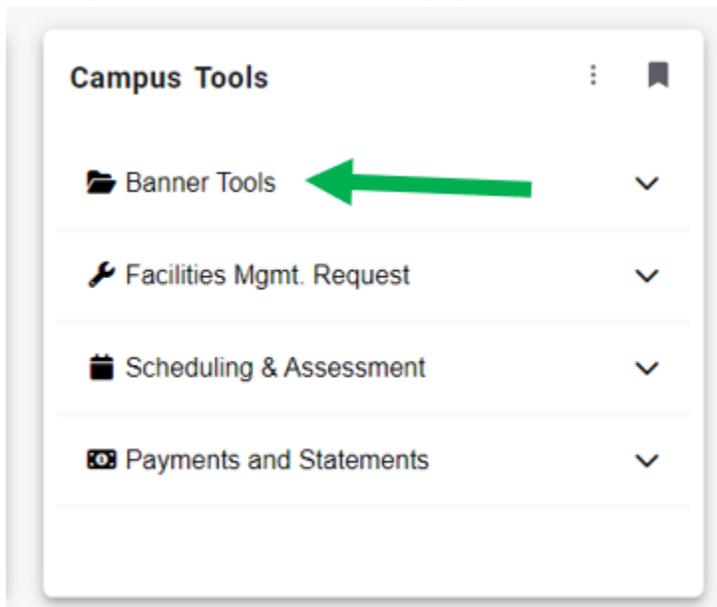
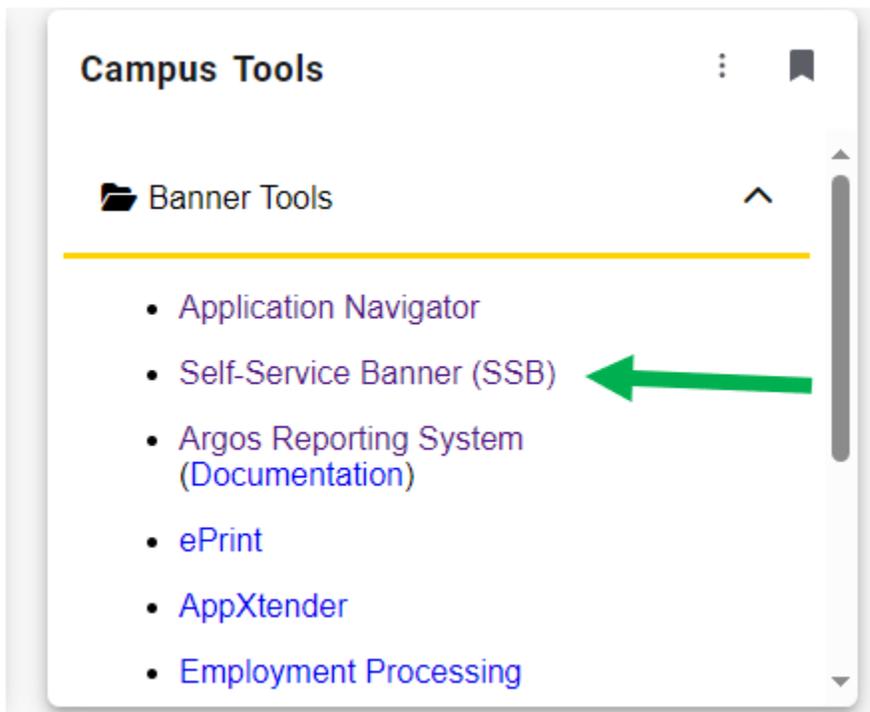


To submit your Academic Early Warnings please follow the instructions below:

- Open OneTech
- Find the “Campus Tools” card
- Click on “Banner Tools”



- Click on “Self-Service Banner (SSB)”



- Click “Faculty Services”



Personal Information	Student	Financial Aid	Faculty Services	Employee	Finance	Supervisor
View physical addresses as well as email address and emergency contact information.	Apply for Admission, Register, and View your academic records	Apply for and check your financial aid status	View class details and course schedule, Add/Drop registered students, view advisee list.	Employee information - Paystubs, W2	Create or review financial documents, budget information, approvals.	Supervisor information - Position Review, Reporting Employee Information, New Hire Forms

- Click “Academic Early Warning”
 - Column 1, 5th Row



Student Information Menu	Advisor Menu	Term Selection	CRN Selection
Faculty Detail Schedule	Week at a Glance	Class Lists	Attendance Accounting
Midterm Grades Midterm grades are required for all freshman and sophomore students enrolled in Fall/Spring full-term courses.	Final Grades	Active Assignments	Assignment History
Schedule of Classes	Course Catalog	Course, Program, and Gen. Ed. Assessment Data Allows the entry of course objective data in order to build course, program, and Gen. Ed. assessment reports.	Roger Phillips Transfer Act List of students that are in violation of Roger Phillips Transfer Act
Academic Early Warning Allows faculty to report at risk students	Academic Early Warning - Reported Students List of students who have been reported in the Academic Early Warning System and need to be contacted.	Student Tracking Uses a Sankey Diagram to chart student movement based on a major and term range.	Enrollment Dashboard
Drop & Withdrawal Requests Student drop and withdrawal requests awaiting your response.	Student-Athlete Evaluation System	Course Syllabi Repository	Course Materials Adoption Textbook Brokers Course Materials Adoption
Your Employment Documents Shows employment contracts and notices of employment and allows employees to approve them	Academic Document System	Faculty Dashboard This is the starting point for faculty in self-service 9.	