-Service in RamPort

Login to RamPort <http://ramport.angelo.edu>

Click the Work Life tab

**Work Life**

In the Banner Self-Service Links channel, click the "Faculty Services Menu" link at the bottom of the channel



**Banner Self-Service Links** [Close] [Refresh] [Print]

NOTE - This channel displays links to **ALL** self-service features, even if you do not have access to them. If you should click on an item, and you do not have permission to access it, an error message will appear. Click the "back to..." link below the RamPort motif to return to this page.

**Personal Information**

[View Emergency Contacts](#)

**Approve Documents**

[View Document](#)

**Faculty & Advising Services**

**Faculty & Advising Services Menu**

[Look Up Classes](#)

[Change Advising Hold](#)

## Faculty & Advisors

- [Student Information Menu](#)
- [Advisor Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Enter CRN Directly](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Final Grades](#)
- [Active Assignments](#)
- [Assignment History](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [Office Hours](#)

**Student Information Menu** – Access a specified student's academic information.

**Advisor Menu** – Opens advising options

**Term Selection** – Choose which term you want to view information. At this time, only 2006 Fall Semester is active.

**CRN Selection** – CRN stands for Course Reference Number, the 5 digit call number of a class

**Enter CRN Directly** – view other course rosters not assigned to you

**Faculty Detail Schedule** – View the schedule of your classes, with enrollment number for each

**Week at a Glance** – View a weekly snapshot of your classes

**Detail Class List** – View roster of a particular class with detailed information about each student

**Summary Class List** – Collapsed version of detail class list

**Final Grades** – View grades for a particular class

**Active Assignments** – View list of active courses assigned to you for a particular term

**Assignment History** – View list of courses taught from previous terms. No terms exist prior to 2006 Fall Semester

**Class Schedule** – Search for any class in a particular term (see next page for details)

**Course Catalog** – Search for course catalog information

**Office Hours** – Assign office hours for each class. If hours are the same for several classes, you can copy them over

To view a list of courses in a certain subject, click "Class Schedule"

Select the appropriate term, then Submit.  
**NOTE:** Only 2006 Fall Semester is active

Select the criteria for the class (a subject must be chosen, everything else can be left to All)

To select more than one value in a list, hold down the CTRL key while clicking the values.

If you want to view a particular instructor's schedule, select their subject(s) and the instructor name as well.

To return to a previous screen, use the browser's back button, or the Return to Previous link at the bottom of the screen

Click the Class Search button to view the results

## Class Schedule Search

Subject:	Biology Business Administration Business Computer Info Systems
Course Number:	<input type="text"/>
Title:	<input type="text"/>
Schedule Type:	All Discussion

### Sections Found

[Human Biology - 10357 - BIO 1410 - 010](#)

**Associated Term:** 2006 FALL SEMESTER  
**Registration Dates:** Feb 19, 2006 to Aug 31, 2006  
**Levels:** Undergraduate  
**Attributes:** 030 Natural Sciences (Ch I), 031 Natural Sciences (Ch II)  
**Instructors:** Ned E. Strenth

Angelo State University Campus  
Lecture Schedule Type  
Face to Face Instructional Method  
4.000 Credits  
[View Catalog Entry](#)

### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:50 am	MWF	Cavness Science 100	Aug 28, 2006 - Dec 15, 2006	Lecture	Ned E. Strenth (P) 

To view enrollment information for a particular class, click the underlined section title

### Detailed Class Information

[Human Biology - 10357 - BIO 1410 - 010](#)

**Associated Term:** 2006 FALL SEMESTER  
**Levels:** Undergraduate

Angelo State University Campus  
Lecture Schedule Type  
Face to Face Instructional Method  
4.000 Credits  
[View Catalog Entry](#)

### Registration Availability

	Capacity	Actual	Remaining
Seats	80	8	72
Waitlist Seats	0	0	0

**Restrictions:**  
Must be enrolled in one of the following Levels:  
Undergraduate

## Viewing Student Information in Faculty and Advisor Self-Service

From the Faculty & Advisors main menu, select Student Information Menu or the Advisor Menu

### Faculty & Advisors

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**Student Information Menu**  
Advisor Menu  
Term Selection

### Student Information

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Term Selection  
ID Selection  
Student Information  
Student Address and Phones  
Student E-mail Address  
Student Schedule  
Unofficial Academic Transcript  
Degree Evaluation  
Active Registrations  
Registration History  
Test Scores  
View Holds  
Change Advising Hold  
Return to Faculty & Advisors Menu

You will need to select a term and ID before accessing the Student Information.

### Select Term

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Select a Term: 2006 FALL SEMESTER ▾

Student or Advisee ID:

OR

*Student and Advisee Query*

Last Name:

First Name:

**Student Information** – Shows if registered for term, first and last term attended, status, matric term, residence, citizenship, student type, class, and expected graduation date. Second set includes primary curriculum information

*Student Information effective from 2006 SPRING SEMESTER to The End of Time*

<b>Registered for Term:</b>	Yes
<b>First Term Attended:</b>	2004 FALL SEMESTER
<b>Last Term Attended:</b>	2006 SPRING SEMESTER
<b>Status:</b>	Active
<b>Matric Term:</b>	2005 FALL SEMESTER
<b>Residence:</b>	In State Resident
<b>Citizenship:</b>	Citizen
<b>Student Type:</b>	Continuing
<b>Class:</b>	Junior
<b>Expected Graduation Date:</b>	May 14, 2010
<b>Expected Graduation Term:</b>	2010 SPRING SEMESTER
<b>Expected Graduation Year:</b>	2009-2010

**Primary Curriculum**

<b>Program:</b>	BS Computer Science
<b>Admit Term:</b>	2005 FALL SEMESTER
<b>Admit Type:</b>	Freshman High School Graduate
<b>Catalog Term:</b>	2004 FALL SEMESTER
<b>Level:</b>	Undergraduate
<b>Degree:</b>	Bachelor of Science
<b>College:</b>	College of Business
<b>Campus:</b>	Angelo State University
<b>Department:</b>	Computer Science
<b>First Major:</b>	Computer Science

**Student Address and Phones** – displays local and permanent

**Student E-mail Address** – displays primary and secondary

**Student Schedule** – displays schedule of classes for selected term

**Current Schedule**

Total Credit Hours: 15.000

**Introduction to Art - ART 1301 030**

<b>Associated Term:</b>	2006 FALL SEMESTER
<b>CRN:</b>	11329
<b>Status:</b>	Web Registered on Apr 07, 2006
<b>Assigned Instructor:</b>	
<b>Grade Mode:</b>	Standard Letter
<b>Credits:</b>	3.000
<b>Level:</b>	Undergraduate
<b>Campus:</b>	Angelo State University

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 7:15 pm	TR	Carr Education Fine Arts 101	Aug 28, 2006 - Dec 15, 2006	Lecture	TBA

**Unofficial Academic Transcript** – displays transfer and institution work by term; includes term, cumulative, and overall GPA

Unofficial Transcript

INSTITUTION CREDIT <a href="#">-Top-</a>						
2004 FALL SEMESTER						
<b>College:</b>	College of Bus & Prof Studies					
<b>Major:</b>	Computer Science					
<b>Academic Standing:</b>	Good Standing					
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points R
AS	1111	UG	Leadership Laboratory	A	1.000	4.00
AS	1112	UG	The Air Force Today	A	1.000	4.00
AS	1115	UG	Military Physical Fitness	A	1.000	4.00
BIO	1410	UG	Human Biology	A	4.000	16.00
CS	2301	UG	Intro to Comp Sci I	A	3.000	12.00
ENG	1302	UG	Writing Across the Curriculum	B	3.000	9.00
HIST	1301	UG	U S History to 1865	C	3.000	6.00
MATH	2332	UG	Calculus II	C	3.000	6.00
Term Totals (Undergraduate)						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	19.000	19.000	19.000	19.000	61.00	3.211
<b>Cumulative:</b>	28.000	28.000	28.000	19.000	61.00	3.211

**Degree Evaluation** – generate a degree evaluation for student

**Active Registrations** – lists active registration information

Introduction to Art - ART 1301 030			
<b>Associated Term</b>	2006 FALL SEMESTER	<b>Credits</b>	3.000
<b>CRN</b>	<a href="#">11329</a>	<b>Grade Mode</b>	Standard Letter
<b>Status</b>	Web Registered Apr 07, 2006	<b>Course Level</b>	Undergraduate
<b>Schedule Type</b>	Lecture	<b>Midterm Grade</b>	
<b>Instructional Method</b>	Face to Face	<b>Grade Detail</b>	
<b>Campus</b>	Angelo State University	<b>Associated Instructor</b>	
		<b>Course URL</b>	
Primary Art - ART 1302 020			
<b>Associated Term</b>	2006 FALL SEMESTER	<b>Credits</b>	3.000
<b>CRN</b>	<a href="#">11331</a>	<b>Grade Mode</b>	Standard Letter
<b>Status</b>	Web Registered Apr 07, 2006	<b>Course Level</b>	Undergraduate
<b>Schedule Type</b>	Lecture	<b>Midterm Grade</b>	
<b>Instructional Method</b>	Face to Face	<b>Grade Detail</b>	
<b>Campus</b>	Angelo State University	<b>Associated Instructor</b>	Robert V. Prestiano
		<b>Course URL</b>	

**Registration History** – displays active and completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.

Associated Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
2006 FALL SEMESTER	<a href="#">11329</a>	ART 1301	Introduction to Art	3.000	Undergraduate	Web Registered Apr 07, 2006		
2006 FALL SEMESTER	<a href="#">11331</a>	ART 1302	Primary Art	3.000	Undergraduate	Web Registered Apr 07, 2006		
2006 FALL SEMESTER	<a href="#">10092</a>	BCIS 1305	Business Computer Applications	3.000	Undergraduate	Web Registered Apr 07, 2006		
2006 FALL SEMESTER	<a href="#">10862</a>	GOVT 2301	Federal and State Government	3.000	Undergraduate	Web Registered Apr 07, 2006		
2006 FALL SEMESTER	<a href="#">10835</a>	HIST 1301	History of the United States to 1865	3.000	Undergraduate	Web Registered Apr 07, 2006		

**Test Scores** – displays all test scores, including TSI exams, and the date the test was taken. Will not display scores if the student is not registered for the selected term.

**Test Scores**

Test Description	Test Score	Date Taken
ACT English	14	Feb 01, 2005
ACT Math	16	Feb 01, 2005
ACT Reading	20	Feb 01, 2005
ACT Science Reasoning	19	Feb 01, 2005
ACT Composite	17	Feb 01, 2005
ASU Remediation - English	0	Apr 18, 2006
ASU Remediation - Math	0	Apr 18, 2006
THEA - Math	194	Jul 22, 2005
THEA - Reading	192	Jul 22, 2005
THEA - Writing	180	Jul 22, 2005

**View Holds** – displays any **active** holds the student may have. Information includes hold type, from and to date, amount if applicable, reason, originator, and processes affected. Please note that some holds are sensitive and may not display.

**Administrative Holds**

Hold Type	From Date	To Date	Amount Reason	Originator	Processes Affected
Advising Req'd for Registration	Apr 01, 2006	Dec 31, 2006	Advising Hold	Academic Advising	Registration
Admissions-ASU Remediation	Apr 18, 2006	Dec 31, 2099	Advising - ASU Remediation	Undergraduate Admissions	Registration
TSI Not Satisfied	Apr 19, 2006	Dec 31, 2099		Undergraduate Admissions	Registration Transcripts

**Change Advising Hold** – allows you to clear the advising hold for a student

## Advisors Menu

Similar to Student Information, with the addition of two items:

**Official Degree Plan** – displays information about student’s degree plan

**Terms Attended** – listing of terms the student has attended

To return to a previous screen, use the browser’s back button, or the Return to Previous link at the bottom of the screen

To logout of Faculty Self-Service, click the “Back to the Work Life tab” in the upper left-hand corner of the screen



⏪ back to Work Life Tab

### Advisors Menu

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- [Term Selection](#)
- [ID Selection](#)
- [Unofficial Academic Transcript](#)
- [Degree Evaluation](#)
- [Change Advising Hold](#)
- [Student Schedule](#)
- [Test Scores](#)
- [View Holds](#)
- [Official Degree Plan](#)
- [Terms Attended](#)
- [Return to Faculty & Advisors Menu](#)

## Viewing enrollment information

To see how many seats are remaining in a class, choose the "Look Up Classes" option on the Banner Self-Service Links channel

[Approve Documents](#)  
[View Document](#)  
**Faculty & Advising Services**  
[Faculty & Advising Services Menu](#)  
Look Up Classes  
[Change Advising Hold](#)

Select the term

**Search by Term:**

Click [Submit]

**Look Up Classes**

Use the selection options to search the class schedule. Your selection is complete.

**Subject:** Accounting  
 Aerospace Studies  
 Agriculture

**Course Number:**

**Title:**

**Schedule Type:** All  
 Discussion  
 Independent Study

Choose the Subject (required) and any other criteria (optional). To select more than one item in a criteria area, hold down the CTRL key while clicking on an item.

Click [Class Search]

**Sections Found**

**Accounting**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	10104	ACC	2301	010	M	3.000	Principles of Accounting I	MWF	09:00 am-09:50 am	42	34	8	Norman A. Sunderman	08/28-12/15	RAS 105	
SR	10106	ACC	2301	020	M	3.000	Principles of Accounting I	MWF	10:00 am-10:50 am	42	15	27	Norman A. Sunderman	08/28-12/15	RAS 105	Blackboard
SR	10107	ACC	2301	030	M	3.000	Principles of Accounting I	MWF	11:00 am-11:50 am	42	29	13	Norman A. Sunderman	08/28-12/15	RAS 105	Blackboard
C	10108	ACC	2301	040	M	3.000	Principles of Accounting I	MW	12:00 pm-01:15 pm	42	43	-1	Judy D. Lewis	08/28-12/15	RAS 103	
SR	10111	ACC	2301	050	M	3.000	Principles of Accounting I	TR	08:00 am-09:15 am	42	41	1	Kurt H. Buerger	08/28-12/15	RAS 104	

Click [Class Search] to look another subject

## Viewing a Faculty Schedule in RamPort

To view a faculty schedule, choose the “Look Up Classes” option on the Banner Self-Service Links channel, or from the Faculty and Advisor Main Menu.

[Approve Documents](#)  
[View Document](#)  
**Faculty & Advising Services**  
[Faculty & Advising Services Menu](#)  
Look Up Classes  
[Change Advising Hold](#)

Select the term

**Search by Term:**

Click [Submit]


Choose the Subject (required) and the instructors name. To select more than one item in a criteria area, hold down the CTRL key while clicking on an item.

**HINT:** To ensure that all classes for an instructor are displayed, click “Accounting”, then scroll down to the bottom of the Subject list, and while holding the SHIFT key, click “University Studies”. This will highlight all the subject areas.

Click [Class Search]

The instructor’s schedule will be displayed.

### Look Up Classes

 Use the selection options to search the class schedule. You Search when your selection is complete.

**Subject:** Accounting  
 Aerospace Studies  
 Agriculture

**Course Number:**

**Schedule Type:** All  
Non-date based classes only  
 First Eight Weeks  
 Full Term

**Instructor:** Dibbern, Thomas W.  
 Dierschke, Patrick M.  
 Dietz, Lauri S.

#### Sections Found

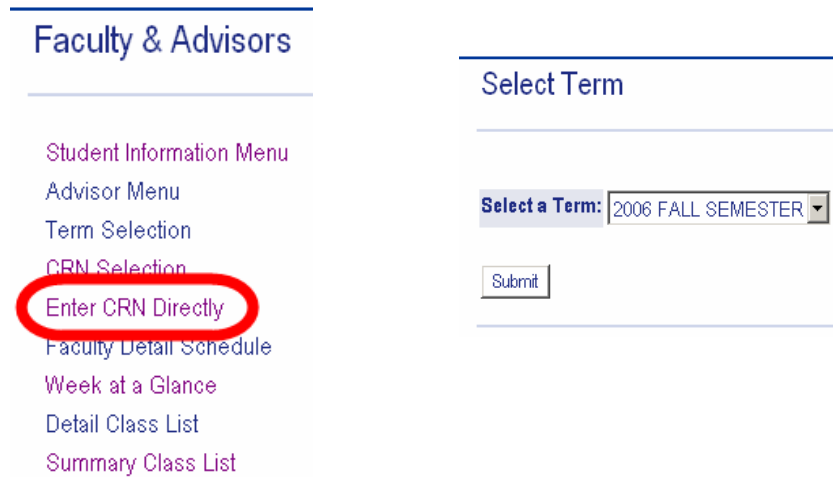
##### English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
C	10014	ENG	1301	030	M	3.000	English Composition	MWF	09:00 am-09:50 am	26	26	0	Patrick M. Dierschke	08/28-12/15	A 119
C	10021	ENG	1301	060	M	3.000	English Composition	MWF	10:00 am-10:50 am	26	26	0	Patrick M. Dierschke	08/28-12/15	A 101
SR	10039	ENG	1301	150	M	3.000	English Composition	TR	08:00 am-09:15 am	26	25	1	Patrick M. Dierschke	08/28-12/15	A 007
C	10123	ENG	1302	110	M	3.000	Writing Across the Curriculum	TR	09:30 am-10:45 am	26	26	0	Patrick M. Dierschke	08/28-12/15	A 013

Click [Class Search] to look another subject

# Viewing Other Class Rosters in Faculty Self-Service

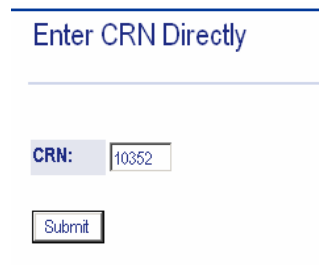
From the Faculty & Advisors menu, click the “Enter CRN Directly” link.



The screenshot shows the 'Faculty & Advisors' menu on the left and the 'Select Term' form on the right. The 'Enter CRN Directly' link in the menu is circled in red. The 'Select Term' form has a dropdown menu set to '2006 FALL SEMESTER' and a 'Submit' button.

If you have not selected a term, you will be prompted to do so. Choose the correct term, and click “Submit”

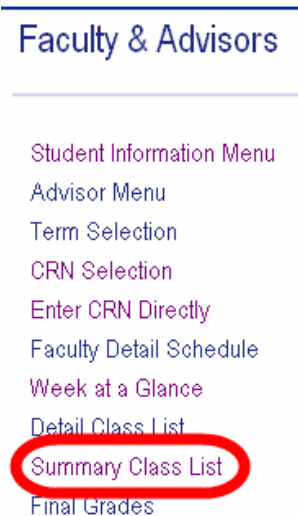
Enter the CRN (5 digit course reference number) for the course you wish to view. Click [Submit]



The screenshot shows the 'Enter CRN Directly' form. The 'CRN:' field contains the value '10352' and there is a 'Submit' button below it.

You will return to the Faculty & Advisors Menu

Select “Summary Class List”



The screenshot shows the 'Faculty & Advisors' menu. The 'Summary Class List' link is circled in red.


The roster will appear.

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## Summary Class List

2006 FALL SEMESTER

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 An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

### Course Information

#### Lab - Introduction to Biometry - BIO 4480 02Z

**CRN:** 10352

**Duration:** Aug 28, 2006 - Dec 15, 2006

**Status:** Active

### Enrollment Counts

	Maximum	Actual	Remaining
<b>Enrollment:</b>	24	8	16
<b>Cross List:</b>	0	0	0

### Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	<a href="#">Doe, John</a>	8888888	Web Registered	Undergraduate	0.000	<a href="#">Enter</a>	<a href="#">Enter</a>	
2	<a href="#">Ram, Roscoe</a>	8888888	Web Registered	Undergraduate	0.000	<a href="#">Enter</a>	<a href="#">Enter</a>	
3	<a href="#">Student, Ima</a>	8888888	Web Registered	Undergraduate	0.000	<a href="#">Enter</a>	<a href="#">Enter</a>	

To choose another CRN, click the "CRN Selection" link at the bottom of the screen.