How do I email my class from Banner Self Service?

Tell Me

1. First, setup the mailto: function in your browser by following steps in this FAQ.
2. Log into Banner Self Service.
3. Click the Faculty & Advisors tab/link.
4. Select Detail Class List or the Summary Class List.

![Banner Self Service @ UNC Charlotte](image)

Payment deadlines are enforced. To avoid cancellation of your classes,

*NOTE - Menu items have been alphabetized for your convenience*

Term Selection
ON Selection
Accreditation Menu
Advisor Menu
- View a student's grades, Display your security setup
Course Summary Search
Detail Class List
Detail Class List
Faculty Social Schedule
Faculty Grades Summary
Faculty Schedule by Day and Term
Final Grades
- Per-Student Instructions, Click here
Grade Change Menu - NEW!
Grade change requests for courses offered fall term to present should be requested here. No course work prior to grade will be processed.
Grade Replacement Request Approval
Midterm Grades
- Per-Student Instructions, Click here
Registration Overrides
Student Menu
- Display student information, View a student’s schedule.
Summary Class List
Summary Class List
Summary List
Summary List
Summary Class List
Summary List
Summary List
Summary List
Summary List
Summary List
Summary List
Release: 8.9.3

5. Select the term and click Submit.

**Select a Term:** Fall 2015

Submit

6. Choose the desired course and click Submit.

**CRN:** ITCS 1102 051: Adv Internet Concepts, 10108 (29)

Submit

7. Scroll to the bottom and click Email your students.

Email your students

8. Type the message you want to send and click Send.

Related FAQs

- What is Legacy Banner Self Service?
- How do I view my transcript?
- How do I gain advisor access to Banner student?
- How do I view or edit my personal (non-uncc) address or phone number in Banner?
- How do I update or add my personal (non-uncc) email address in Banner?