SIRS Class Rosters

Step 1: Go to the MVCC webpage located at www.mvcc.edu

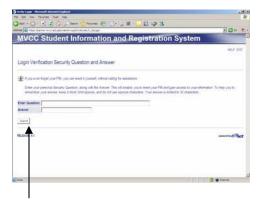
Step 2: Under the Faculty & Staff icon, Click on the Student Information Registration System (SIRS) icon

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MVCC				Search	10
MORAWE VALLEY CONMUNITY COLLEGE	FUTURE	CURRENT STUDENTS	& STAFF	ALUHNI B DONORS	COMMUNITY & BUSINESS
Student Inf	ormation an	nd Registra	tion S	ystem (SIR:	5)
Login to SIRS Secure Area	REGISTRATION TERM	REGISTRATION TYPE	CHECK EMAIL FOR	CANCELLATION FOR NON- PAYMENT	PAYMENT DUE DATE
Secure Area	Summer 2018	SIRS - N/A Walk-In - For 2nd 5 week term. (Begins 7/9/18)	N/A	N/A	At time of Registration
	Fall 2018	SIRS - Priority Reg -4/16/28 Walk-In - 4/23/18	Mid- July	8/22/18	8/22/18
	Intersession 2018	SIRS - Closed Walk-In - Closed	N/A	N/A	N/A
	Spring 2019	SIRS - Closed Walk-In - Closed	N/A	N/A	N/A

<u>Step 3</u>: Enter your login credentials. The USER ID is your M Number. Enter your PIN in the box below. Then click on the Login button.

ser Login	Authentication Se					
ase enter your user Identificat	on Number (ID) and your Pe	rsonal Identification Numb	er (PIN), When finished, click	Login.		
en you aré finished, please Ex Idi	and close your browser to p	protect your privacy.				
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Step 3b: The first time that you login to the SIRS system, you will be prompted to enter a security



question. You will see a screen as shown below to enter this security question information into:

Click *Submit* once both the security question and answer have been entered.

(If you cannot remember your login and have to call the College for this information, you will be asked this security question to verify your identity.)

SIRS Class Rosters

<u>Step 4</u> : You will	now s	see the	following	screen:
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Find + CReplace	ellucian.
Editing A	Search Go RETURN TO LOGIN SITE MAP HELP EXIT
	Main Menu
	VIEW MY BILL, PAY MY BILL, CONFIRM MY CHARGES. Personal Information Menu Change: RN, Security Question: Update: Address, Phone, email, emergency contacts; NY Alert Enrollment Academic: Records Menu
1 de	View: Holds, Mid-Term/Final grades, undficial transcripts, degree progress; Order: Official Transcripts; Apply for Graduation Registration Menu Add/Dro Glasse, View or Print your Class Schedule, Calculate Charges, Contact the Registrar's Office or Advisement Center, Account Summary of Previous Terms, View 1098-7; Student Ed Goal Survey, Placement Scores, Tuition Appeal Financial Aid Menu Read Messages, Check Eligibility, Check Award Information, or Contact the Financial Aid Office
	Faculty & Advisors Menu Enter Grades and Registration Overrides, View Class Lists and Student Information, Cancel Class, Certify Attendance, Athlete Tracking Form, Office Hours
	Employee Leave, deduction and job data, paystubs, W2 form, W4 data and campus directory, Check Degree Progress, Job Summary, Contract Acknowledgement, Benefits and Deductions Finance Information Menu
	Exit IMPORTANTIII Please be sure to use this option at the completion of your work to insure your data privacy! Show ID
	Silon B Validate ID Emergency Alert Contact Information (NY-ALERT) Redister your personal contact Information to receive E-Mail, Volce and Text Messaging Alerts during Campus Emergencies

Click on Faculty & Advisors Menu.

<u>Step 5</u>: You will now see the following screen:

ellucian.	
Search Go	RETURN TO MENU SITE MAP HELP EX
Faculty Services	
Term Selection	
CRN Selection	
Faculty Detail Schedule	
Faculty Schedule	
Detail Class List	
Summary Class List	
Student & Advisee Information Menu	
Class Cancellation Screen	
Certify Census Attendance This is for reporting attendance up to Census Date.	
Office Hours	
Midterm/Final Grades Midterm/Final Grades	

From here, you can retrieve your class rosters. You can select Summary Class List to see/print your class rosters.

SIRS Class Rosters

To get your class roster, click on Faculty & Advisors Menu

You will now see the following screen:

Select Summary Class List. You will now be prompted to select the term as shown below.

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For the Fall 2018 semester, you will select 2018 Fall Semester. Click Submit.

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You will now be prompted to select a class (CRN)

Select the appropriate class from the drop down list and click Submit.

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Your Summary class list will now appear to view and or print. If you wish to print the results, hold down your CTRL key and press P. Select your printer and click on **Print**.

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DO NOT FORGET TO EXIT and CLOSE the internet session when done.