Office of the Registrar

**NEW YORK INSTITUTE OF TECHNOLOGY**

Guide to the Faculty and Advisor Centers

Contents

FACULTY CENTER

Getting Familiar with the Faculty Center

The Faculty Center provides access to faculty schedule, class, attendance, and grade rosters. To access the Faculty Center, login to the my.nyit portal. The link to the portal is located in the "FACULTY & STAFF" section of the New York Tech homepage, see screenshot below.
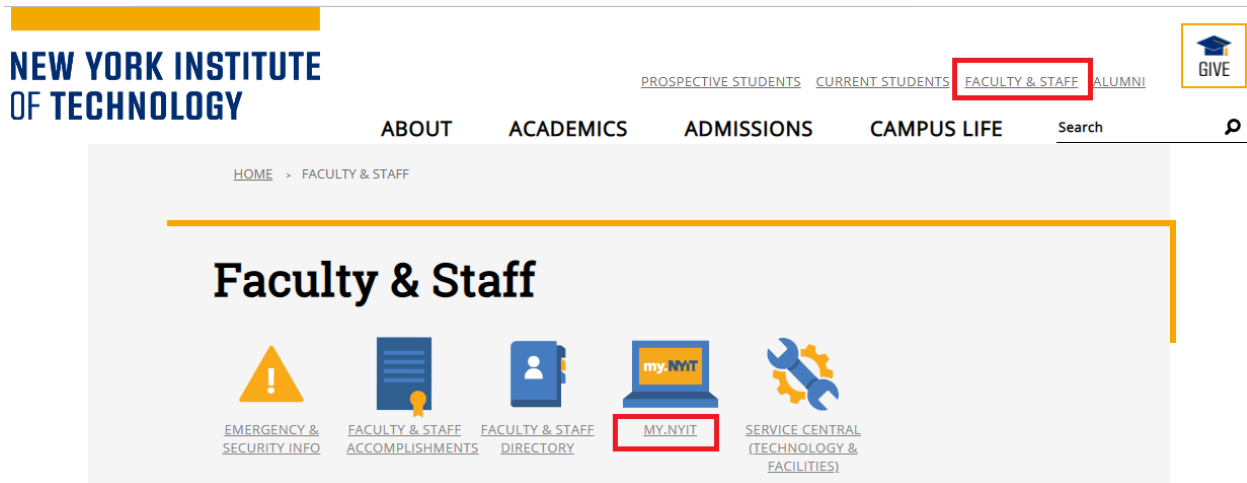
Once logged in, there will be two tiles, "Advisor Center" if you have the advisor role, and "Faculty Center":
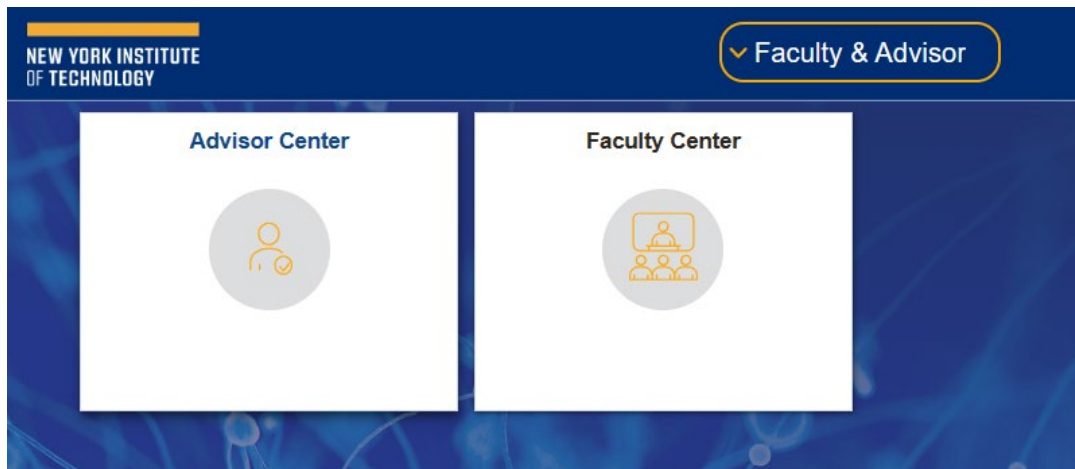
Click on the "Faculty Center" tile. You will be taken to the "My Schedule" page. You can view your class schedule for a term as well as your weekly teaching schedule. If you would like to download an Excel copy of your schedule, click on the download icon as indicated below.

Faculty & Advisor			Faculty Center

Faculty Center | Advisor Center | Sea**r**ch

My Schedule | Class Roster | Grade Roster | Forms

My Schedule

Fall 2022 | NY Institute of Technology

Change Term

My Exam Schedule

Select display option

◉ Show All Classes   ○ Show Enrolled Classes Only

Icon Legend	👫 Class Roster	📇 Grade Roster	✎ Attendance Verification

My Teaching Schedule > Fall 2022 > NY Institute of Technology

Personalize | View All | 📄 📊   First ◀ 1 of 1 ▶ Last

			Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👫	✎	📇	MSME 653-F01 (2735)	Standardized Patient Education (Lecture)	21	-	Online	Oct 31, 2022- Dec 23, 2022

View Weekly Teaching Schedule

Go to top

Class Roster

Class rosters display a list of students currently enrolled in a class. To access a class roster, click on the class roster icon in "My Teaching Schedule" as shown below.

To view the student photos on the class roster, select "Include Photos in List." If you need to download an Excel copy of your class roster, click on the download icon as shown below. Click on a student's name if you would like to email them. If you would like to email selected students, click on the "Notify" checkbox for each student and select the "Notify Selected Students" option on the bottom of the page. To send an email to all students in the class, select the "Notify All Students" option.

Attendance Verification

Attendance verification rosters are available for submission seven days after the start of the withdrawal period of each cycle or term. Refer to the [academic calendar](#) for the withdrawal period dates. You will be notified by email when to submit attendance verification.

Attendance verification rosters display a list of students **currently enrolled in a class as well as dropped.** To access an attendance roster, click on the attendance roster icon in "My Teaching Schedule" as shown below.

Click on the "Fist Name" or "Last Name" columns if you need to sort the roster by name. Select "Attended" or "Never Attended" for each student in the "Attendance Verification" column. Click "Submit." You will see a confirmation page and receive an email.

Student ID	First Name	Last Name	Email	Attendance Verification	Enrollment Date Time
				Attended	2019-11-13 17:33:58
				Attended	2019-11-14 13:14:03
				Never Attended	2019-11-08 22:10:33

Submit

You have 24 hours from the submission of the attendance verification roster to make changes to the student's attendance. After 24 hours attendance is considered final, and any changes will require completion of the online Change of Attendance application.

To access the online Change of Attendance application, open the attendance verification roster and click on the "Request Attendance Change" link located in the last column of the roster. Provide a reason for change, upload supporting documents, and click "Submit." You will receive the email updates regarding your request.

Student ID	First Name	Last Name	Email	Attendance Verification	Enrollment Date Time	Request Attendance Change
				Attended	2019-11-23 22:41:11	Request Attendance Change
				Attended	2020-01-21 12:27:23	Request Attendance Change
				Attended	2019-11-15 14:37:21	Request Attendance Change

Grade Roster

There are two types of the grade rosters: mid-term and final. The mid-term grade rosters are accessible on the fifth week of a term and final grade rosters are accessible a week before the final exam period for each cycle or term.

To access a grade roster, click on the grade roster icon in "My Teaching Schedule" as shown below.

Icon Legend	Class Roster	Grade Roster	Attendance Verification

My Teaching Schedule > Fall 2022 > NY Institute of Technology

Personalize | View All | 🔼 | 📊   First ◄ 1 of 1 ► Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥	✎ 📋	MSME 653-F01 (2735)	Standardized Patient Education (Lecture)	21	-	Online	Oct 31, 2022- Dec 23, 2022

To enter the **mid-term** grades, select "Mid-Term Grade" in the "Grade Roster Type" drop-down list. Add a grade for each student using the drop-down list in the "Roster Grade" column. The last date of attendance is not required for the mid-term grades. Click "Save." You will receive a confirmation email stating that your mid-term grades have been submitted.

To enter the **final** grades, select "Final Grade" in the "Grade Roster Type" drop-down list. Add a grade for each student using the drop-down list in the "Roster Grade" column. Add the last date of attendance for I, F, and UW grades, and the reason how the last date of attendance was determined. **Select "Approved" and click "Save"** as shown below. You will receive a confirmation email stating that your final grades have been submitted. The grades will be posted and appear on the student transcripts overnight.

Be aware that the grade roster displays 20 students per page, and you may need to proceed to the next page to add the grades for all students in your class.

To change a grade for a student, use the online Change of Grade application. A button to the application will be available once the grades are posted. Access the grade roster and click on the "Request Grade Change" button located in the last column of the roster. Provide a reason for change, upload supporting documents, and click "Submit." You will receive the email updates regarding your request.

| Roster Grade	Official Grade	Last Date of Attendance	Last Date Of Attendance Reason	Grading Basis	Program, Plan and Subplan	Location	Enrollment DateTime	Level		Request Grade Change
I	I	11/16/2022	0001	GRD	Grad College of Osteopat Med - MS Med/Healthcare Simulation		2022-07-22 13:11:52	Graduate	Posted	Request Grade Change

ADVISOR CENTER

Getting Familiar with the Advisor Center

The Advisor Center provides access to student records, registration holds, and "Class Permissions" application. To access the Advisor Center, login to the my.nyit portal. The link to the portal is located in the "FACULTY & STAFF" section of the New York Tech homepage, see screenshot below.
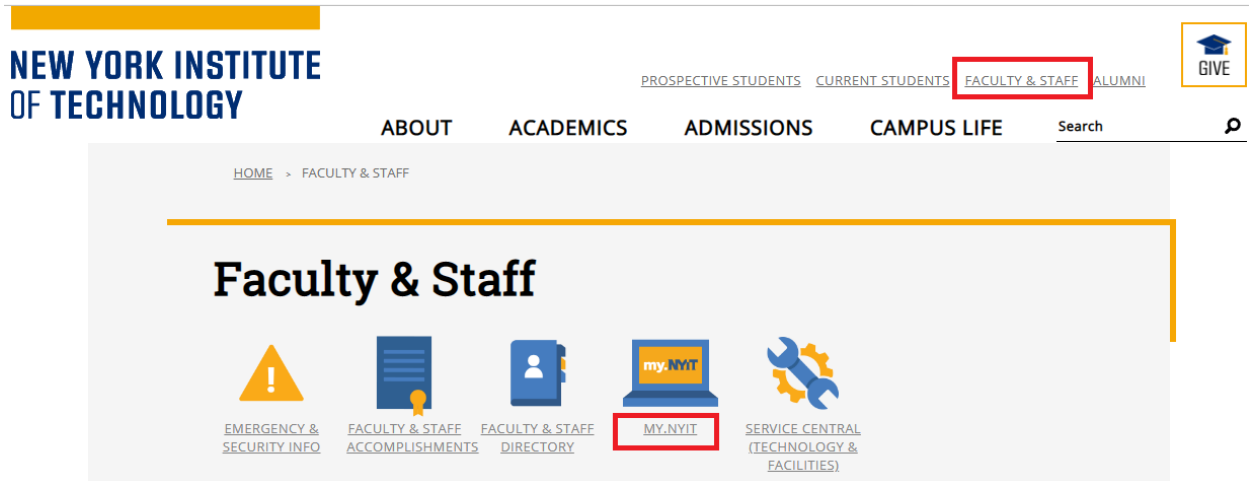
Once logged in, there will be two tiles, "Advisor Center" if you have the advisor role, and "Faculty Center":
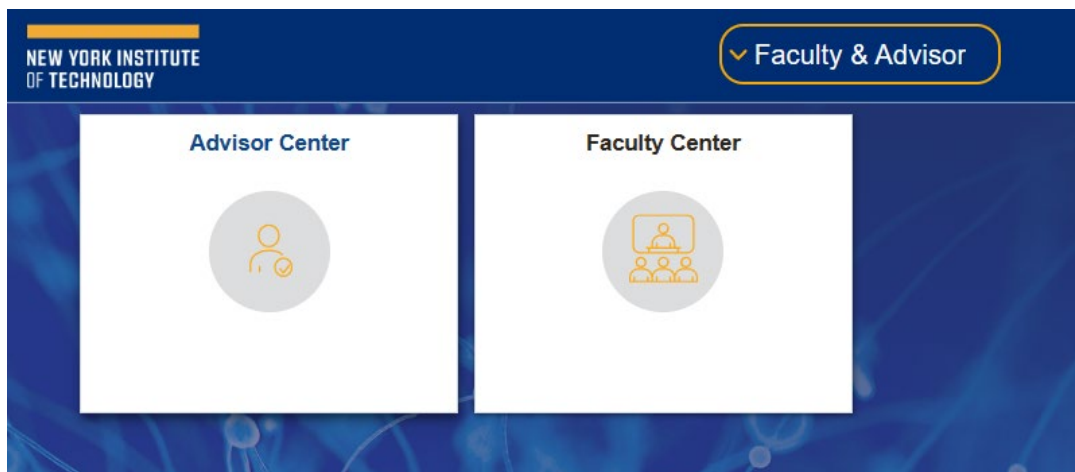
Click on the "Advisor Center" tile and proceed to the "My Advisees" page. It will show a list of your advisees if you are assigned to any.

To view the student photos, select "Include Photos in List." If you need to download an Excel copy of your advisee list, click on the download icon as shown below. Click on a student's name if you would like to email them. If you would like to email selected students, click on the "Notify" checkbox for each student and select the "Notify Selected Advisees" option on the bottom of the page. To send an email to all advisees, select the "Notify All Advisees" option.

Select "View Student Details" to view a student record. You can select the "View Data for Other Students" button to view information for students who are not on your list of advisees.

The student's information will be displayed in the Advisee Student Center as shown below. Under the "Academics" heading there is the student's current class schedule. On the left of the page there are several links with different functions. The drop-down list titled "other academic…" provides access to a number of items including grades, course history, and academic requirements. On the right of the page there is a list of student holds and To Do List.

Releasing Advising Holds

Once you approve your advisee's course schedule, you must release the advising hold on their record. Follow the steps:

1. Click on the "General Info" tab.

2. Click on the "Service Indicators" link.

3. Click on the "Student Must See Advisor" link.

4. Click on the "Release" button as shown below.

Edit Service Indicator

1292844   [Release]

*Institution [NYIT1] 🔍   NY Institute of Technology
*Service Indicator Code [REG] 🔍   Student Must See Advisor
*Reason [ADVR] 🔍   See Your Advisor
Description
Meet with your academic advisor
https://www.nyit.edu/advising/find_an_advisor before
registering for classes. Your advisor will release the

Effect Negative Service Indicator

Effective Period

Start Term [2233] 🔍   2023SP   End Term [2233] 🔍   2023SP
Start Date [11/01/2022] 📅   End Date [05/20/2023] 📅

5. Click OK and you will return to the General Info page.

Are you sure you want to release this Service Indicator?
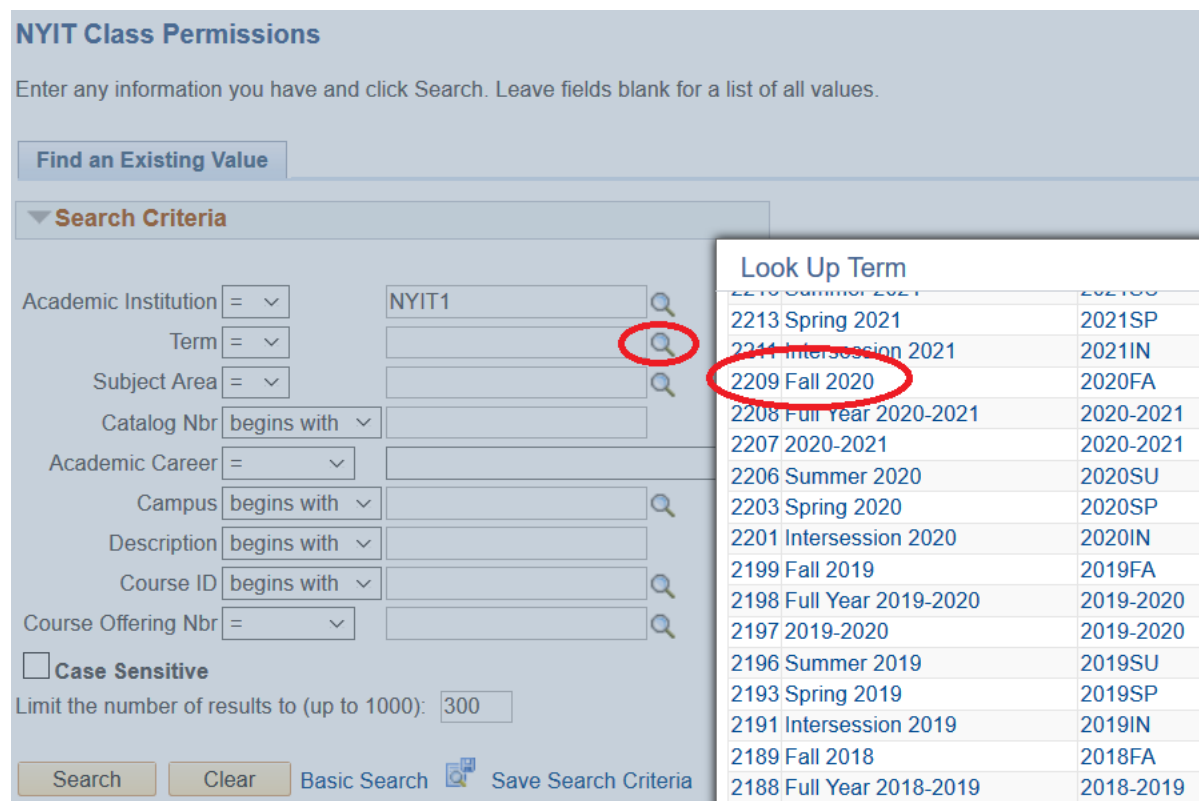
[OK]   [Cancel]

Class Permissions

Under certain circumstances a student may need a permission to enroll in a closed class, a class that requires instructor or department consent, or a class that requires a prerequisite override. Academic advisors can create a class permission that will allow a student to enroll in such a class online.

To create a class permission, access the "Class Permissions" tab in Advisor Center.
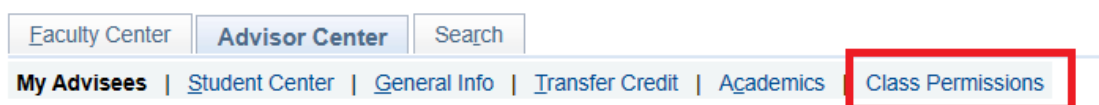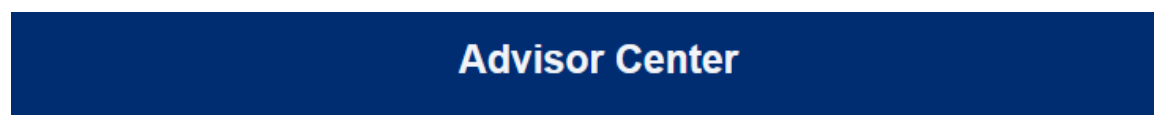
In the Search menu click the magnifying glass next to "Term" and choose the appropriate term. You CANNOT type in the name of a term, for example, Fall 2020, because the term name is coded. You can type in the term code if you know it.

Enter "Subject Area", "Catalog Nbr", and "Campus." You can click on the magnifying glass icon to see a list of available choices for each of the search criteria. Click "Search."

NYIT Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼**Search Criteria**

Academic Institution	= ▼	NYIT1	🔍
Term	= ▼	2209	🔍
Subject Area	= ▼	ARTG	🔍
Catalog Nbr	begins with ▼	605	
Academic Career	= ▼	▼	
Campus	begins with ▼	MA	🔍
Description	begins with ▼		
Course ID	begins with ▼		🔍
Course Offering Nbr	= ▼		🔍

☐ **Case Sensitive**

Limit the number of results to (up to 1000): 300

[Search]   [Clear]   Basic Search 🗗 Save Search Criteria

PLEASE NOTE that you must select the appropriate class section of a course to record a permission. Note "Term", "Subject Area", "Catalog Nbr", and "Class Section" on the page. If this is not the correct section, click on the arrows in the top right corner of the page to select correct class, see below for an example.

If you need to grant a permission to enroll in a **laboratory** component, record the permission on the **lecture** component of the course.

Follow these steps to record a class permission.

1. Select the "General Info" tab as shown below:
   - If needed, click the plus button to add a new row.
   - Enter student ID.

2. Select the "Permission" tab:

- Uncheck the "Consent Required" checkbox.
- If you allow a student to enroll in **a closed class**, check "Closed Class."
- If you allow a student to **override a prerequisite or co-requisite**, check "Requisites Not Met."
- If you allow a student to enroll in class that requires **instructor or department consent**, leave the "Consent Required" checkbox checked.

Checkboxes "Career Restriction" and "Permission Time Period" are not accessible at this time.

3. Select the "Comments" tab. Record comments as follows: today's date, your name, and a reason to grant a permission.

4. Click "Save."