

Navigating your CGU Faculty Center

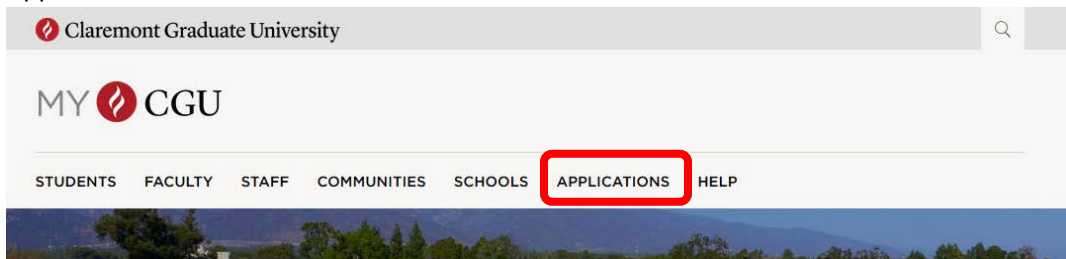
Revised August 2020

This guide contains the following sections:

<u>LOGGING ON</u>	<u>Page 1</u>
<u>TERM INFORMATION</u>	<u>Page 2</u>
Changing the term	Page 2
Your teaching schedule	Page 2
Class rosters/Photo rosters	Page 3
Grade rosters	Page 5
complete grade rosters	Page 6
partial grade rosters	Page 6
<u>ADVISOR CENTER</u>	<u>Page 7</u>
General Advising Details	Page 9
Reviewing Student Holds	Page 10
Reviewing Academic Progress	Page 11
Reviewing Transfer Credit	Page 13
Generating Unofficial Transcripts	Page 15
<u>QUESTIONS?</u>	<u>Page 16</u>

LOGGING ON

- The portal address changed in August 2020, and is now located at my.cgu.edu . Go there, and click the Applications menu.



- Click the PeopleSoft link



Most applications require CGU network authentication to view.

Academic & Productivity Apps

Office 365 

Access the suite of Office 365 apps, including Word, PowerPoint, Excel, and more.

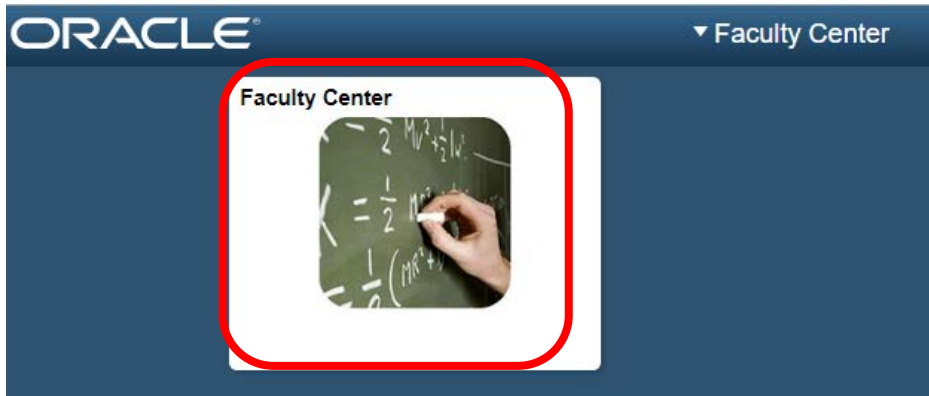
Administrative Apps

PeopleSoft 

Access your PeopleSoft account information.

- If you know your login information, enter it in the appropriate fields

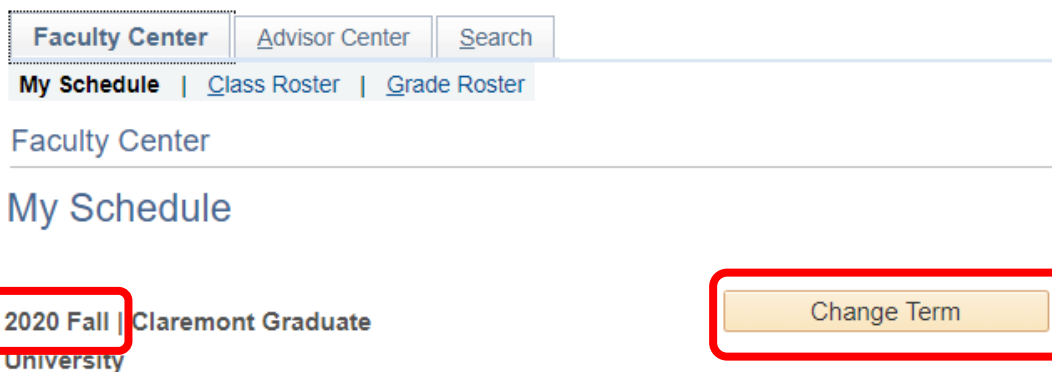
- If you don't know your login information, contact helpdesk@cgu.edu or call (909) 621-8174 (on campus dial x18174).
- A new tab will open with the Student Information System (PeopleSoft) Faculty Center tile.



TERM INFORMATION

Changing the Term

The term shown will always default to the most recent term scheduled, regardless of what the current term is. If the term shown is not the one you want to see, click Change Term, select the correct term, and then click Continue.




Your Teaching Schedule

Once you have clicked on the Faculty Center you will see an overview page with your schedule for a specific term., including the Subject (e.g., MATH) and Catalog Number (e.g., 393), the class title, how many students are currently registered for the class, the meeting pattern for the class, the current classroom assignment, and the class meeting dates. Please note that the Registrar's Office does try to take instructor preference into classroom assignment, but final room assignment is based on a variety of things, including other classroom usage, number of enrolled students, and appropriateness of space.

If you notice a discrepancy in any of these, inform your program coordinator or the Registrar's Office (student.records@cgu.edu).




My Teaching Schedule > 2018 Fall > Claremont Graduate University

Personalize | View All | [?] | [] First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	PSYCH 318-1 (1309)	Overview of Social Psychology (Seminar)	9	We 9:00AM - 11:50AM	McManus 31	Sep 4, 2018- Dec 22, 2018



Class Rosters/Photo Rosters

First, make sure you are reviewing the correct term and class. Then simply click the Class Roster Icon located immediately to the left of the class information in your term teaching schedule. If you forget which icon to use, the Icon Legend is immediately above the schedule or you can hover your cursor over the icon and the title will appear.

Icon Legend  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2018 Fall > Claremont Graduate University

Personalize | View All | [?] | [] First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 	PSYCH 318-1 (1309)	Overview of Social Psychology (Seminar)	9	We 9:00AM - 11:50AM	McManus 31	Sep 4, 2018- Dec 22, 2018


Once you click on the icon, you will see the roster for the specific class. If you want to switch to another class within the term, click Change Class. The roster will show you the ID, name, and program of each student currently registered in the class, as well as whether they are enrolled on a regular (“graded”) basis or are taking the class on an audit basis. To see a single student photo simply click on the icon next to their name (if no photo exists the student never took an ID photo for CGU). If there are any students enrolled from the other Claremont Colleges, the “Level” will appear as Undergraduate and the student’s program will reflect the name of their home college. Note that while ID and names have been excluded from the images below for student privacy, they will appear on your screen.

Faculty Center | Advisor Center | Search

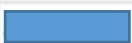
My Schedule | **Class Roster** | Grade Roster

Class Roster

2018 Fall | Regular Academic Session | Claremont Graduate University | Graduate

 **PSYCH 318 - 1 (1309)**
Overview of Social Psychology (Seminar)

Change Class

Days and Times	Room	Instructor	Dates
We 9:00AM-11:50AM	McManus 31		09/04/2018 - 12/22/2018

*Enrollment Status Enrolled

Enrollment Capacity 15 Enrolled 9

Select display option
 Link to Photos
 Include photos in list

Enrolled Students Personalize | Find | | First 1-9 of 9 Last

Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	4.00	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	4.00	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	4.00	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	4.00	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	4.00	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>		[Redacted]	[Redacted]	Audit	4.00	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	4.00	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	4.00	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	4.00	Psychology - Ph.D. in Psychology	Graduate

To view a class roster with photo of each student (a **Photo Roster**) simply click on the “Include photos in list” option at the top of the roster. Again, if students have not yet taken ID photos for CGU, no photo will be displayed.

Please note that the Notify Selected Students and Notify All Students at the bottom of the class roster page are not currently supported by this system, though functionality will be available in the future.

Select display option
 Link to Photos
 Include photos in list

Find | | First 1-9 of 9 Last

	<input type="checkbox"/> Notify ID [Redacted] Grade Basis Graded 4.00 Units Taken Program & Plan Psychology - M.A. in Psychology Level Graduate Status Enrolled [Redacted]
	<input type="checkbox"/> Notify ID [Redacted] Grade Basis Graded 4.00 Units Taken Program & Plan Psychology - Ph.D. in Psychology Level Graduate

Grade Rosters

To enter grades directly from the Faculty Center overview page, click on the Grade Roster Icon next to the class. Or, from any page, click the Grade Roster link at the top, changing the term to show the correct semester, if needed. Grade rosters, or their icons will not appear until the grade roster has been generated for the class. If your class does not have a grade roster when you are ready to enter grades, or if not all students on the class roster are listed on the grade roster, contact the Registrar's Office (student.records@cgu.edu or 909-621-8285/x18285 on-campus).

If you have entered grades in Canvas, know that those grades do not feed back into PeopleSoft. Final grades do need to be entered here, even if you have posted them previously in Canvas.

The screenshot shows the Faculty Center navigation menu with 'Grade Roster' highlighted. Below, the 'My Schedule' section shows '2018 Fall' and a 'Change Term' button. A table lists classes, with 'PSYCH 318-1' highlighted. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
PSYCH 318-1 1309	Overview of Social Psychology (Seminar)	9	We 9:00AM - 11:50AM	McManus 31	Sep 4, 2018- Dec 22, 2018

Enter each student grade from the Roster Grade drop down selection. Students who have arranged a special grading type (Satisfactory/Unsatisfactory, as opposed to a standard graded option) may have a different list of options than other students in the class. Students who are auditing the class still require an entry (enter AU for a passing audit, U for a failing audit). There is no option to select W (Withdrawn), as this is an enrollment notation only, and may not be assigned by instructors.

Once you begin entering grades, the following message will pop up on the top of the screen, reminding you that you have entered some grades and if you want to leave that page you will need to either save your data or click the "Enable Tabs & Links" button to leave the screen and lose anything you have entered.

Grade Roster

A warning message with a yellow triangle icon: "You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared." Below the message is an "Enable Tabs & Links" button.

Entering a complete grade roster (if you have grades for all students on your roster)

- Select a grade from the drop down menu next to each student name
- Change the Approval Status from Not Reviewed to Approved
- Click Save
- Click Post

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Approved Save

Personalize Find							
Student Grade		Transcript Note					
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		B		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	2		A		GRD	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>	3		A-		GRD	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>	4		A-		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	5		B		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	6		AU		AUD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	7		C		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	8		A-		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	9		B+		GRD	Psychology - Ph.D. in Psychology	Graduate

Select All Clear All

Notify Selected Students Notify All Students

[Printer Friendly Version](#)

Save Post

Entering a partial grade roster (if you have grades for only some of the students on your roster)

- Select a grade from the drop down menu if you have a grade ready
- Leave blank any grades you have not yet assigned
- Change the Approval Status to Ready for Review
- Click Save

When you are ready to enter additional grades:

- Change the Approval Status to Not Reviewed
- Enter additional student grades

If there are still remaining grades to be entered at a later date, change the Approval Status back to Ready for Review

- Click Save

If all remaining grades have been entered change the Approval Status to Approved

- Click Save

- Click Post

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Ready for Review Save

Personalize | Find | | First 1-9 of 9 Last

	Student Grade	Transcript Note		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1					B		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	2					A		GRD	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>	3							GRD	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>	4							GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	5							GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	6					AU		AUD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	7					C		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	8					A-		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	9					B+		GRD	Psychology - Ph.D. in Psychology	Graduate

Select All
Clear All
Printer Friendly Version

Notify Selected Students
Notify All Students

Save

ADVISOR CENTER

Your advisor center can be accessed from the home page or any page of the faculty center – simply click the Advisor Center tab from the page.

Faculty Center
Advisor Center
Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule

2018 Fall | Claremont Graduate University Change Term

Once you click on the Advisor Center tab you'll be brought to an overview screen showing the full list of your student advisees. While you may practically advise any number of students, only those that your department has entered as your advisee will show up in this list. To protect student privacy, student names and IDs have been blocked from the images below, but will appear on your screens.

For student privacy reasons, you only have the ability to view information about students for which you are listed as an advisor. If you believe your list of advisees is incorrect, see your program coordinator/department secretary.

Faculty Center | **Advisor Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees

Select display option

Link to Photos Include photos in list

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
2	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
3	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
4	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
5	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
6	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
7	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
8	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
9	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details
10	<input type="checkbox"/>		[Redacted]	[Redacted]	View Student Details

If you wish to see all of the photos next to your advisees, click the “Include photos in list” option, and then View All from the first student detail.

Faculty Center | **Advisor Center** | Search


My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees

Select display option

Link to Photos Include photos in list

Find | **View All** | First 1 of 27 Last



ID [Redacted]

Name [Redacted]

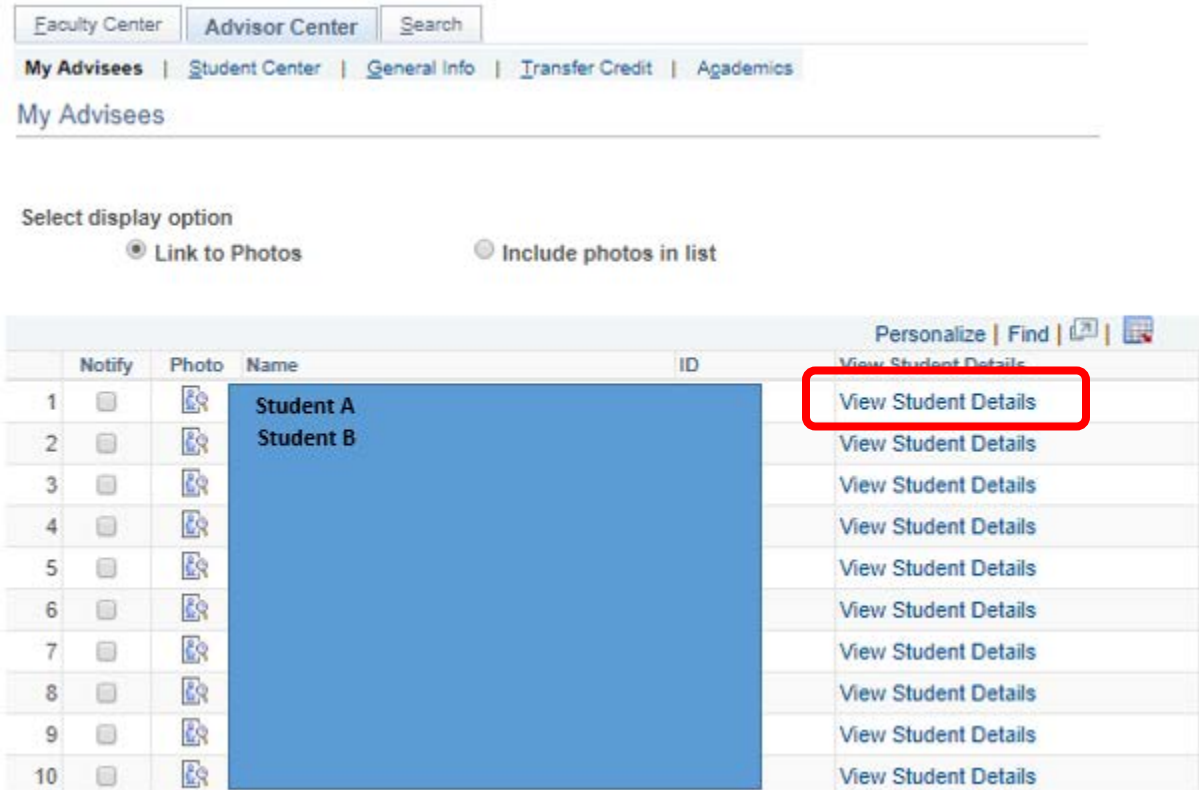
Notify

[View Student Details](#)

[Notify Selected Advisees](#) [Notify All Advisees](#)

General Advising Details

To see specific information about your advisee, click the View Student Details link to the right of the student's name (you can also click the photo icon next to the student name and then click View Student Details from that page).



The screenshot shows the 'My Advisees' page with navigation tabs for Faculty Center, Advisor Center, and Search. Below the tabs are links for My Advisees, Student Center, General Info, Transfer Credit, and Academics. The page title is 'My Advisees'. There are two radio buttons for display options: 'Link to Photos' (selected) and 'Include photos in list'. A table lists 10 students with columns for Notify, Photo, Name, and ID. The 'View Student Details' link for the first student is highlighted with a red box.

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		Student A		View Student Details
2	<input type="checkbox"/>		Student B		View Student Details
3	<input type="checkbox"/>				View Student Details
4	<input type="checkbox"/>				View Student Details
5	<input type="checkbox"/>				View Student Details
6	<input type="checkbox"/>				View Student Details
7	<input type="checkbox"/>				View Student Details
8	<input type="checkbox"/>				View Student Details
9	<input type="checkbox"/>				View Student Details
10	<input type="checkbox"/>				View Student Details

To change from Student A to Student B, you can select who you want to view in the "Change Advisee" dropdown menu and click Change.

Faculty Center | **Advisor Center** | Search

My Advisees | **Student Center** | General Info | Transfer Credit | Academics

Advisee Student Center

*Change Advisee [dropdown] Change

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... [dropdown] [arrow]

Personal Information

Demographic Data
Emergency Contact

Contact Information

Permanent Address [redacted] Billing Address Withheld
Permanent Phone [redacted] Home E-mail [redacted]

Holds
No Holds.

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
Stewart Donaldson
909/607-9001
Allen Omoto
909/607-9004
Details ▶

Return To Search | Notify

From this screen you can also see the contact information of your advisee, any other advisors they have been assigned to, see if there are any holds on their student record, and see if they have enrolled in classes for upcoming terms. If a student is registered, the name of the class(es) they are registered for will appear in this way:

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... [dropdown] [arrow]

Deadlines | URL

2018 Fall Schedule

	Class	Schedule
[calendar icon]	PSYCH 499-1 SUP (1331)	No Room Needed

Weekly Schedule ▶

Reviewing Student Holds

If a student has a hold, you would see something like this, showing the name(s) of the hold(s):

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... [dropdown] [arrow]

Deadlines | URL

This Week's Schedule

	Class	Schedule
[calendar icon]	TNDY 407X-W SEM (5084)	We 3:00PM - 5:50PM No Room Needed

Weekly Schedule ▶

Holds
Out of Time
Currency used is US Dollar
Details ▶

Enrollment Dates
Open Enrollment Dates

Advisor

Clicking on the Details link will allow you to see when the hold is in effect for (many will affect terms in the future, and are listed to give students plenty of time to resolve the issues before they go into effect) as well as which department applied the hold.

Item List								
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
Out of Time		USD	Claremont Graduate University	2021 Summer				Registrar

For even greater detail about the hold, you can click on the blue name of the hold.

Out of Time

Reason and Contact

Description Claremont Graduate University

Start Term 2021 Summer

Start Date

Reason Exceeded Time to Degree

Department Registrar

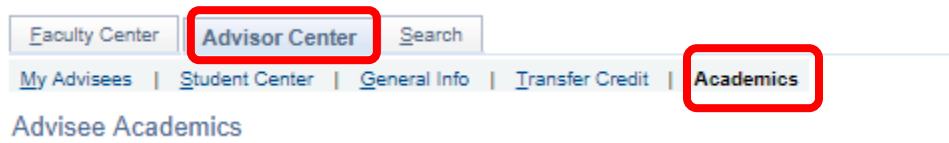
Contact

Instructions

Beginning in the semester listed, you will have exceeded the time allowed to complete your degree. Complete the Extension of Time for Degree Request Form (located at <http://my.cgu.edu/registrar/forms/>), attach a plan for degree completion and return it to your academic dept.

Reviewing Academic Progress

From in the Advising Center tab, click on the Academics option at the top of the page.



From here you will be able to see which degree the student is actively seeking, and any completed degrees if there are multiple link options on the left side.

CGRAD - Claremont Graduate University
GRAD - Graduate
PSYCH - Psychology
PSYCH - Psychology

< There are 2 links here. Click on both to view the different degrees the student is seeking/has sought.

Program	PSYCH	Psychology
Student Career Nbr	0	
Status	Active in Program	as of 10/03/2014
Admit Term	1120	2014 Fall
Expected Graduation	1320	2021 Summer
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	PHDPSYCH	Ph.D. in Psychology
Requirement Term	1120	2014 Fall
Sub-Plan	SOCIAL-PHD	Social
Requirement Term	1120	2014 Fall

And also,

CGRAD - Claremont Graduate University
GRAD - Graduate
PSYCH - Psychology
PSYCH - Psychology

Program	PSYCH	Psychology
Student Career Nbr	1	
Status	Completed Program	as of 05/15/2017
Admit Term	1190	2017 Spring
Expected Graduation	1190	2017 Spring
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	MAPSYCH	M.A. in Psychology
Requirement Term	1190	2017 Spring
Sub-Plan	SOCIAL-MA	Social
Requirement Term	1190	2017 Spring

Further down on the same page, you can see a term summary by selecting the term, and seeing as of that specific term what the student's GPA is, what classes the student is taking, how many units have been completed towards their degree. This is a useful way to track a student's progress over time, especially as relating to units and GPA.

Term Summary

CGRAD - Claremont Graduate University

GRAD - Graduate

1240 - 2018 Fall

1230 - 2018 Summer

1220 - 2018 Spring

1210 - 2017 Fall

1200 - 2017 Summer

1190 - 2017 Spring

1180 - 2016 Fall

1170 - 2016 Summer

1160 - 2016 Spring

1150 - 2015 Fall

1140 - 2015 Summer

1130 - 2015 Spring

1120 - 2014 Fall

2018 Fall

Eligible to Enroll Yes

Primary Program PSYCH Psychology

Academic Standing Status Data unavailable

Level / Load

Academic Level - Projected Graduate

Academic Level - Term Start Graduate

Academic Level - Term End Graduate

Approved Academic Load Full-Time

Academic Load Three Quarter Time

Classes

Enrolled
 Dropped
 Wait Listed

Class	Description	Units	Grading	Grade	Status
PSYCH 499-1 (1331)	Doctoral Study (PhD Students) (Sup)		No Grade Associated		<input checked="" type="checkbox"/>

Statistics

	Combined Term Total	Cumulative Total
Units Toward GPA:		
Taken		58.000
Passed		58.000
In Progress		
Units Not for GPA:		
Taken		14.000
Passed		14.000
In Progress		
GPA Calculation		
Total Grade Points		202.400
/ Units Taken Toward GPA		58.000
= GPA		3.490

Units taken on a regular graded basis are “Units Toward GPA”; units taken on a Satisfactory/Unsatisfactory basis are “Units Not for GPA” because they do not get calculated into the GPA. However, both types of units count toward degree progress. This student has taken a total of 72 units (58 toward GPA + 14 not for GPA = Total of 72 units).

Reviewing Transfer Credit

If students have been officially approved for transfer credit and the credit has been recorded by the Registrar’s Office, it will be listed in the Transfer Credit section of the Advisor Center.

[Faculty Center](#) |
 [Advisor Center](#) |

[My Advisees](#) |
 [Student Center](#) |
 [General Info](#) |
 [Transfer Credit](#) |
 [Academics](#)

Advisee Transfer Credit

If nothing has been accepted as transfer credit the following message will be seen:

Advisee Transfer Credit



*Change Advisee

No data available.

If a student has received transfer credit, it will be displayed over two tabs. The first, "Model" tells the name of the institution where the credit was accepted from, towards which CGU degree, and the semester the credit was earned at the other institution.



*Change Advisee

Course Credits

Model(1)		Statistics(2)				
Source	Career					Model Status
CSU Fullerton	Graduate	Claremont Graduate University	Psychology	Ph.D. in Psychology	2009 Fall	Posted

The second tab, "Statistics", shows the number of units that were accepted for transfer.

Model(1)	Statistics(2)				
Source	Units Transferred	Transfer Passed for GPA	Transfer Taken Not for GPA	Transfer Grade Points	Transfer GPA
CSU Fullerton	21.000				

If a student has received transfer credit, it will also be displayed in the Term Summary, mentioned in the previous "Reviewing Academic Progress" section.

	Combined Term Total	Cumulative Total
Units Toward GPA:		
Taken		36.000
Passed		36.000
In Progress		
Units Not for GPA:		
Taken		15.000
Passed		15.000
In Progress		
Transfer Units		21.000
GPA Calculation		
Total Grade Points		128.600
/ Units Taken Toward GPA		36.000
= GPA		3.572

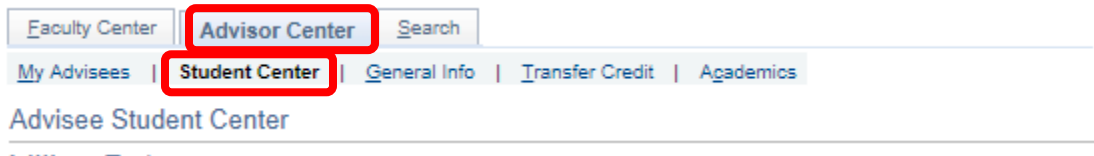
In this case, the student has earned 36 units on a graded basis, and 15 units on a Sat/Unsat basis, and 21 transfer units for a total of 72 units (36 + 15 + 21 = 72).

Generating an Unofficial Transcript

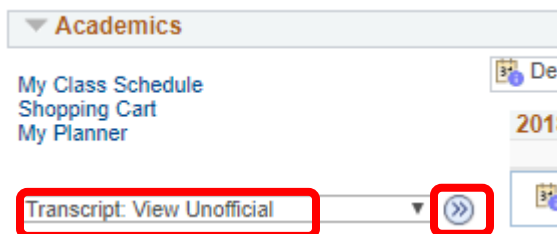
IMPORTANT NOTE: Before you generate a transcript, be sure that your browser pop-up blocker settings allow for pop-ups from sis.cgu.edu .

You can generate unofficial transcripts for your advisees, so long as there are no holds preventing a transcript from being generated (the most common hold preventing this is Past Due Balance).

Start in the Advisor Center, and click on the Student Center tab.



In the Academics section, click on the drop down menu for “Other Academics” and select “Transcript: View Unofficial”, then click the blue arrow button next to the link.



Select “Unofficial Transcript (SELS)” from the Report Type menu and click View Report.

Choose an institution and report type and press View Report

****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

Academic Institution ▼
Report Type ▼

Please be patient with this process – there may be a delay while the system processes the request. A new tab will appear with the transcript in PDF form. *If no transcript appears, ensure that your pop-up blocker is set to allow for sis.cgu.edu pop-ups, and that the student does not have any holds on their account that would prevent a transcript from being generated.*

Still have questions or concerns?

- Grades, student policies, registration matters: contact the Registrar’s Office at student.records@cgu.edu or during business hours call (909) 621-8285 (x18285 on-campus).
- Log in access, or credential issues: contact the helpdesk@cgu.edu or call (909) 621-8174 (x18174 on campus).