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](image)

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

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

Term Selection
CNV Selection
Accreditation Menu
Advisor Menu
View a student's transcript, view a student's grades, display your security setup
Course Summary Search
Detail Class List
Detail Grade List
Faculty Initial Schedule
Faculty Grade Summary
Faculty Schedule by Day and Time
Final Grades
Per-Quarter Instructions, Click here
Grade Change Menu
Grade Change Request for courses offered fall quarter to present should be requested here, not courses prior to the Grade Replacement Request Form
Midterm Grades
Per-Quarter Instructions, Click here
Registration Overrides
Student Menu
Display student information, view a student's schedule, view course registration information, view a student's modulus
Summary Class List
Summary Grade List

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

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