Navigating your CGU Faculty Center

August 2018

This guide contains the following sections:

Logging on

- Go to mycampus.cgu.edu and click the SIGN IN button

- 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).

- Below the LOGIN button are three links – Forgot Password, First Time Users, FAQ . Once you have logged in you will be prompted to enter secret answers for questions, and you can change your permanent password
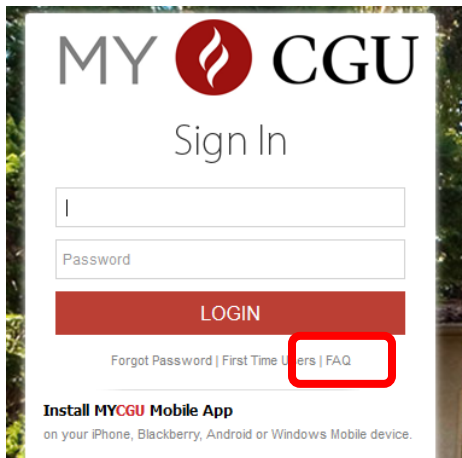
- To access the Faculty Center in the portal, click on the ORACLE/PEOPLESOFT icon.
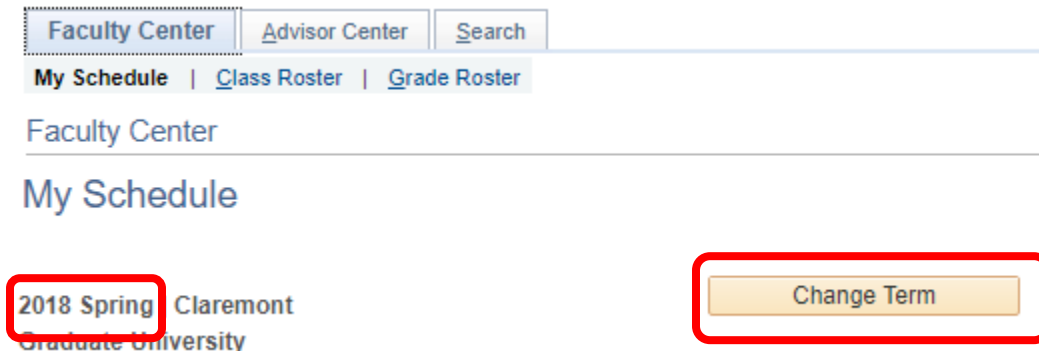
- A new tab will open with the Student Information System (PeopleSoft) Faculty Center tile.

CLASS INFORMATION

Changing the Term

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 next to the roster information, 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.

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 <u>partial</u> 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 <u>Approval Status</u> to <u>Ready for Review</u>
- Click Save

When you are ready to enter additional grades:
- Change the <u>Approval Status</u> to <u>Not Reviewed</u>
- Enter additional student grades

If there are still remaining grades to be entered at a later date, change the <u>Approval Status</u> back to <u>Ready for Review</u>
- Click Save

If all remaining grades have been entered change the <u>Approval Status</u> to <u>Approved</u>
- Click Save
- Click Post

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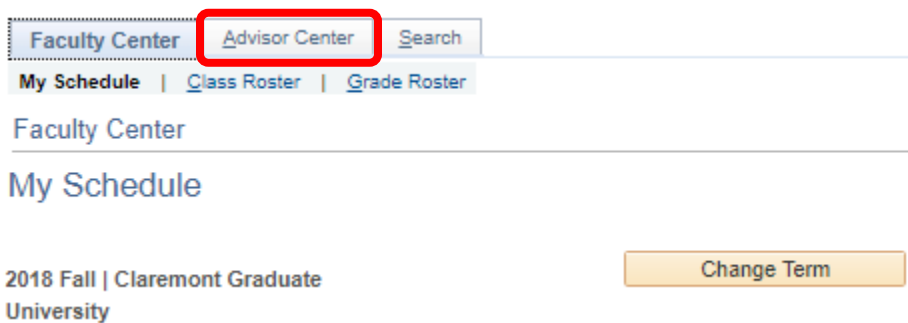
Once you click on the Advisor Center tab you'll be brought to an overview screen showing the full list of your student advisees. While you may practically advise any number of students, only those that your department has entered as your advisee will show up in this list. To protect student privacy,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

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).

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, but nothing now) 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	2019 Summer		02/25/2015		Registrar
Satisfactory Academic Progress		USD	Claremont Graduate University	2018 Summer	End Term - Srvc Indicator Use	12/10/2017		Financial Aid

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 2019 Summer

> Start Date 02/25/2015

> 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. Visit https://mycampus.cgu.edu/web/registrar/ for the Extension of Time for Degree Request Form (https://mycampus.cgu.edu/web/registrar/forms) and 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.

Faculty Center	Advisor Center	Search

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

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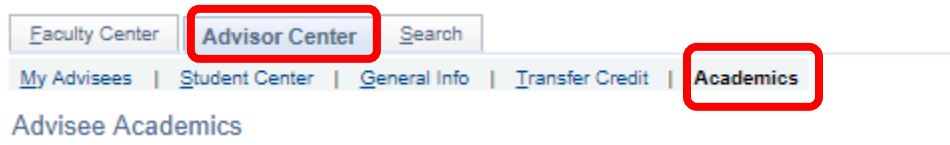
From here you will be able to see which degree the student is actively seeking, and any completed degrees if there are multiple link options on the left side.

Institution / Career / Program

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,

Institution / Career / Program

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.

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Term Summary

CGRAD - Claremont Graduate University   2018 Fall
  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

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		✔

▼ Statistics

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).

	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

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**	Search

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

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.

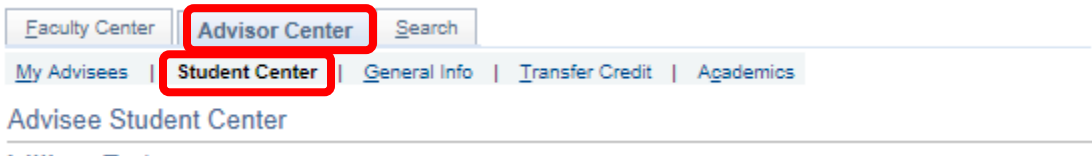|	Combined Term Total	Cumulative Total
Units Toward GPA:		
Taken		36.000
Passed		36.000
In Progress		
Units Not for GPA:		
Taken		15.000
Passed		15.000
In Progress		
Transfer Units		21.000
GPA Calculation		
Total Grade Points		128.600
/ Units Taken Toward GPA		36.000
= GPA		3.572

In this case, the student has earned 36 units on a graded basis, 15 units on a Satisfactory/Unsatisfactory 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.

Faculty Center	Advisor Center	Search

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

Advisee Student Center

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.

▼ Academics

My Class Schedule
Shopping Cart
My Planner

Transcript: View Unofficial ▾ �҉
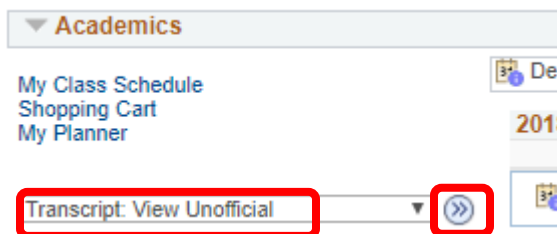
Select "Unofficial Transcript (SELFS)" from the Report Type menu and click View Report.

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 Claremont Graduate University ▼

Report Type Unofficial Transcript (SELFS) ▼   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).