

Colleague Self-Service

Colleague Self-Service is an interactive web application that enables users to view their individual or advisee information contained in CC's databases. Casper College has named Colleague's Self-Service **myCCinfo**.

NOTE: The screen shots in this document may not appear exactly the same on your screen. Some information you see may appear differently than how we have it laid out. As updates are made, some screens change slightly. Please do not rely on these screen shots for accurate semester information!

Table of contents

| | |
|--|----|
| A. myCCinfo Modules | 2 |
| B. Viewing Rosters..... | 3 |
| C. Submitting Census rosters | 4 |
| D. Midterm Grades | 4 |
| E. Final Grades | 5 |
| F. Incomplete Grades..... | 6 |
| G. Grade Changes | 6 |
| H. Instructor Permission Required/Faculty Consent .. | 7 |
| I. Requisite Waivers | 9 |
| J. Faculty Initiated Withdrawals (FIWs)..... | 11 |
| K. Retention Alerts (RAs) | 12 |
| L. Waitlists..... | 13 |

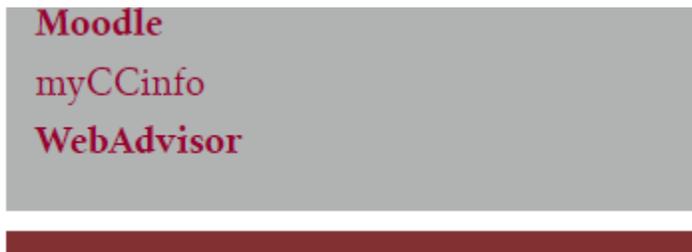
A. myCCinfo Modules

myCCinfo consists of a number of modules that enable users to complete tasks independently.

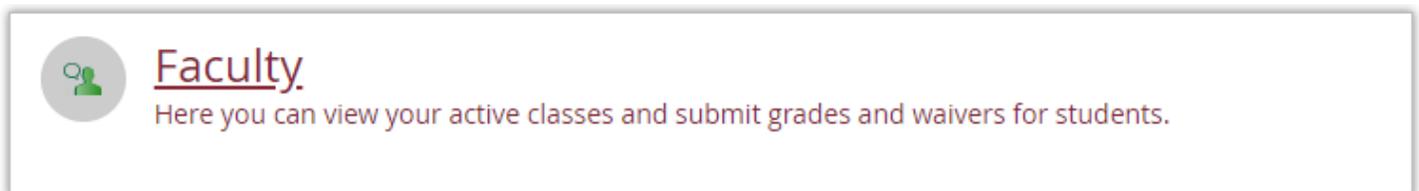
- Financial Aid
- Financial Aid Counseling
- Graduation (coming)
- Financial Management
- Student Finance
- Tax Information
- User Profile (click on your user name at the top)
- Student Planning
- Faculty
- Student Finance Admin
- Employee
- Advising
- Grades
- Residence Hall Application

Some of these modules are student modules and some are employee modules (faculty/staff/admin).

The Faculty module allows both full-time and adjunct faculty to access their courses, see class rosters, submit grades and more. To access the Faculty module, go to the Faculty & Staff tab on the website then choose myCCinfo under Quick Links



Log in using your Active Directory login and password.
Choose Faculty to access your class rosters and grading.



Your list of courses will display by semester. If there are sections for multiple semesters, please ensure you are accessing the roster for the correct semester.

B. Viewing Rosters

From the home page, click on Faculty which takes you to the the Faculty Overview screen. All course sections listed are sections that have you listed as the instructor. You can click on the section link to access the Section Details.

The screenshot shows a navigation bar with 'Daily Work', 'Faculty', and 'Faculty Overview'. Below is a 'Section Details' header with a 'Back to Courses' link. The main content area displays course information for 'WELD-1700-60: General Welding', including semester, campus, times, and dates. It also shows 'Seats Available 7 of 16' and a tabbed interface with 'Roster', 'Attendance', 'Grading', and 'Permissions' tabs. The 'Roster' tab is currently selected.

The default puts you on the Roster tab so you can see all students enrolled. It includes student ID photos on the left side of their name as well as student ID number, class level, and their CC student email. You can email students individually by clicking on their email address.

On the right hand side, you have the option to print your roster, email all students enrolled at once, or export. If you click on Export, you will have the option to download a csv file which you can open in Excel.



myCCinfo does not list how many students are enrolled but rather states how many seats are available and what the capacity is. You can subtract in order to determine how many students are listed on the roster. If your course section has a waiting list, the roster does not include students on the waiting list. Currently, names of students on the waiting list are not available in the faculty module.

C. Submitting Census Rosters

All students who have not attended their classes in the first week must be reported as never attends by the end of the first week of courses. Specific deadlines will be communicated each semester by the Records office and the Financial Aid office. Students that have not attended will be removed from the roster and any financial aid to be received will be adjusted. Students not reported by the deadline will not be included in the nightly data pull and will not be removed from the official course roster. This will negatively impact the student.

1. Faculty Overview lists your course sections for any semesters for which the schedules are live and searchable in myCCinfo. Make sure you are viewing the correct semester. Click the link for each specific course section to view the rosters for grading.
2. Choose the Grading tab and Final Grade.

The screenshot shows a web interface with a top navigation bar containing four tabs: "Roster", "Attendance", "Grading", and "Permissions". The "Grading" tab is selected and highlighted with a red underline. Below this bar is a sub-navigation area with three options: "Overview", "Final Grade", and "Midterm 1". The "Final Grade" option is highlighted with a purple border. Below the sub-navigation is a table with three columns: "Student Name", "Student ID", and "Never Attended". Each column has a small upward-pointing arrow (^) to its right, indicating a dropdown menu.

3. Click the “Never Attended” box for all students who did not attend ***at all*** during the first week of class. It is very important to pay close attention to the student names when clicking the never attend box as marking the wrong box will inadvertently remove the wrong student. If the student attended even one time, do not check the never attend box for him/her.
4. Do not enter a Final Grade nor type a date in the “Last Date of Attendance” field. Only use the check box under “Never Attended” to indicate those student that never attended that section.
5. If students are missing from the grade roster or you have any questions, please contact the Records Office.
6. Grades are saved as they are entered when using Self-Service – there is no submit button. Click on “Back to Courses” or “Sign out” to save and submit the students marked never attended.

D. Midterm grades

Choose the Grading tab and “Midterm 1” to enter midterm grades for all enrolled students.

| | | | |
|--------------|-------------|------------------|-------------|
| Roster | Attendance | Grading | Permissions |
| Overview | Final Grade | Midterm 1 | |
| Student Name | Student ID | Midterm Grade | Credits |

Please note the following:

- Do not leave grades blank. All students must receive a grade.
- Last day of attendance is not listed nor required for midterm grades
- If Zero is listed under the credit column, the student has registered as an audit so you should enter the grade of “AUD”. Do not enter an Audit grade if the student is not registered for zero credits.
- W grades do not populate for midterm grading. It does indicate beside the student’s name that the student has Dropped. If the student has Dropped, please enter a Midterm Grade of W. Do not enter a W grade if it does not indicate that the student has dropped.
- You will not receive a copy of the grades submitted so if you wish to keep a copy, please print a copy before you click “Back to Courses” or “Sign out”.
- Grades are saved as they are entered when using Self-Service – there is no longer a submit button. Click on “Back to Courses” or “Sign out” to save and submit your grades.
- If students are missing from the grade roster or you have any questions, please contact the Records Office.

E. Final Grades

Choose the Grading tab and Final Grades to enter final grades for all enrolled students. ***Grades are saved as they are entered when using Self-Service – there is no longer a submit button.***

| | | | | | | | |
|--------------|--------------------|----------------|-------------------------|-------------|-----------------|-------------|---------|
| Roster | Attendance | Grading | Permissions | | | | |
| Overview | Final Grade | Midterm 1 | | | | | |
| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration Date | Class Level | Credits |

Please note the following:

- Do not leave grades blank. All students must receive a grade.
- The last day of attendance is a required field when a failing grade is entered. The last day of attendance is entered M-D-YYYY or by clicking the never attend box.
- Incomplete grades (I) require an expiration date entered M-D-YYYY as well as the last day of attendance. The Incomplete Grade Contract must be completed if an incomplete grade is issued. Please refer to the incomplete grade policy listed below.
- Grades of W will automatically populate in Final Grading for students that have withdrawn from/dropped the class.

- e. If Zero is listed under the credit column, the student has registered as an audit so you should enter the grade of “AUD”. Do not enter an Audit grade if the student is not registered for zero credits.
- f. You will not receive a copy of the grades submitted so if you wish to keep a copy, please print a copy before you click “Back to Courses” or “Sign out”.
- g. Grades are saved as they are entered when using Self-Service – there is no longer a submit button. Click on “Back to Courses” or “Sign out” to save and submit your grades.

F. Incomplete Grades

A grade of Incomplete (I) is only awarded under the following policy:

An incomplete (I) is awarded when a student, for reasons beyond the student’s control, is unable to finish the course and when the student would otherwise have had a passing grade. A student who receives an incomplete must arrange with the instructor to complete the course. The student and the instructor agree on a date for the student to complete the course. The completion date must be before the end of the next full semester (excluding summer semester) or the student may file for an extension. If the student does not complete the course by the completion date and does not file for an extension, the incomplete (I) will be changed to a failed (F) grade on the student’s transcript.

If you wish to issue an Incomplete grade, give a grade of “I” under the final grade. Incomplete grades (I) require an expiration date entered M-D-YYYY as well as the last day of attendance.

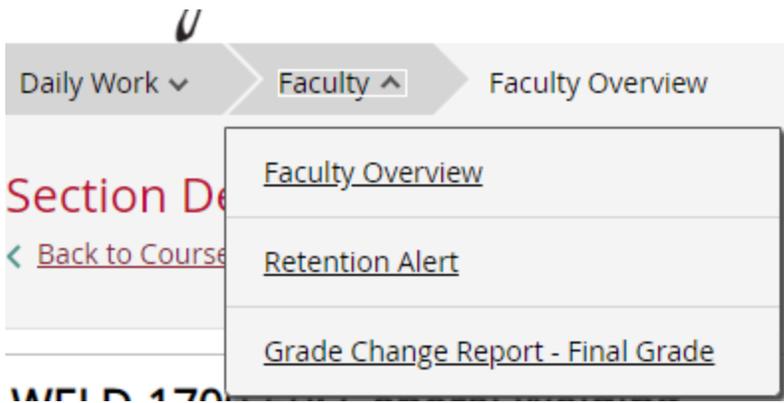
| | | |
|---------------------------------------|--------------------------------|---------------------------------------|
| Last Date of Attendance | Final Grade | Expiration Date |
| <input type="text" value="M/d/yyyy"/> | <input type="text" value="I"/> | <input type="text" value="M/d/yyyy"/> |

The Incomplete Grade Contract must be completed if an incomplete grade is issued.

<https://www.caspercollege.edu/sites/default/files/documents/academicaffairs/incomplete-grade-contract.pdf>

G. Grade changes

A grade may be changed on the Final Grades tab until the grades are verified and posted to transcripts by the Records Office. Once grades are verified, the ability to change a grade on the Final Grades tab is no longer available so you may use the “Grade Change Report – Final Grade” found in the faculty menu or contact the Records Office via email.



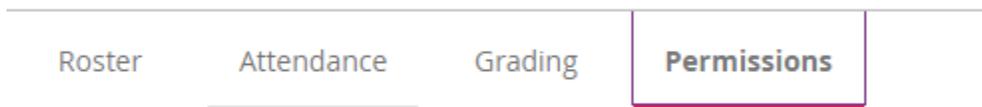
Please fill in all fields if using the grade change report. If you email please include the following information in your email:

- a. Student's full name
- b. Student ID#
- c. Semester/Term
- d. Course and section number
- e. Old grade
- f. New grade
- g. Reason for change (Error in Calculation, Completion of Incomplete Work, Other)

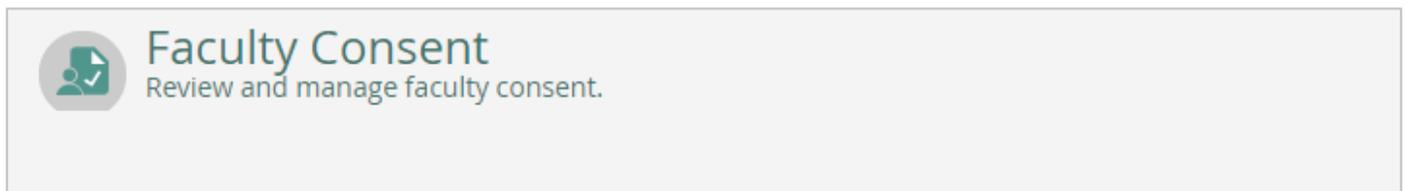
H. Instructor Permission Required / Faculty Consent

Instructor Permission Required is now called Faculty Consent. You must have the student's ID number since you cannot look a student up by name in this screen.

To grant faculty consent for a class set as "Instructor Permission Only", click on the Faculty on the home screen, then choose the class you want to give permission. Choose the Permissions tab:



Choose "Faculty Consent":



Use the "Faculty Consent Status" so click "Add New" beside the Faculty Consent Status.

No existing faculty consents

The “Add Faculty Consent” screen looks like this:

The screenshot shows a web form titled "Add Faculty Consent". At the top, it displays the course "ART-1300-01: Museum Studies" and the semester "Fall Semester 2017". Below this, a message reads: "To approve or deny a faculty consent for a student, first select student." The form contains four main sections:

- Student ID:** A text input field with a red error icon and a "Search" button.
- Status:** A dropdown menu with the text "Select a status..." and a downward arrow.
- Reason:** A dropdown menu with the text "Select a reason..." and a downward arrow.
- Additional Comments:** A large text area with the placeholder text "Additional Comments".

 At the bottom right of the form are two buttons: "Cancel" and "Save".

Student ID – You must fill in the 7-digit Student ID number (which might include one or more leading zeroes) then click Search. You cannot look by student name here so you must have the student’s ID number.

Status – Click the drop down menu and choose “Instructor Approval”

Reason – The only reason currently a choice is program approval for selective programs. Choose that if it is applicable. For most classes, that is not applicable so you will need to add “Additional Comments” instead.

Additional Comments – These need to be added if you did not choose “Program Admission” as a reason code. Please be as detailed as possible with your comments. Students cannot see the comments in myCCinfo but it does remain as part of the student’s record.

Save to exit and record your permission. When you go back to the Permissions tab, it will list all existing faculty consents.

This is what students will see in myCCinfo:

Home | Timeline | Advising | Petitions & Waivers

Student Petition(s)

No existing petitions

Faculty Consent(s)

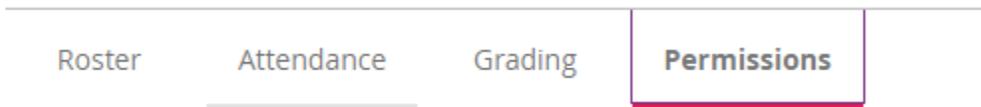
| Course | Section | Term/Period | Status | Updated On | Reason |
|-----------|---------|--------------------|---------------------|----------------------|--------|
| PEPR-2460 | 01 | Fall Semester 2017 | Instructor Approval | 10/6/2017 8:06:44 AM | |
| RDTK-2990 | 01 | Fall Semester 2017 | Instructor Approval | 10/6/2017 8:06:39 AM | |

Requisite Waiver(s)

| Course | Section | Term/Period | Status | Requisites |
|-----------|---------|----------------------|--------|-------------------------|
| ART-2122 | 01 | Fall Semester 2017 | Waived | Take ART*1005 ART*1110; |
| DANC-2410 | 01 | Fall Semester 2017 | Waived | Take DANC*1420; |
| ENGL-1020 | | Spring Semester 2018 | Waived | Take ENGL*1010; |

I. Requisite Waivers

You must have the student's ID number since you cannot look a student up by name in this screen. To waive a pre-requisite for any class other than Math or English, click on the Faculty on the home screen, then choose the class you want to give permission. Choose the Permissions tab:



Choose "Requisite Waiver":



Requisite Waiver

Waive prerequisites so that a student can register for the course.

Click "Add New" beside the "Requisite Waiver" and "Student Waiver Information":

Requisite Waivers

Student Waiver Information + Add New

No existing student waivers

The "Add Student Waiver" screen looks like this:

Add Student Waiver

WELD-2520-01: Pipe Welding II

Spring Semester 2018

To waive or deny waiving all required prerequisites for a student, first select student.

Student ID

Student ID



Search

Approve

Deny

Comments

Comments

Cancel

Save

Student ID – You must fill in the 7-digit Student ID number (which might include one or more leading zeroes) then click Search. You cannot look by student name here so you must have the student's ID number.

Approve/Deny – Make sure the Approve is in green

Comments – You must type something in the comments before you can save. Give a reason why you are waiving the pre-requisite for the student.

Save to exit and record your permission. When you go back to the Permissions tab, it will list any existing faculty consents and requisite waivers.

This is what students will see in myCCinfo:

Home | Timeline | Advising | Petitions & Waivers

Student Petition(s)

No existing petitions

Faculty Consent(s)

| Course | Section | Term/Period | Status | Updated On | Reason |
|-----------|---------|--------------------|---------------------|----------------------|--------|
| PEPR-2460 | 01 | Fall Semester 2017 | Instructor Approval | 10/6/2017 8:06:44 AM | |
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| DANC-2410 | 01 | Fall Semester 2017 | Waived | Take DANC*1420; |
| ENGL-1020 | | Spring Semester 2018 | Waived | Take ENGL*1010; |

J. Faculty Initiate Withdrawals (FIWs)

Instructors may submit a faculty-initiated withdrawal (FIW) request to the Records Office for students who fail to attend scheduled course sessions for two consecutive weeks. Instructors may submit a FIW between the fourth week of the semester (the second week for summer semester) and the withdraw deadline date. (The option to complete an FIW will appear or be removed from myCCinfo based on these dates.)

The Records Office notifies students with a FIW. Students may remain in the course by responding to the Records Office in person or writing within 10 calendar days and immediately contacting the instructor. Students who do not respond within 10 days will be withdrawn from the course, and a withdrawal (W) will be recorded on the student's transcript.

Choose **Faculty Initiate Withdrawal** from the list:

Daily Work ▾ Faculty ▲ Faculty Overview

Manage y... a section below

Spring Semester

Section

- [Faculty Overview](#)
- [Retention Alert](#)
- [Faculty Initiated Withdrawal](#)
- [Grade Change Report - Final Grade](#)

It will open the following form with some instructions. Fill out the form completely then click submit in the upper right corner:

Faculty Initiated Withdrawal

- * FIWs open on September 17, 2018.
- * If a student has missed 2 consecutive weeks of class an FIW requested can be submitted.
- * Fill out the form completely. Last Date of Attendance is mandatory.
- * Enter Last Date of Attendance in this format 03-SEP-18.
- * A copy will be emailed to the address entered in the email field.
- * Enrollment Services will notify the student in writing of the FIW.
- * The student is responsible for contacting the faculty at this point.
- * After 10 days if no response is received from the student or faculty, student is withdrawn and given a 'W'.
- * If the student has never attended, use the date 01-AUG-18 which is before classes started and type Never Attended in the Reason field.

* **Student Id**

* **First Name**

Mi

* **Last Name**

* **Course**

* **Instructor**

* **Instr Email**

* **Last Date Attended** 08-20-18

Reason

Term 18/FA ▾

K. Retention Alerts (RAs)

Retention Alerts (RAs) do not cause a change to the student's record. Faculty may submit a retention alert any time during the semester except finals week for a variety of reasons including an irregular attendance or assignments not getting turned in. Student Success will contact the student to offer guidance and inform him/her of available resources to help.

Choose **Retention Alert** from the list:

Daily Work ▾ Faculty ▲ Faculty Overview

Manage your section below

Spring Semester

Section

- [Faculty Overview](#)
- [Retention Alert](#)
- [Faculty Initiated Withdrawal](#)
- [Grade Change Report - Final Grade](#)

It will open the following form. Fill out the form completely then click submit in the upper right corner:

Retention Alert

Retention Alert

Retention Alert

Student Id Number

Instructor

Class

Reason For RA

Student Last Name

Student First Name

Instructor Email

L. Waitlists

When a student chooses a course section that is full, they have the option to get onto a waiting list. When an opening becomes available in the class the student will receive an email sent to their Casper College student email giving them permission to register. The student must then log into myCCinfo and register for the course section. The permission will remain active for 48 hours so students should check their email daily for permission. If the student does not register within 48 hours, the permission will expire and be given to the next student on the waitlist. If the student has difficulty adding themselves after receive permission, they need to contact Enrollment Services or more specifically the records office, not the advisor or the faculty.

Faculty cannot give students permission to register for their class over the waiting list as long as the wait list is being monitored. However, once waitlists are no longer monitored (typically a couple of days before classes start), then faculty can give permission for students to add their section. That permission cannot be given in myCCinfo but rather by signing a drop/add slip for the student.

Faculty cannot see who is on their waitlist but can see how many students are waitlisted. If you go to the course catalog in myCCinfo, it will either tell you how many seats are available OR how many students are on the waitlist.

Go to the class schedules page on the website:

[Class Schedule, Catalog, and Finals Schedule](#)

Looking for classes currently offered
at Casper College?

[Search for courses and course sections](#)

Choose "Search for courses and course sections" then choosing the department.

Search for Courses and Course Sections

Subject Search

Advanced Search

Search for a course subject:

[Accounting](#)

[Addictionology](#)

[African American Studies](#)

[Ag-Economics](#)

[Agriculture](#)

If it lists seats, that means space is available and if it says “Waitlisted” that tells you how many students are on the waitlist.

[Basic Chemistry I 02](#)

| Seats | Times |
|-------|--|
| 13 | M/W/F 9:00 AM - 9:50 AM 1/22/2019 - 5/17/2019 |

[Basic Chemistry I N1](#)

| Waitlisted | Times |
|------------|------------------------------|
| 6 | TBD 1/22/2019 - 5/17/2019 |