

## MyNEC for Faculty and Advisors

Access MyNEC Faculty through the webpage [www.nec.edu/MyNEC](http://www.nec.edu/MyNEC).

MyNEC for Faculty and Advisors allow faculty to view, update, and print selected information. The dashboard has links to teaching schedules, grade entry, as well as curriculum and contact information for students and advisees. Faculty and Advisors have different permissions for access to certain links and student information.

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## General Resources

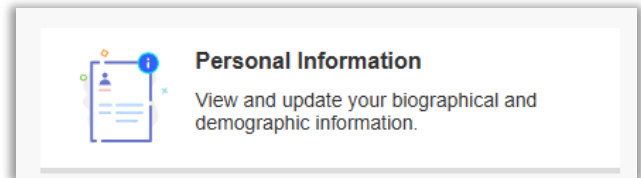
The General Resources section provides quick access to essential services and support tools for faculty.

### View Personal Information

This section allows you to view your contact information, including personal email and phone.

If information is incorrect or has changed, contact Human Resources to make the update.

[hr@nec.edu](mailto:hr@nec.edu) | 603.428.2359



### Contact Registrar's Office

This link opens a new email to the Registrar's Office general inbox. Contact this office for questions regarding grades or issues accessing faculty pages in MyNEC.

[registrarsoffice@nec.edu](mailto:registrarsoffice@nec.edu) | 603.428.2203

### Contact IT Helpdesk

This link opens the IT Helpdesk support site. If you are experiencing issues accessing Blackboard, Navigate, or other NEC-supported sites other than MyNEC, please open a ticket here.

[helpdesk@nec.edu](mailto:helpdesk@nec.edu) | 603.428.2350

### FERPA Policy

This links directly to a PDF of NEC's FERPA Policy. Never share protected student information with unauthorized individuals, regardless of the presence or absence of a **CONFIDENTIAL** indicator in MyNEC. For questions about a student's FERPA preferences, please contact the Registrar's Office.

[registrarsoffice@nec.edu](mailto:registrarsoffice@nec.edu) | 603.428.2203

## Faculty Resources

The Faculty Resources section offers direct access to key tools and services that support teaching and administrative tasks.

### CRN Assignments

The CRN Assignments page allows access to your class rosters, student contact cards, grades, and other section details, including total section enrollment.

**Active Assignments:** shows any class with active and ungraded registrations.

**Assignment History:** lists all class assignments, both past and present.

The **Class list** link displays the class roster. View student curriculum and contact information by hovering over their name. Select **Display** under the Detail Schedule to access more information about the course details, including scheduled meeting times and enrollment counts.

Faculty and Advisors » Assignments

Assignments

**Active Assignments**   Assignment History

*The following classes have active (not rolled to Academic History) students.*

Course: Intro to Communication Studies - 123 - CO 1010 - 1

Associated Term Fall 2025 Semester(202508)	CRN 123	Status Active	Schedule Type Lecture
Instructional Method Face2Face	Campus Henniker UG Campus	Available for Registration 03/17/2025 to 08/29/2025	Credits 4.000
Roster	Detail Schedule	Grade Mode Normal	Course Level Undergraduate
<a href="#">Class list</a>	<a href="#">Display</a>	Pass/No Record	

### Grade Entry

The Grade Entry page allows you to enter midterm and final grades for your assigned sections.

By default, the sections are sorted by CRN. Use the search bar in the right corner to narrow down results or sort by clicking on the column header. Click on the section to open the Roster to enter grades.

Faculty Grade Entry

Midterm Grades   **Final Grades**

My Courses

Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	CO - Communication	1010	1	Intro to Communication Studies	202508 - Fall 2025 Semester	123
Not Started	Not Started	CW - Creative Writing	1100	1	Intro to Creative Writing	202508 - Fall 2025 Semester	124
Completed	Not Started	PS - Psychology	1110	1X	Introduction to Psychology	202509 - Fall I 2025 - 7 Weeks	124

When entering an "I" grade, the "Incomplete Grade" section will automatically display. The Extension Date may not be changed. Click Roster to return to the main grading section.

Roster   **Incomplete Grades**

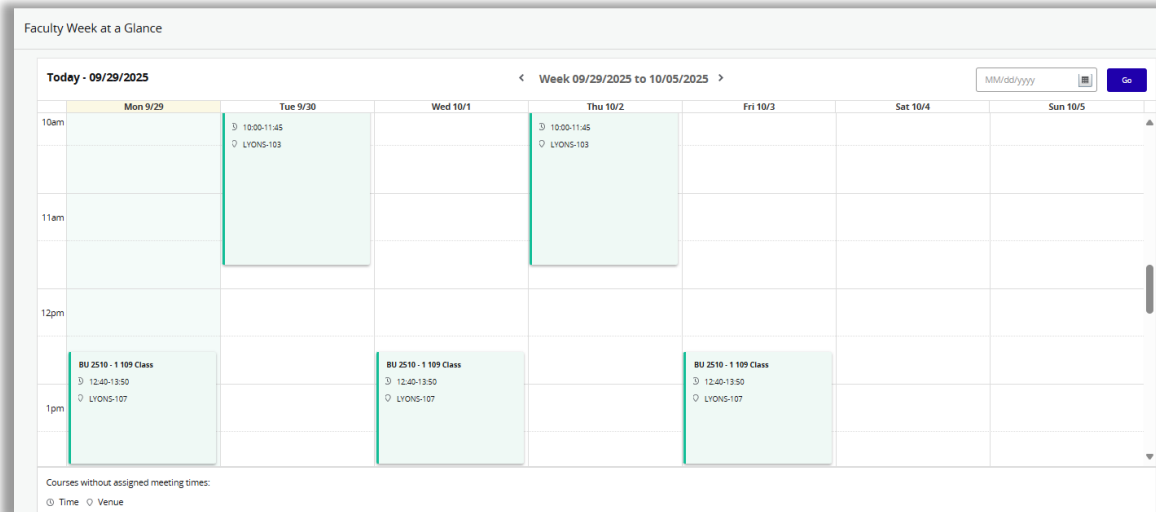
Full Name	ID	Grade	Incomplete Final Grade	Rollled	Extension Date
[Redacted]	[Redacted]	I	IF		02/13/2026

If final grades have already been *Rollled*, changes must be submitted through the **Grade Change Form** available on the Faculty Services dashboard.

## Week at a Glance

The Week at a Glance page provides a weekly calendar representing your teaching schedule.

Click on a section to access the **Faculty Detail Schedule** page, which shows additional information about the section, including modality and enrollment count, and provides a link to the class roster.



## Additional Faculty Resources

### Look Up Classes and Plan Ahead

Link to the Registration module of MyNEC. Please reference the guides found on [nec.edu/mynec](http://nec.edu/mynec) for information about Plan Ahead, searching for sections, or catalog search.

### Academic Affairs Site

Access the Academic Affairs Sharepoint for upcoming events, syllabi templates, and other resources.

### Blackboard

Link to Blackboard, NEC's LMS used for online components of courses, such as assignments and syllabi.

### Disability Services Site

Access the Office of Disability Services Sharepoint for helpful resources and information related to academic accommodations.

### Grade Change Form

Use this form to submit grade changes or Incomplete extensions for students. You must be logged into your NEC Office 365 account to access this form.

### Textbook Adoptions

Access eCampus to adopt textbooks for your assigned courses.

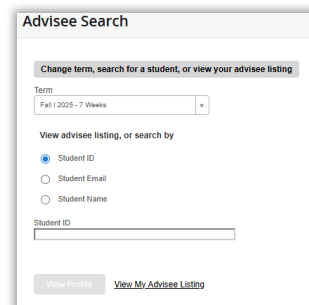
## Advisor Resources

The Advisor Resources section offers direct access to tools and services that support student advising.

### Advisee List and Student Profile

The **Advisee List** contains information about assigned advisees and access to their Student Profile.

To list all active advisees registered in a term, select the term and click **View My Advisee Listing**. Students must be registered in the term of selection to appear on the list. To access a single advisee, select the appropriate term and search function and then click **View Profile**.



Advisee Search

Change term, search for a student, or view your advisee listing

Term: Fall 2025 - 7 Weeks

View advisee listing, or search by:

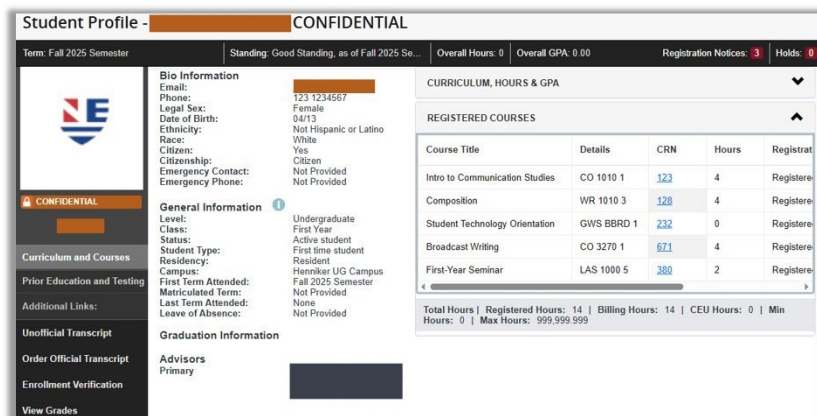
☒ Student ID  
☐ Student Email  
☐ Student Name

Student ID:

[View Profile](#) [View My Advisee Listing](#)

### Student Profile

This page provides a summary of a student's biographical and academic information, including links to view their **Unofficial Transcript** and **Grades**. Advisors may view a student's academic standing, registration eligibility, holds, and registered courses. Information on this page is effective for the term selected during the search.



Student Profile - CONFIDENTIAL

Term: Fall 2025 Semester | Standing: Good Standing, as of Fall 2025 Se... | Overall Hours: 0 | Overall GPA: 0.00 | Registration Notices: 3 | Holds: 0

**Bio Information**

Email: 123 1234567  
 Phone: Female  
 Legal Sex: 04/13  
 Date of Birth: Not Hispanic or Latino  
 Ethnicity: White  
 Race: Yes  
 Citizen: Citizen  
 Citizenship: Not Provided  
 Emergency Contact: Not Provided  
 Emergency Phone: Not Provided

**General Information**

Level: Undergraduate  
 Class: First Year  
 Status: Active student  
 Student Type: First time student  
 Residency: Resident  
 Campus: Hemlock UG Campus  
 First Term Attended: Fall 2025 Semester  
 Matriculated Term: Not Provided  
 Last Term Attended: None  
 Leave of Absence: Not Provided

**Graduation Information**

Advisors: Primary

**CURRICULUM, HOURS & GPA**

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registrat
Intro to Communication Studies	CO 1010 1	123	4	Register
Composition	WR 1010 3	128	4	Register
Student Technology Orientation	GWS BBRD 1	232	0	Register
Broadcast Writing	CO 3270 1	671	4	Register
First-Year Seminar	LAS 1000 5	380	2	Register

Total Hours | Registered Hours: 14 | Billing Hours: 14 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 999,999,999

### Registration History

Use this page for a summary of an advisee's registered course history. While instructors without advising roles may access this form, only grades which the instructor is responsible for will appear.

Searching by ID is recommended. To search by name, advisors must select the term you were first assigned as a student's advisor. Faculty must select the term in which they had the student in a course.

### Additional Advisor Links

Use the links under this section to access **Navigate**, the academic advising platform, and **DegreeWorks**, the automated degree audit system.

Use the **Substitution/Waiver Form** to request a change to a student's major or minor courses.