

## 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

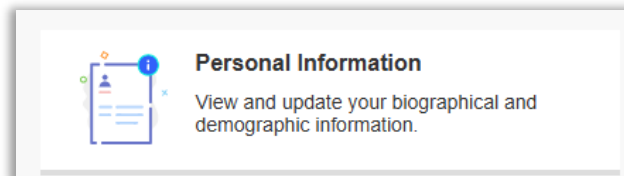
The General Resources section provides quick access to essential services and support tools for faculty.

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

### 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

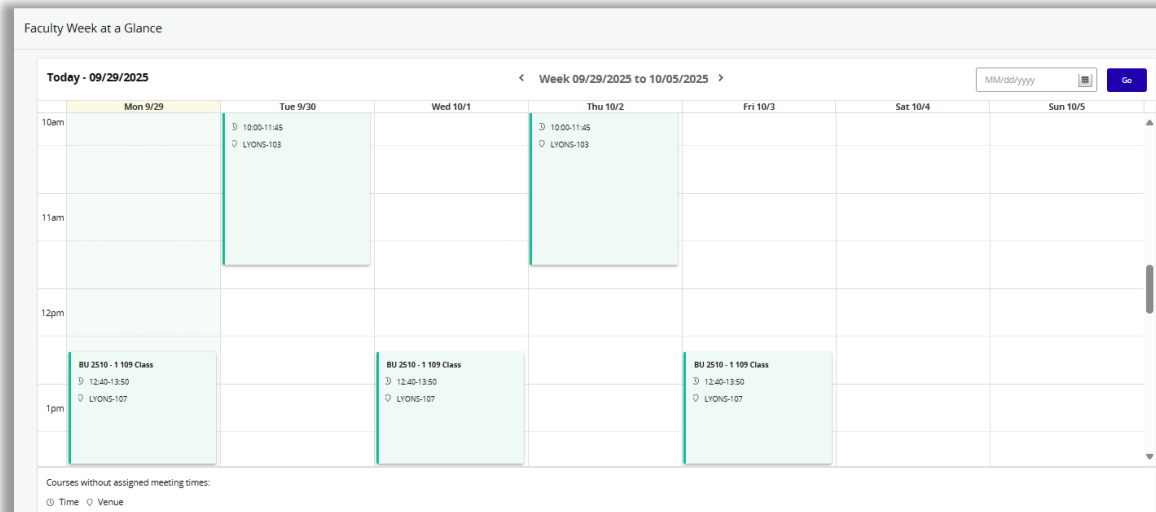
| Full Name  | ID         | Grade | Incomplete Final Grade | Rollled | Extension Date |
|------------|------------|-------|------------------------|---------|----------------|
| [Redacted] | [Redacted] | I     | IF                     |         | 02/13/2026     |

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.

### Canvas

Link to Canvas, 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.

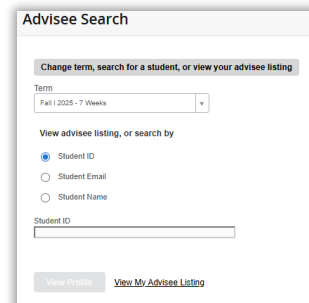
## Advisor Resources

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:

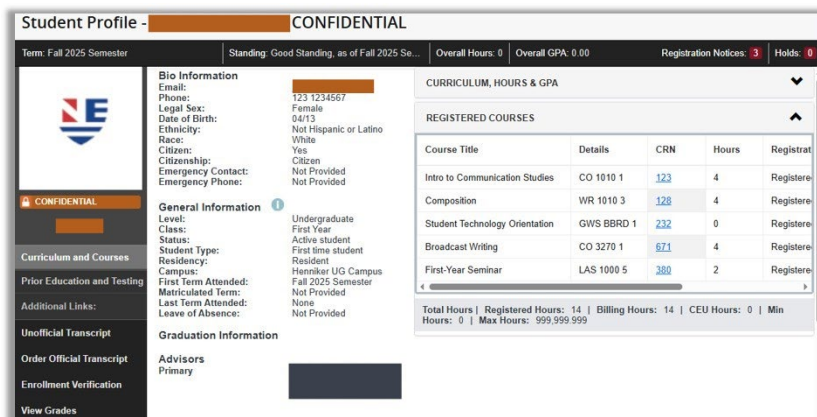
☒ Student ID  
☐ Student Email  
☐ Student Name

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:   
Legal Sex: Female  
Date of Birth: 04/13  
Ethnicity: Not Hispanic or Latino  
Race: White  
Citizen: Yes  
Citizenship: Citizen  
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: Hamden UG Campus  
First Term Attended: Fall 2025 Semester  
Matriculated Term: Not Provided  
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.