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
   - CRN Selection

   - Accreditation Menu
   - Advisor Menu
     - View a student's academic overview of course grades, display your security setup
   - Course Summary Search
   - Detail Class List
   - Term List
   - Faculty Detail Schedule
   - Faculty Grades Summary
   - Faculty Schedule by Day and Time
   - Final Grades
     - Final grade menus. Click here
   - Grade Change Menu: NEW!
     - Grade change requests for courses offered and classes to present should be requested here. For courses prior to being
   - Grade Replacement Request Approval
   - Midterm Grades
     - For students only. Click here
   - Registration Overides
     - Student menu.
       - Display student information. Add a student's schedule; Increase registration overrides; Decrease a student's registration

5. Select the term and click Submit.

   **Select a Term:** Fall 2015

   ![Submit](image)

6. Choose the desired course and click Submit.

   **CRN:** 1102 031: Adv Internet Concepts, 10108 (29)

   ![Submit](image)

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

   ![Email your students](image)

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

Related FAQs

- What is Legacy Banner Self Service?
- How do I log into Legacy Banner Self Service?
- How do I setup my password for Legacy Banner Self Service?
- How do I access Banner Self Service?
• How do I view or edit my personal (non-uncc) address or phone number in Banner?