

Sign In to SIS

1. Navigate your browser to <http://www.my.maricopa.edu>.
2. Click on the **employees** tab.
3. Click on the **SIS login** link.
4. In the **MEID:** textbox, type your **Maricopa Enterprise ID** (letters and numbers).
5. In the **Password:** textbox, type your **MEMO password**.
6. Click on the **Sign In** button.

Getting Help

SIS has two different options in the Online Help tool. PeopleBooks is a text-based version of help available for both Windows and Macintosh users. Windows users also have an option known as the User Productivity Kit (UPK). The UPK player requires Internet Explorer 5.5 or higher.

1. At the top right corner of the window, click on **Help**.

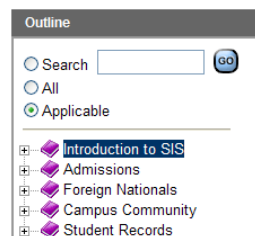


2. Select **UPK**.

UPK help works like other Help tools, with books, chapters, and individual readings.

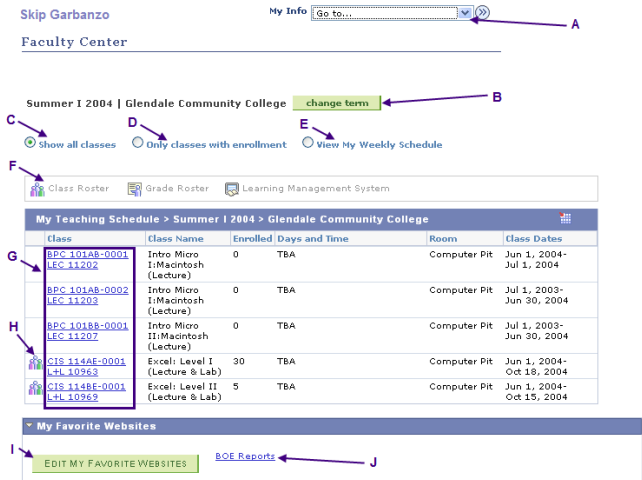
Oracle User Productivity Kit




3. Click on the **+** to open or expand an item and view the contents.
4. Click on the individual item to read the information.
5. Select a Viewing mode in the top right corner (See It, Try It, Know It, Do It).
6. Close the UPK window.



The Faculty Center

1. From the menu at the left select **Employee Self Service**.
2. Select **Faculty Center**.



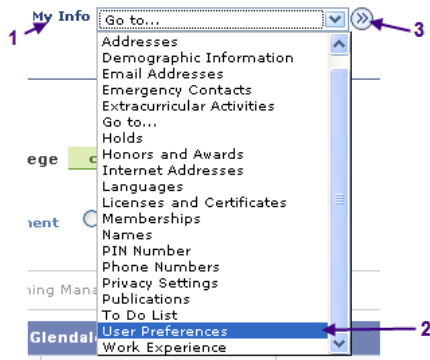
- my info** – allows you to easily navigate to other SIS screens such as User Defaults.
- change term** – if you teach classes for multiple terms and/or institutions, each institution/term combination is viewed by clicking **change term**.
- Show all classes** – includes all classes assigned to you for the institution/term combination selected.
- Only classes with enrollment** – includes only those classes assigned to you that have enrollment.
- View My Weekly Schedule** – gives a calendar view of your schedule.
- Legend** – legend of icons.
- Class ID and Class Number** – clicking on the class takes you to the class details page.
- Icon column** – used for  the Grade Roster,  the Class Roster, and  Learning Management System (LMS) if the class is taught using a LMS such as Blackboard. **EDIT MY FAVORITE WEBSITES** – **Edit My Favorite Websites** allows quick access to your favorite websites.
- Active links – created links to your favorite websites.

Setting Preferences

Preferences should be set prior to viewing rosters or grading students. Preferences include the college, career (credit or non-credit) and term (semester).

1. Select the **my info** drop-down list at the top of the Faculty Center.
2. Select **User Preferences**.

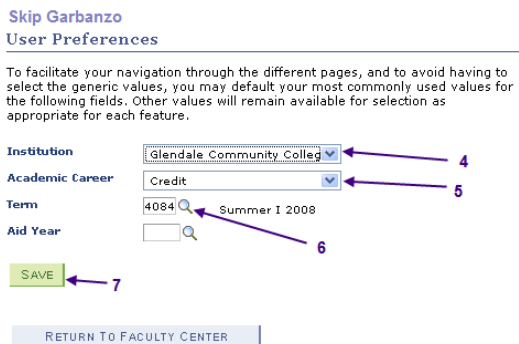
3. Select the >> arrows to go to the User Preferences page.



4. Use the Institution drop-down list to select your primary college.


Note: If you teach for more than one college, select one to be your primary college. You will be able to use the Change Term option from the Faculty Center to navigate between colleges but one college must be selected here.

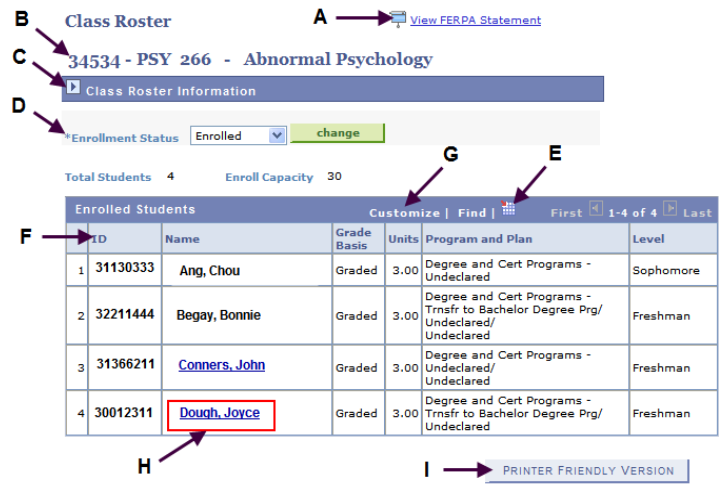
5. Use the Academic Career drop-down list to select **Credit**.
6. Use the magnifying glass to select the current Term (semester).
7. Click on the **Save** button.





8. Click the **OK** button at the Save Confirmation screen.
9. Click on the **Return to Faculty Center** button to return to the Faculty Center.

Class Roster

1. Click on the **Class Roster Icon**  to the left of your course listing to access the Class Roster.



- View FERPA Statement** – click on the FERPA icon to view the FERPA statement.
- Class ID and Class Number** – the 5 digit **Class Number** takes the place of the legacy 4 digit **Section Number**.
- Class Roster Information** – Click on the  arrow to view the **Class Roster Information** in detail. Click on the  double arrow (not shown above) to collapse the information.
- Enrollment Status** – options may include:
 - All
 - Dropped
 - Enrolled
 - Waiting
- Download to Excel** – to download your **Class Roster** into an **Excel** spreadsheet. You will need to turn off the **block pop-up windows** option in your **Browser** and/or hold down the **CTRL** key while clicking on the icon.


Note: The Class Roster displays **ID, Name, Grade Basis, Units, Program and Plan** and **Level** for each student enrolled.

- Columns** - click on the header of a column to sort the column contents alphabetically or numerically in ascending or descending order. Clicking again reverses the direction.
- Customize** - You can personalize the order of columns, delete columns, and add a sort order.
- Email student** - a name that appears as a [link](#) indicates an email address has been entered for that student. Clicking on the linked name begins an email message addressed to the student.
- [PRINTER FRIENDLY VERSION](#) - **Printer Friendly Version** - formats the page to fit properly on 8 ½ X 11 inch paper when printed.
- [RETURN](#) - returns you to the **Faculty Center**.

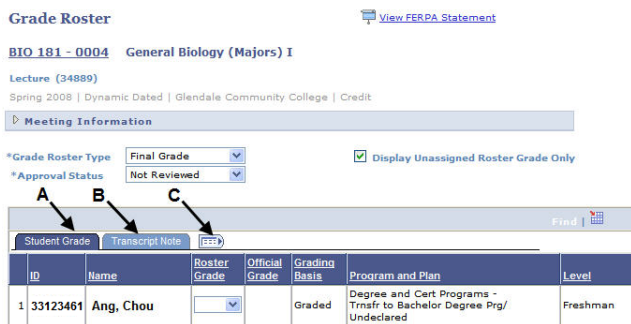
K. **GRADE ROSTER** – takes you to the Grade Roster for that specific class.


Grade Roster

The SIS Grade Roster is used to process final grades. It does not track students' progress throughout the semester. Keep in mind, withdrawing a student is considered assigning a final grade of **W**.

1. Access the Grade Roster by either
 - clicking on the  icon from the **Faculty Center OR**
 - clicking on the **GRADE ROSTER** button from the **Class Roster**.

Note: the default page in the Grade Roster is the **Student Grade** tab.

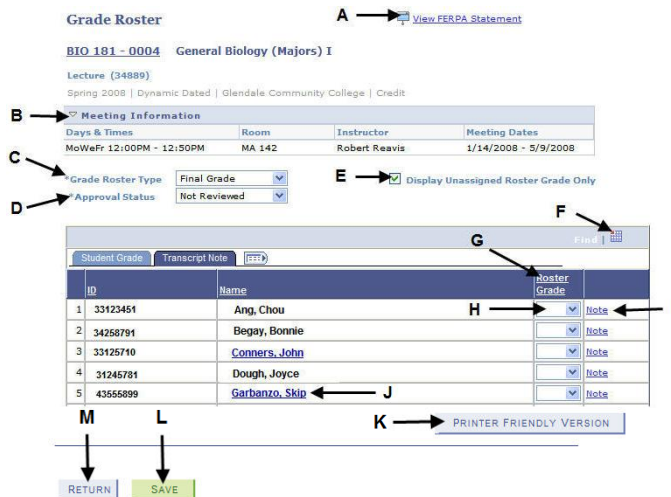








- L. **Student Grade** – the default view of the Grade Roster includes: **ID, Name, Roster Grade, Official Grade, Program and Plan,** and **Level**.
- M. **Transcript Note** – displays the easiest screen for recording your grades as well as exporting grades to **Excel**.
- N.  – displays all the columns in the **Grade Roster**; it includes everything you see on the *Student Grade* page plus it adds a **Note** column.

Note: columns for Last Date of Attendance and Drop Reason appear on your grade roster after the first student is withdrawn from the class.


Grade Roster – Navigating

2. Click on the **Transcript Note** tab.



- A.  – to view the **FERPA** statement.
- B. **Meeting Information** – Click on the  arrow to view the **Meeting Information**. Click on the  arrow to collapse the information.
- C. ***Grade Roster Type** – there is only one choice, **Final Grade**. ***Grade Roster Type** **Final Grade** 
- D. ***Approval Status** – there is only one choice, **Not Reviewed**. This will remain until grades are validated by Enrollment Services. ***Approval Status** **Not Reviewed** 
- E. **Display Unassigned Roster Grade Only** – once grades have been recorded, checking this box displays students without grades. Unchecking the box displays all students on the roster, graded and not graded.
- F.  **Export to Excel** – export your **Grade Roster** into an Excel spreadsheet. This is helpful if you do not use a learning management system such as Blackboard to track your students' grades throughout the semester.

Note: in addition to turning off the browser's *pop-up blocker* option, you may need to hold down the **CTRL** key on the keyboard while clicking on the Icon.

- G. **Roster Grade** **Roster Grade** – column where grades are entered.
- H.  **Record a Grade** – use the drop-down arrow to select the appropriate grade.

Note: If no grades appear on the list, preferences need to be set that include a default Academic Institution. See the information in Setting User Defaults above.

- I. **Note** – allows you to maintain information for a particular student related to his/her grade. It is not part of the student's transcript; however, some faculty may wish to add comments as part of the

student's record. For example, if a student was given a **Y** as the final grade, the instructor may want to add details to document the **Y** grade. The **Note** field is not required, **unless you give an Incomplete Grade**. You will use the **Note** link to input information on an **Incomplete Grade**. The System will not **save** the grades if the Incomplete Detail is not completed after entering a grade of **I**.

Search Results

Enrollment Action Reason	Description
31	FAC-Student Ill/Hospitalized
32	FAC-Financial Problems
33	FAC-Employment Related
34	FAC-Technical Difficulties
35	FAC-Academic Difficulties
36	FAC-Family Related
38	FAC-Transportation
39	FAC-Personal/Confidential
41	FAC-Military Commitments
42	FAC-Excessive Absences
43	FAC-Never Attended
44	FAC-Student Moved
46	FAC-Placed in Alt Class/Sec
47	FAC-Death of Student
50	FAC-No Reason Given
FMM	FAC-Military Mobilization

- J. **Email a Student:** as in the **Class Roster**, a name that is underlined (**Garbanzo, Skip**) indicates an email can be created by clicking on the student's name.
- K. **PRINTER FRIENDLY VERSION** – formats the page to fit on 8 ½ X 11 inch paper when printed.
- L. **SAVE** – **Save** any changes made to the **Grade Roster**.
- M. **RETURN** – **Return** to the **Faculty Center** page.

- F. **Assigning a W** – Both **LDA** and **Drop Reason** are required.
- G. **Assigning a Y** – Both **LDA** and **Drop Reason** are required.

Grade Roster – Entering Grades

ID	Last Date of Attendance	Drop Reason	Name	Roster Grade	Note
1			Ang, Chou	A	Note
2			Begay, Bonnie	B	Note
3			Connors, John	C	Note
4			Dough, Joyce	D	Note
5	02/12/20		Garbanzo, Skip	F	Note
6	02/28/20	44	Honeyumptewa, Gladys	W	Note
7	02/26/20	32	Linh, Tral	Y	Note
8			Sawyer, Tom	I	Note

Note: Grades will only be available for the grading basis attached to the student. For example, if a student has a **P/Z** Grading Basis, the only grade options that would appear are **P, Z, W** and **I**. The **#** and **%** grades will not be used.

Entering a Grade of I

- H. **Assigning an I – Incomplete** grade requires additional information.

1. Click on the **Note** link to the right of the student's grade.
2. Click on the **INCOMPLETE DETAIL** button.

- A. **Roster Grade** column - Go to the **Roster Grade** column.
- B. **Recording Grades** – Click on the dropdown arrow. Your choices are **A, B, C, D, F, W, Y** or **I**. If a student is taking the class under **P/Z** grading, those options appear for that student.

Transcript Note

Student Incomplete

Name Student Name

Class Section Information

Term	Fall 2010		
Subject	PSY	Catalog Nbr	101
Class Nbr	21898	Section	0001
Description	Introduction to Psychology		

Grade In/Official

Grade In/Official I / F

Lapse Status

Incomplete

Lapse Deadline [31] Lapse To Grade [31]

Last Date of Attendance: [31]

Comment [C]

OK Cancel

Entering a Grade of F

- C. **Recording an F** – Selecting an **F** in the **Roster Grade** column opens the **Last Date of Attendance (LDA)** field [31].
- D. A date must be entered before the grade roster can be saved.

Withdrawing Students

- E. When a **W** or **Y** is assigned by using the drop-down list (do not type it in), the **LDA** field displays along with the **Drop Reason** field. A date must be assigned to the **LDA** field, and a reason must be selected in the Drop Reason **Search Results**.

Use the spyglass to pick the code for the drop reason.

Note: a grade of **I (Incomplete)** requires an **Incomplete Contract** to be assigned to the student. Notice there is no **Drop Reason** for an Incomplete, but a **Last Date of Attendance** must be entered (if the **Lapse to Grade** is **W, Y, F, or Z**) before this information can be saved.

Printing two copies of the **Incomplete Contract** is recommended. You may wish to

have the student sign both copies, one for his/her records and one for yours.



After grades are entered, an overnight process runs, turning the entered grades into Official Grades. The **Incomplete Detail** button (from the **Note** link) is not available from the Grade Roster for a student who has been graded. Additional steps to review/input an Incomplete Contract are listed below.

- A. **Lapse Deadline** - The **Lapse Deadline** field is the date by which the student must complete all missed coursework. This is the date on which the grade of I (Incomplete) will lapse to the letter grade you assign (Lapse to Grade).
- B. **Lapse to Grade** – This grade will be recorded if the coursework is not completed by the Lapse Deadline. This grade replaces the I automatically after the Lapse Deadline has passed.
- C. **Comment Field** – Contains the information the student must accomplish in order to reach a desired grade. For example:

The student missed the final exam which was worth 100 points. If the student makes up the exam, the following grades are possible:

*100-90 points = A; 69-50 points = C;
89-70 points = B; 49-35 points = D;
34 or less points = F.*

Not taking the final exam will lapse to a grade of F.

- D. **Last Date of Attendance** – This field will appear and is required if a grade of W, Y, F, or Z is assigned as the Lapse to Grade.
3. Click  on the **Student Incomplete** page.
 4. Click  on the **Transcript Note** page.

Signing Out of SIS

Any system you sign into should also be signed out of (as opposed to closing the browser window).



1. Select **Sign out** from the menu at the top.

Assisting Students

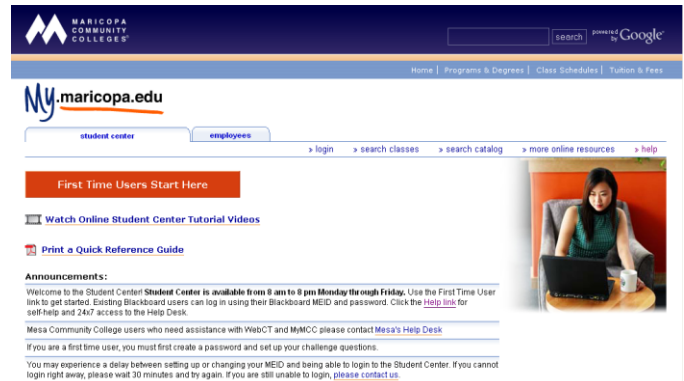
The following information is designed to help you assist students who may ask you questions related to SIS.

Username and Password

Students must first have his/her MEID and password. Discovery of the MEID and/or resetting the password can be done via my.maricopa.edu.

Logging into SIS

All access of SIS is from the my.maricopa.edu website.



The screenshot shows the my.maricopa.edu website. At the top, there is a navigation bar with 'Home | Programs & Degrees | Class Schedules | Tuition & Fees'. Below this is the 'my.maricopa.edu' logo and a search bar. The main content area has tabs for 'student center' and 'employees'. A red button says 'First Time Users Start Here'. Below that are links for 'Watch Online Student Center Tutorial Videos' and 'Print a Quick Reference Guide'. An 'Announcements' section contains several messages, including one about the Student Center being available from 8 am to 8 pm Monday through Friday, and another about creating a password for first-time users.

Search for Classes

2. Select the **Student Center**.
3. Select the **Search for Classes** button.
4. Select an **Institution** (college), **Term**, and **Search Method** such as search for classes.
5. Click **Go**.
6. Select **at least two** search criteria.
7. Select **Search** to view results.

Enroll in a College

1. From the Admissions area, select **MCCCD Admissions**.
2. Use the drop-down menu to select the college you want to attend.
3. Use the drop-down menu to select the **Type of Program** (degree and certificate programs or non-credit).
4. Select the **Term** (semester) you would like to attend.
5. Select [Click here to begin new enrollment process...](#)

Register for Classes

1. Select the **Academics** tab.
2. Select **Add a Class**.
3. Select the **Term** (semester), **Program** (credit/non-credit), and **College** from the drop-down menus.
4. Select **Search for Class** or enter the **Class Number**.
5. Select the **Select Class** button for open classes.
6. Select the **Next** button.
7. Select **Proceed to Step 2 of 3** or repeat the steps to add additional classes.
8. Select **Finish Enrolling** when done adding classes.

View My Class Schedule

1. Select the **Academics** tab.
2. Select **My Class Schedule**.
3. Select the **Term** (semester) and **College**.
4. Select the **Print** option from your browser or right-click on the page and select **Print**.
5. To see detail information on any class, click on the **Section Number** in the schedule.

Drop/Withdraw From a Class

1. Select the **Academics** tab.
2. Select **Drop a Class**.
3. Select the **Term** (semester) and **College**.
4. Click in the **Select Box** next to the class or classes you wish to drop.

5. Select **Drop Selected Classes**.
6. Select **Finish Dropping** to withdraw.

View Charges to My Account

1. From the Finances drop down list, select **Charges Due**.

View My Financial Aid

1. From the Finances drop down list, select **Financial Aid**.

Make a Payment

1. Select **Make a Payment**.
2. Select the payment plan or credit card option.
3. **Print** confirmation of your payment.

View My Grades

1. Select the **Academic** tab.
2. Select **Grades**.

The most recent grades display. You can view grades from previous semesters if you'd like.

3. Select the **Change** button to view grades from other **Terms** (semesters) or **Locations**.
4. Select the **Continue** button.
5. Select the **Printer Friendly Version** button.
6. Use your browser's print option or right-click your mouse and select **Print**.

Request Official Transcripts

1. Select the **Academic** tab.
2. Select **Official Transcript** from the drop-down list.
3. Select **Institution**.
4. Enter the **Quantity** (number) of copies you'd like.
5. Enter the **Recipient information** (name).
6. Select **Edit address** to enter the address information.
7. Select the **Submit** button.

Update My Contact and Address Information

1. From the **Personal Information** area, select **Contact Information**.
2. Update the information.
3. Select the **Save** button.
4. Select **OK**.