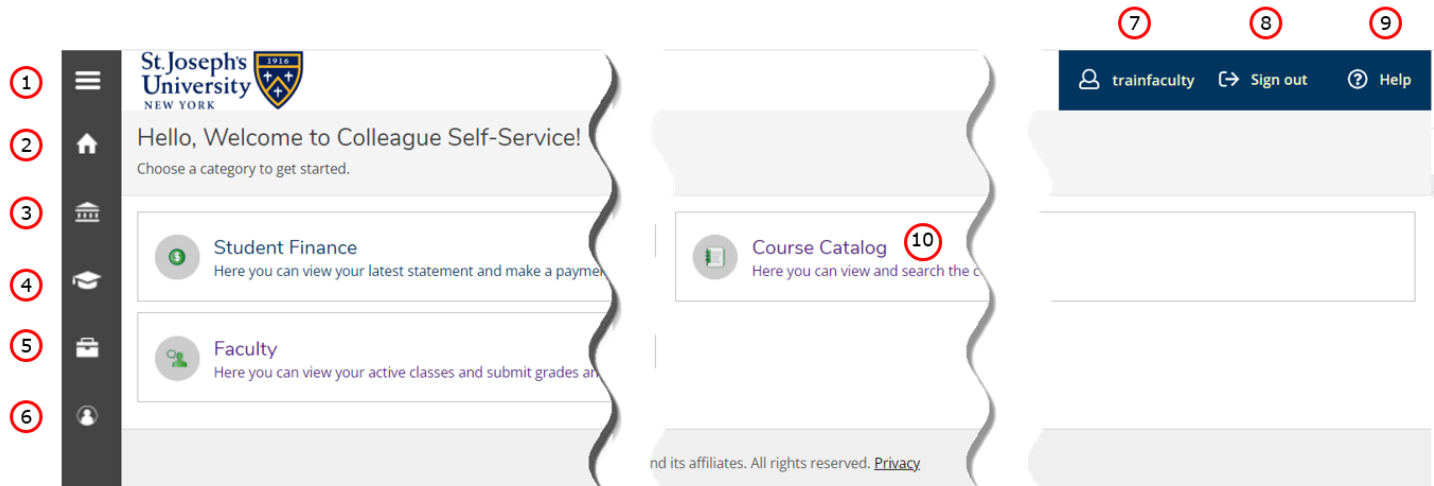


[Self-Service Faculty](#) full documentation.

Self-Service Faculty is a web-based program that allows faculty to view their active classes, roster, submit grades and waivers for students, search for courses and course sections. You will access *Self-Service* from the *Home* Portal page using the **Self-Service** tile. If prompted, please use your SJNY credentials to log in.

When you first login to Self-Service, you will be brought to the **HOME** screen. (see below)



Navigation Icons

Option:	Description:
1. Hamburger icon	Expands menu to make it easier to view program options.
2. Home	Home and landing page for Self-Service. The Faculty option is listed here.
3. Financial Information	Faculty with access to Student Finance will be able to view bill information.
4. Academics	Course Catalog to search for Courses and Course Sections.
5. Daily Work	Listing of courses are located here under Faculty, Faculty overview. The Faculty option is also located on the Home link.
6. User Options	User Profile displays information about the user. Address, email, and phone numbers can be viewed and confirmed for accuracy.
7. Username	SJNY username
8. Sign out	Sign out of Self-Service.
9. Help	Select <i>Help</i> anywhere in the system.
10. Course Catalog link	Course Catalog to search for Courses and Course Sections.

Home Page

Course Catalog/Search for Sections



[Course Catalog](#)

Here you can view and search the course catalog.

Choose the **Course Catalog** link from the *Home* page to enter the *Search for Courses and Course Sections* page to search for course listings. Here you can locate courses by subject or use the advanced search feature to do a general search with no filters applied or search by term, course subject, meeting days, location, etc.

Subject Search

Advanced Search

Search for a course subject:

Subject Search

In the *Search for a course subject* field, enter the first letter or letters of the subject to refine the list, or the full name of the subject. Select a subject from the list to view the course search details. You can apply filters from the categories on the left side of the page to further refine your search results. You may choose from locations, terms, days of week, instructors, etc. Click the **checkbox**, or multiple checkboxes, to the right of the category to toggle on your filter(s). Search results will appear on the right side of the page. Select the **checkbox** again to deselect and toggle off the filter(s).

Filter Results Hide

Availability

☐ Open and Waitlisted Sections
 ☐ Open Sections Only

Subjects

☒ Art (48)

Locations

Filters Applied: Art x

ART-101 ArtHist/Prehistoric/Medieval (3 Credits)

An in-depth study of painting, sculpture and architecture from prehistoric to the present, focusing on the relationship of the visual arts to the religious, social and cultural milieu.

Requisites:
None

Locations:
Long Island Campus, Brooklyn Campus, Online

[View Available Sections for ART-101](#)

To search for a different course section select the *Back to Courses Catalog* link in the upper left to return to the *Search for Courses and Course Sections* screen.

Select a course from the search results and click **View Available Sections** to expand (or collapse) the available sections. Times, locations, and instructor information will be displayed. Select the **Course Title** (in blue) to show more details about the course description and additional course fees if any. Choose **Close** to return to the section details.

View Available Sections for ART-101

ART-101-S01 ArtHist/Prehistoric/Medieval			
Seats	Times	Locations	Instructors
1	T/Th 11:10 AM - 12:35 PM 1/23/2023 - 5/13/2023	Long Island Campus, O'Connor Hall - North Wing N-111 Lecture	

Advanced Search

The Catalog Advanced Search allows you to perform a *General* search or *Specific* search for sections by term, multiple courses, days of the week, location, time of the day, etc. A general search does **NOT** need any filters applied, simply select **Search** to bring up the *Filter Results* panel. For a specific search, you may filter up to six (6) subjects at one time. Use as many criteria as you want on the advanced search page.

Results View

The *Results View* area has two options to choose from, **Catalog Listing** and **Section Listing**. The Section Listing is the default option and displays results by section detail. The Catalog Listing displays the course description along with the option to view the available sections.

Instructor Name Search

To search on an instructor's name, do a *General* search first by simply selecting **Search** with either the Catalog or Section Listing options selected to bring up the *Filter Results*. Under the filter results column click the **Show All Instructors** option and either scroll through the list or press **Ctrl + F** on the keyboard to bring up a search window to type the faculty's name. The search window will appear in the upper right in Chrome and the lower left in Firefox. Type the last name of the instructor and check the box to the left of their name when it appears to apply the filter.

Catalog Listing

To do a general search, simply select **Search** at the bottom of the page. To search by subject, select a **Subject** from the *Courses And Sections* drop-down list and type the *Course number* and *Section* to refine. You may not enter a section number without a course number. To add additional subject searches, select the **+Add More...** button.

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

☒ Catalog Listing
☐ Section Listing

Term

Meeting Start Date

Meeting End Date

Courses And Sections

[+ Add More...](#)

Choose additional *Search Criteria* from the drop-down lists:

- **Days of Week:** Sunday - Saturday, you may select multiple days using the checkboxes
- **Location:** Brooklyn Campus, Brooklyn Off-Site Location, Long Island Campus, Long Island Off-Site, and Online
- **Academic Level:** Continuing Education Level, Dillon Center, Graduate, High School, and Undergraduate
- **Time Of Day:** Early Morning (Midnight - 8am), Morning (8am - Midday), Afternoon (Midday - 4pm), Evening (4pm - 8pm) and Night (8pm - Midnight)

Click **Search** at the bottom of the page to run the search and view the results.

[Clear](#) [Search](#)

Select a course from the search results and click **View Available Sections** to expand (or collapse) the available sections. Times, locations, and instructor information will be displayed. Select the **Course Title** (in blue) to show more details about the course description and additional course fees if any. Choose **Close** to return to the section details.

[View Available Sections for ART-101](#) [▼](#)

ART-101-S01 ArtHist/Prehistoric/Medieval			
Seats	Times	Locations	Instructors
1	T/Th 11:10 AM - 12:35 PM 1/23/2023 - 5/13/2023	Long Island Campus, O'Connor Hall - North Wing N-111 Lecture	

Section Listing

To do a general search, simply select **Search** at the bottom of the page. To search by subject, select a **Subject** from the *Courses And Sections* drop-down list and type the *Course number* and *Section* to refine. You may not enter a section number without a course number. To add additional subject searches, select the **+Add More...** button. Choose additional *Search Criteria* from the drop-down lists if needed.

Results View will appear in a grid format to the right of the Filter Results panel with columns for Term, Section Name, Title, Location, Instructional Method, Availability, and more. Select the **Course Title** (*underlined in blue*) to show more details about the course description and additional course fees if any. Choose **Close** to return to the section details.

Filter Results

[Hide](#)

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

☐ Art (91)

Locations

☐ Long Island Campus (54)

☐ Brooklyn Campus (24)

☐ Online (12)

☐ Long Island Off-Site Locations (1)

Advanced Search Selection: ART

Filters Applied: None

Term	Status	Section Name	Title	Dates	Location
Spring 2024	Open	ART-101-B01	ArtHist/Prehistoric/Medieval	1/22/2024-5/11/2024	Brooklyn Campus
Fall 2023	Open	ART-101-S01	ArtHist/Prehistoric/Medieval	9/6/2023-12/19/2023	Long Island Campus
Spring 2024	Waitlisted	ART-101-S01	ArtHist/Prehistoric/Medieval	1/22/2024-5/11/2024	Long Island Campus

Instructional Methods	Meeting Information	Faculty	Availability	Credits	Course Types
Lecture	F 1:40-4:40 PM 1/22/2024 - 5/11/2024 TBD (LEC)		17 / 20 / 0	3.00000 Credits	Liberal Arts Humanities Core Human Expression Global Perspectives On Campus Course