



### [Course Catalog and Schedule](#)

View course catalog information and look for specific class sections.



### Management

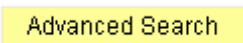
Review your class schedule information, view your class rosters and enter grade information.



### Management

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## View Schedule of Classes

1. Click [Course Catalog and Schedule](#)
2. Click [View Schedule of Classes](#)
3. \***Institution:** Select UMass Boston
4. Enter or select the \***Term:**
5. Click 
6. Fill in the **Subject**, **Catalog Number**, and/or the **Course Career** fields.

*Note: When you search for classes, Enter more criteria to narrow your results.*

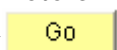
7. Click **Search**.
8. Note: The **Class Nbr** is necessary to enroll in a class.

## View Course Catalog

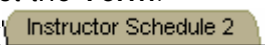
1. Click [Course Catalog and Schedule](#)
2. Click [View Course Catalog](#)
3. Enter data in the **Subject Area** and **Catalog Nbr** fields.
4. Click **Search**

Note: For valid values in a field, click the magnifying glass next to the field. then click Lookup. Click on any link in a row of valid values.

## View My Weekly Schedule

1. Click [View My Weekly Schedule](#)
2. Enter the date and time parameters.
3. Click .

## View My Class Schedule

1. Click [View My Class Schedule](#)
2. Select the **Term**.
3. Click .

*Note: To view your schedule for a different term, click [Select a different term](#).*



### [Course Catalog and Schedule](#)



View course catalog information and look for specific class sections.

## Wild Card Search

To narrow your search results in the Course Catalog or Schedule of Classes to a particular group of courses, such as 100 level or 200 level courses:

1. In **Catalog Nbr**, enter the first digit followed by two underscores (e.g., 1\_\_ or 2\_\_ or 3\_\_)
2. Change **Exact Match** to **WildCard**, then click on **Search**

## Enter Final Grades

1. Click [Record Grades](#)
2. Select the appropriate **Term**.
3. Select the **Course Title**.
4. Enter a grade for each student in the **Grade Input** field.
5. Click .
6. When all grades have been entered, select **Approved** in the **Approval Status** field.
7. Click .

Note: You do not need to enter all grades at once; remember to save frequently as you enter grades. No grades will be posted to a student's record until the status of the grade roster has been changed to Approved.

## Access Class Rosters

1. Click [Access Class Roster](#)
2. Select the appropriate **Term**.
3. Select the **Course Title**.
4. Click the Enrollment Status drop down to select a status (**Enrolled**, **Dropped**, or **Waiting**).

*Note: Click [Detail](#) to view additional detail about the specific class.*

*Note: Click [Class Permission List](#) to view available permission numbers for the class.*



### Advisement

Review advisee information, transcripts and degree progress reports.



### Management

Review your class schedule information, view your class rosters and enter grade information.



WISER  
Faculty Self Service  
<http://wiser.umb.edu>

UMass Boston

#### View Advisee Information

1. Click [View Advisee Information](#)
2. Use the **Student Details** drop down next to the student's name to select an option for viewing.
3. Click .

#### View New/Drop-In Advisee Info

1. Click [New/Drop-In Advisees](#).
2. Enter the **Student ID**.
3. Use the **Student Details** drop down to select an option for viewing.
4. Click .

#### Remove Advising Service Indicator

1. Navigate to: [Home](#) > [Build Community](#) > [Service Indicators](#) > [Use](#) > **Service Indicator Data**
2. Enter the student's **ID** and click on **Search**.
3. If necessary, click **View All** and scroll to locate the Advising (ADV) service indicator.
4. Click  to remove the ADV service indicator.
5. Click **OK**.
6. Click **Save**.

*Note: This is not self-service functionality and thus will only be available on campus.*

#### Permission Numbers

2. Click [Access Class Roster](#)
3. Select the appropriate **Term**.
4. Select the **Course Title**.
5. Click [Class Permission List](#).

- ◆ Those permission numbers under **Permissions Available** may be given to students.
- ◆ Those permission numbers under **Permissions Assigned** have been used by students to enroll in the class.
- ◆ Because there may be a lapse in time between your giving a student the permission number and the student's using it to enroll, you should keep track of all numbers that you have given to students. **Print out the list and cross off each number as you give it to a student.**
- ◆ Permission numbers will not be generated for all colleges or courses.
- ◆ Permission numbers will override class limit, instructor consent, and career restrictions, and pre- and co-requisites. They will not override negative service indicators (holds), term unit limits, and enrollment appointments.
- ◆ A permission number may be used only once and only for the course for which it was generated.
- ◆ In Faculty Self Service an instructor will have access only to his/her own class rosters. To access other class rosters, those with appropriate security may navigate to Home>Manage Student Records>Establish Courses>Inquire>Class Roster and enter search criteria to identify a particular class.

This brochure offers tips on how to navigate and use the [Course Catalog](#), [Schedule of Classes](#), and [Learning Management](#) features of WISER Faculty Self Service.

#### Logging into Faculty Self Service

1. Navigate to <http://wiser.umb.edu> (If necessary, click to look up your new User ID)
2. Click **Faculty Self Service Logon**.
3. Enter your **User ID:**
4. Enter your **Password:**
5. Click

Note: **The first time you log in**, your password will be the first letter of your last name in upper case, the second letter of your last name in lower case, and your date of birth (MMDDYYYY) You must then follow on-screen instructions to change your password, reply to two security questions and enter your new password.

#### NEED HELP?

If you need help using these web features, please contact IT User Services at 617.287.5220 or [helpdesk@umb.edu](mailto:helpdesk@umb.edu)