Navigating your CGU Faculty Center
Revised August 2020

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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

• 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).
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.

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.
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** options at the bottom of the class roster page are not currently supported by this system, though functionality will be available in the future.
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.

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.
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

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

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.

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.

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.
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).

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.
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:

Reviewing Student Holds

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

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

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.
And also,

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.

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

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).

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

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

If a student has received transfer credit, it will also be displayed in the Term Summary, mentioned in the previous “Reviewing Academic Progress” section.
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 (SELFS)” from the Report Type menu and click View Report.
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).