

The Registrar's Office, located on Level 200 in Nicholson Tower, provides academic administrative support to students and Faculty from admission to graduation.

Institutional Analysis and Financial Aid also reside within the Registrar's Office. The Financial Aid Office manages the university's bursary programs and government student loans programs within Canada and the US. The Office of Institutional Analysis is responsible for course evaluations, program reviews, and internal and external reporting for the university.

---

#### How to Reach Us:

General Office Number: 902-867-2160

Fax: 902-867-5458

Toll Free: 1-888-734-7839

Email: [registr@stfx.ca](mailto:registr@stfx.ca)

The best way to reach us is by sending an email. This email address is checked daily and emails are distributed to the appropriate person for response.

---

#### Banner and mesAMIS:

**Banner** is the student information system (SIS). There are two versions of Banner - Banner Self-Service and Banner Admin. **Self-Service** is used by students to register and by Faculty to enter grades and registration overrides. Banner Admin is used by administrative staff. Self-Service documentation is available on the Registrar's Office website under the "For Faculty" link.

**MesAMIS** is a suite of tools, developed in-house, to streamline the use of our SIS by Faculty, staff, and students. The level of access is determined by user category. Faculty members have access to general information as well as information that is specific to them such their class lists.

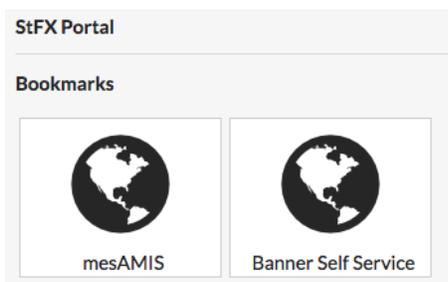
To access Banner self-service and mesAMIS on campus:

#### Step 1:

- Open an internet browser – i.e., Google Chrome or Firefox will work but Firefox is recommended. (Please note that Safari and Internet Explorer are no longer supported browsers for access MesAMIS and Banner.)
- Go to [portal.stfx.ca](http://portal.stfx.ca)
- Login with your StFX credentials (same as Moodle)

#### Step 2:

- Select which system you want to log into



- Log in using your mesAMIS/Banner credentials using Faculty ID and your 6-digit PIN. Note: Banner is case sensitive.
- If you forget your ID number and/or PIN, please send an email to [registr@stfx.ca](mailto:registr@stfx.ca).

**Note:** Access to Banner and mesAMIS off campus requires the installation of a VPN. Instructions on how to do this can be found at <https://stfx.teamdynamix.com/TDClient/1764/Portal/KB/?CategoryID=6930>

More information on how to access systems can be found at <https://stfx.teamdynamix.com/TDClient/1764/Portal/KB/>.

**Moodle** is a learning management system (LMS) that gives both students and their professors an online platform to post assignments, download relevant coursework, have class discussions, and much more.

Support on using Moodle can be found at <https://stfx.teamdynamix.com/TDClient/1764/Portal/KB/?CategoryID=10743> or you can connect with Bill Hannah, our interim Academic Technologist at [bhannah@stfx.ca](mailto:bhannah@stfx.ca) or ext. 5748.

#### GRADE ENTRY:

In October, December, and April, grade entry is facilitated via Banner. In February, midterm grades are distributed to students via email or Moodle.

Once you have logged into Banner, click on Faculty Services. Using the following chart as a guide, select either “Midterm Grades” or “Final Grades” as appropriate.

| To Enter                | Click on <b>Mid Term Grades</b>         | Click on <b>Final Grades</b>  |
|-------------------------|---|---|
| <b>Mid-Term Grades*</b> | First term courses<br>Full term courses |   |
| <b>December Grades</b>  | December Grade for Full term courses    | First term courses  |
| <b>April Exams</b>      |   | Full term courses<br>Second term courses<br><b>Note: Check class lists for intend to graduate students – indicated by YES in final column on mesAMIS. These grades will be due first.</b> |

\* At least one week prior to the deadline for dropping a course without academic penalty, for both Fall and Winter courses, professors are required to communicate to students an assessment of work accounting for **at least 20%** of the final grade. This grade can be comprised of work from assignments, papers, quizzes, or a midterm. The deadline for professors to submit October mid-term grades is 9 a.m. on Wednesday, November 4, 2020.

The deadlines for dropping courses are:

|  |                             |
|--|-----------------------------|
| Deadline to drop a three-credit first term course  | Friday, November 13, 2020   |
| Deadline to drop a six-credit full year course     | Wednesday, January 13, 2021 |
| Deadline to drop a three credit second term course | Friday, March 12, 2021      |

For courses in which such a graded assessment is not practical, the instructor must consult with the appropriate Dean’s Office and receive an exception.

**IMPORTANT:** Fall mid-term grades must be entered in Banner for all courses at all levels in the first term. Second term mid-term grades are not entered in Banner, but all students must be informed what their grade-to-date is one week prior to the deadline for dropping a course without academic penalty.

Information on how to enter grades in Banner can be found on the Registrar's Office website under the "For Faculty" link or by clicking on the following link - <https://www2.mystfx.ca/registrars-office/information-faculty>.

## VIEWING YOUR CLASS SCHEDULE:

---

Your schedule is available to view in Banner Self-Service:

1. Log in to Banner Self-service with your Faculty ID and PIN.
2. Select Faculty Services.
3. Select Faculty Schedule Day and Time.
4. Enter the date for the week you would like to view. We recommend selecting the week of September 14, the first full week of class. The schedule will show the start/end time, building and room.

You can also select Faculty Detail Schedule to view information for all your courses.

## REGISTRATION OVERRIDES:

---

There are times when a student encounters a registration error when trying to register for a course. You, with the permission of the Chair, can override these errors, for the courses you teach, and enter a registration override. This will allow the student to proceed with registering in your course. The Administrative Assistant for your department may also enter approved overrides.

Information on how to enter overrides in Banner can be found on the Registrar's Office website under the "For Faculty" link or by clicking on the following link - <https://www2.mystfx.ca/registrars-office/information-faculty>.

## MESAMIS TOOLS AND REPORTS:

---

There are numerous forms and reports available to Faculty on mesAMIS that will enable you to access information pertaining to your courses. The following screenshot provides a list of the reports accessible to you.

- [Current StFX Timetable](#)
- [Exam Schedule](#)
- [Faculty - Class Email Form](#)
- [Faculty - Class Enrollment Report](#)
- [Faculty - Class List Lookup](#)
- [Faculty - Grade Change Request](#)
- [Faculty - Person Lookup](#)
- [Faculty - Request a Classroom Change](#)
- [Grades - Grade Analysis](#)
- [Registration - Course Corequisites](#)
- [Registration - Course Prerequisites](#)
- [Registration - Course Restrictions](#)

The most used reports are:

**Exam Schedule** – the exam schedule is available 4 weeks after the beginning of classes. The December exam schedule will be available Friday, October 9<sup>th</sup> and the April exam schedule will be available Friday, January 29<sup>th</sup>. During the first week of

classes each term, your administrative assistant will ask you for your exam preferences. **Once the exam schedule is posted, it is considered final.**

**Faculty Class Enrollment Report** – Provides you with a summary of current enrollments for your classes – the number of students registered, the number of seats available, the time block, room assignment, etc.

If your class is cross-listed, the class enrollment report will provide you with both the enrollment for the course that you selected but will also provide you with the enrolment for the cross-listed course.

**Class List Lookup** – This will provide an alphabetical list of students enrolled in a specific course. Class lists should be run often, and prior to grade entry, to ensure that they are accurate, and students are properly registered.

- If a student is on your class list but has never attended class or if a student has missed three or more classes, please advise the Dean’s Office as per current academic regulations. The Dean’s Office will reach out to the student.
- If a student is attending your class but is not on the class list, please advise the student to register in the class. If the student is unable to do this as the last day to add classes has passed, please send an email to [registr@stfx.ca](mailto:registr@stfx.ca) requesting the student be registered.

If your course is cross-listed, the class list report will list students from both courses.

It is important to review you class lists often to ensure that it accurately reflects who is participating in the class.

**Grade Change Request** – This form is used to request a grade change after grades have been entered in December and April. Once submitted, the request will be forwarded to the Registrar’s Office for processing.

[mesAmis Reporting](#)

[Back to Main Menu](#)

**Grade Change Request Form**

**Please fill the following information and submit your request**

Select Term:

Instructor's Name:

Phone:

E-Mail:

Student's ID:

Student's Full Name:

Select Course:

Present Grade:

Revised Grade:

Grade Change For: (Select which exam)

October  December  April  Spring  Summer

Reason for change:

Date of Request: 20 August 2014

*mesAmis Development Team*

**Request a Classroom Change** – In addition to being able to submit a request for a classroom change, you will be able to view a complete classroom listing for the academic year that includes information on classroom capacity and type.

Once you select the course that you need to request the change for, the form will populate with the current room assignment and current enrollment. It will also provide you with a list of available rooms that you can select from. Select the room you would like to move to. A reason is not required but it is helpful if one is included. If the room you want is not on the list, the room is not available.

Once submitted, the request will be forwarded to the Registrar’s Office.

**IMPORTANT:** As a result of the current pandemic, classrooms have reduced capacities for the 2020-21 academic year as per provincial health and safety regulations. Due to this, it may not be possible to accommodate classroom change requests.

[mesAmis Reporting](#)

[Back to Main Menu](#)

**Request For Class Room Change**

---

[View List of Classrooms](#)

[View Classroom Layouts](#)

Professor's Name: [REDACTED]

Phone: [REDACTED] E-Mail: [REDACTED]

Select Course: ENGL 388:10 (53556) Time Block: X1/ X2

Current Room Assignment: SNP018 Current Enrollment: 19

Rooms available for this course: 

- Search from below
- SCHW252
- SCHW215
- KC2021-22
- IM114

Reason for request:

Date of Request: Monday, August 27, 2018

**NOTE:** Check that the current enrollment of the course does not exceed the capacity of the room.

---

[mesAmis Development Team](#)

**IMPORTANT:** Due to the high volume of requests received at the beginning of each term, the Registrar’s Office may not be able to respond to each request during the first few weeks of class. Please check your schedule periodically after you submit your request to see if it has been processed.