

## Resources for Faculty/Staff

Have Covid-19 symptoms? Does your friend? What now? Watch This Video

Coronavirus Updates and Information

Employee Self Check Form

COVID-19 Notification Form

Technology Resources for Employees

Technology Request for Employees

UTC Learn (Canvas)

Mocs Mail

MocSync

Office 365

Change Password

Get Help

## Campus Announcements

### Announcements

You currently have no announcements.

Show Hidden

All

## Academic Calendar

Full term and PT1: Last day to withdraw before fee obligation

1/18/21 12:00 AM

All day event

Holiday

1/18/21 12:00 AM

All day event

Full term and PT1: Classes begin

1/19/21 12:00 AM

All day event: Classes begin for PT1 and Full term

Full term: Late fee begins

1/19/21 12:00 AM

All day event

Last day for faculty to submit grade changes (other than incompletes) for Fall semester

1/21/21 12:00 AM

All day event

PT1: Last day to change from credit to audit or audit to credit

1/21/21 12:00 AM

All day event

Academic Calendar

Master Calendar

## Emergency Preparedness

### Public Safety

- UTC Police
- Policy on Sexual Misconduct
- Safety and Risk Management

### Preparedness

- Abnormal Conditions Preparedness Guide
- Security and Fire Safety Report
- Campus Safety and Law Enforcement Handbook

### Emergency Alert System

Get notified via text message in the event of an emergency.

[Register for UTC-ALERT](#)

## Library

- Hours
- Reserve a Room
- Studio
- Research Guides
- Writing & Communication Center
- Printing in the Library

## Need Help?

Check out the new Help page for MyMocsNet FAQs and Contact Information.

Get Help

## Student Information System

- SSB (Self Service Banner) - Please use the new Self-Service Banner tab at the top of MyMocsNet instead
- MyMocsDegree
- Navigate
  - Training for Navigate

### On Campus Access Only

- Have Questions? New open lab times and training sessions are now available for the Student Information Systems (Argos, Banner, etc)
- Argos Web Viewer -- Access to Argos for running dashboards and reports.
- Maps Server - Argos Desktop Client - requires Windows operating system
- Radius (CRM)
- AppReview

### Banner 9 INB

- INB Banner - Banner 9 version of INB
  - For the best experience, please use Chrome, Firefox or Safari as your internet browser.
  - You must login to your INB account at least once every 6 months to maintain access. For more details refer to the Banner User Policies guide.
- Online Banner 9 INB Tutorials
  - Banner 9 Quick Navigation Guide
  - Basic Navigation for Banner 9 Training Video
- Banner Document Management System (BDM)
  - BDM Quick Guide for Viewing Documents
  - BDM Ellucian User Guide for Scanning Indexing
  - BDM Quick Guide for Batch Processing
- UC4 Applications Manager - Automic (AMPR)
  - As of June 8th, Automic is no longer available via the web. Contact the banner team to have the software installed.
- Dynamic Forms (Online Forms)
- Campus Logic (Financial Aid)

## Finding Your Way

- Campus Bus Route
- Campus Directory
- How to Get Here
- Interactive Map
- UTC Academic Offices
- UTC Administrative Offices

## Provide Feedback and Suggestions

### Suggestion Form

Use our Suggestion Form to provide ideas for new features or improvements to MyMocsNet content and organization.

[Suggestion Form](#)

Your Rating Average (241 Votes)

☆☆☆☆☆ ★★★★★

## Follow Us



## Mocs Pledge

Thank you for taking the Mocs Pledge.



# Welcome to UTC's Self Service Banner system

## Faculty Services

### Student Information

- Student Profile and Advising Holds
- FERPA Comments

### Class Information

- Assignments
- Class Schedule
- Class Roster and Waitlists
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance

### Grades and Attendance

- Attendance Tracking
- Midterm and Final Grade Submission

### MyMocsDegree

- MyMocsDegree
- MyMocsDegree Features Overview
- Classic Dashboard

## Resources

- Update Addresses and Phones (Human Resources/Payroll)
- Update Campus Directory Information
- Change Password

## Get the Apps



## Personal Information

- Update preferred name, address, phone, and emergency contact
- Update Campus Directory Information
- Complete a survey
- Name change info
- Social Security Change info
- Change my password

UTC reserves the right to remove a preferred first name if it contains inappropriate or offensive language, or is being used for misrepresentation. The instances in which the legal name would still be required include, but are not limited to official transcripts, financial aid records, diploma, enrollment verification requests, payroll, conduct records, medical/insurance records, federal immigration documents, and police records.

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Navigate

Class Schedule

MyMocsDegree

Class Roster

Advising Holds (Profile)

Submit Grades

### Faculty Quicklinks

- [Academic Departments](#)
- [Adjunct Faculty Resources](#)
- [Catalogs](#)
- [Digital Measures](#)
- [Enrollment Services Offices](#)
- [Faculty Handbook](#)
- [Faculty Rating of Administrator Results](#)
- [Faculty Senate](#)
- [Get Credits \(Transfer Equivalency Charts\)](#)
- [Grade Change](#)
- [Grants](#)
- [Honor System](#)
- [Library](#)
- [Research Integrity and Institutional Review Board](#)
- [Schedule of Classes](#)
- [Navigate Training](#)
- [Student Handbook](#)

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- [Attendance Tracking](#)
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#### MyMocsDegree

- [MyMocsDegree](#)
- [MyMocsDegree Features Overview](#)
- [Classic Dashboard](#)

### Curriculum Management Resources

[Curriculog Software](#) - For use in reviewing and submitting a course or program proposal. Replaces the Sharepoint workflow used in prior years.

- [Access the Curriculog system and then click Login in the top right corner.](#)
- [Tutorials for getting started:](#)
  - [Quick Start Instructions](#)
  - [Frequently Asked Questions](#)
  - [Training Guide](#)
  - [Reviewer and Approver Guide](#)
- [For assistance with questions about the software email \[curriculog@utc.edu\]\(mailto:curriculog@utc.edu\).](#)
- [For upcoming training and open lab sessions, click here.](#)

#### Resources

- [Curriculum Development](#)
- [Curriculum Map Resources](#)
- [Graduate Curriculum Information](#)
- [Committees](#)
  - [Undergraduate Curriculum Committee](#)
  - [Graduate Council](#)
  - [General Education Committee](#)

### Course Evaluations & Other Surveys

[Course Evaluation Ratings](#)



## Human Resources

Questions about insurance, benefits, worker's compensation or training and professional development can be answered by the helpful staff in the [Office of Human Resources](#). Read all about the monthly [Blue Ribbon Award](#) winners or check out the newest [job openings on campus](#).

- Benefits
- ERC (Employee Relations Committee)
- ESC (Exempt Staff Council)
- Jobs Postings
- Human Resources website
- Online Pay Statements
- UTC Factbook
- Training

## Personal Information

- Update Addresses and Phones (Human Resources/Payroll)
- Update Campus Directory Information
- Change Password

## IT Info

### Links

Knowledge Base: [utc.edu/itkb](http://utc.edu/itkb)  
 Remote: [support.utc.edu](http://support.utc.edu)  
 Ticketing: [helpdesk.utc.edu](http://helpdesk.utc.edu)  
 Email: [clientservices@utc.edu](mailto:clientservices@utc.edu)

### Phone Support

Phone: (423) 425-4000  
 Hours: 24/7/365

### Walk-in Support (Students)

Location: Lupton 106

Fall/Spring Hours

Mon - Thur: 9 AM - 9 PM

Fri: 9 AM - 5 PM

Summer Hours

Mon - Fri: 9 AM - 5 PM

\*Walk-in Support is closed during semester breaks

Maintenance and Upgrade Dates

## Resources Quicklinks

- Enrollment Countdown
- Facilities Planning and Management
- Factbook
- Faculty and Staff Directory
- Office of Research and Sponsored Programs
- IRIS
- Library
- Classroom Technologies
- Pay Online
- Planning, Evaluation and Institutional Research
- Policies and Procedures
- Purchasing
- Video Production

## Auxiliary Services

Are you looking for a gift for that special alumnus in your life? Check out the latest items in the [UTC Bookstore](#).

Or maybe you are interested in having a flyer printed for an upcoming event and you need the help of the [Print and Mail Center](#).

You've planned a campus event and the Facilities Use Committee has approved your plan. Now you need to plan the menu. Catering services by [ARAMARK](#) is ready to assist!

These UTC Auxiliary Services and more are available at the links below.

### Auxiliary Services Links

- Bookstore
- Dining Services and catering by ARAMARK
- Print and Mail Center
- MocsCard Office | Manage My Mocs Card
- Parking Services | Manage My Parking Account

## Fitness and Recreation

### CAMPUS RECREATION MEMBERSHIPS

Campus Recreation department is happy to offer memberships to our students, faculty, staff, UTC retirees and alumni. Also, each main member is able to add one (1) Moc One member and up to four (4) Aqua Moc dependents. For membership questions, visit the Campus Recreation Office or call 423.425.4213.

Amenities include:

- 123,000 square ft. Aquatic and Recreation Center
- Secure access to ARC & Maclellan Gym
- Lounge space
- Basketball/volleyball/soccer courts at the ARC and Multipurpose Courts at Maclellan Gym
- Indoor track
- Day use locks and lockers
- Fitness classes
- Fitness floor with cardio and weight machines, as well as, free weights
- 5 lap lanes
- Hot tub
- 2 story water slide
- Access to Intramural sports
- Access to Outdoor Programming equipment trips and rentals
- Bouldering wall and climbing tower

For Membership Prices:

<http://www.utc.edu/campus-recreation/memberships/index.php>

Sign-up in the Campus Recreation Office in the ARC from 8am-5pm M-F



## MyMocsNet FAQ

This FAQ is primarily intended to help students find resources on campus.



### Advisement

### Bursar






### Career Services

### Financial Aid






### General


















### Housing

### Parking

### Registrar














## General Contacts

<b>Admissions</b> Ph. (423) 425-4662 Em. <a href="mailto:utcmocs@utc.edu">utcmocs@utc.edu</a>
<b>Bursar (Student Accounts)</b> Ph. (423) 425-4781 Em. <a href="mailto:bursars-office@utc.edu">bursars-office@utc.edu</a>
<b>Financial Aid</b> Ph. (423) 425-4677 Em. <a href="mailto:finaid@utc.edu">finaid@utc.edu</a>
<b>Graduate School</b> Ph. (423) 425-4677 Em. <a href="mailto:gradinfo@utc.edu">gradinfo@utc.edu</a>
<b>Housing</b> Ph. (423) 425-4304 Em. <a href="mailto:housing@utc.edu">housing@utc.edu</a>
<b>Information Technology</b> Ph. (423) 425-4000 Em. <a href="mailto:clientservices@utc.edu">clientservices@utc.edu</a>
<b>Mocs One Center</b> Ph. (423) 425-5880 Em. <a href="mailto:mocsoncenter@utc.edu">mocsoncenter@utc.edu</a>
<b>Center for Professional Education</b> Ph. (423) 425-4344
<b>Registrar</b> Ph. (423) 425-4416 Em. <a href="mailto:Records@utc.edu">Records@utc.edu</a>

For offices not listed here, please call the University operator at (423) 425-4111.

## Suggestion Form

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[Suggestion Form](#) →