



## **Department Chair / Academic Secretary Training Guide:**

### **PeopleSoft / myWCU Navigation**

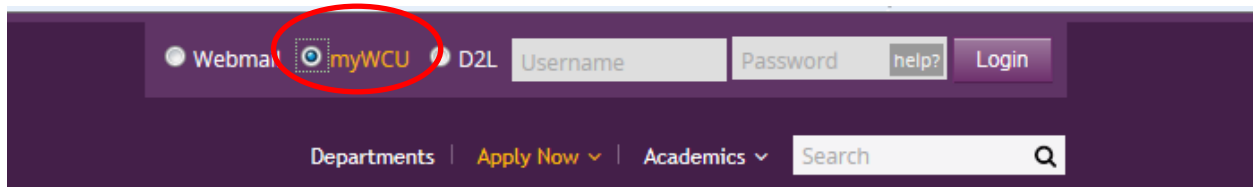


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Open the WCU Home Page <http://www.wcupa.edu>

Select the myWCU tab on the home page and sign in with your user name and password. The same one you use to access email and the campus network. Then click the Login button



**Faculty Links**

- Faculty Quick Links
  - Faculty Center
  - View My Advisees
  - Student Services Center
  - WCU Advisor Comments
  - WCU Advisor Scheduling Flag
  - Academic Recovery Plan
  - Student Advisor
  - WCU Advisee List
  - My Class Roster
  - Record My Grades
  - WCU Athlete Mid-Sem Grades
  - WCU Athlete Mid-Grd Report
  - ROTC Mid-Semester Grades
  - WCU Faculty Data Sheets
  - Clear Students for Graduation
  - Show Students by Department
  - What-If Report Selection
- Class Information
- Department Reports
- Student Career
- Enroll Students
- Service Indicators
- Manage Student Financials
- Personal Information

**WCU Announcements**

[This Week at WCU](#)

- [Free Student Legal Service](#)

[More...](#)

[View All Articles and Sections](#)

**Academic Calendar**

June 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

The myWCU logo is also the “Home” link

The screenshot displays the myWCU website interface. At the top, the myWCU logo is prominently displayed. Below the logo, there is a navigation bar with a 'Main Menu' dropdown. The 'Main Menu' is expanded, showing a list of folders and transaction names. The 'Enterprise' folder is highlighted, and its sub-menu is also expanded, showing a list of transaction names. The 'Drop Down Menu' is highlighted, and its sub-menu is also expanded, showing a list of transaction names. The 'Drop Down Menu' is highlighted, and its sub-menu is also expanded, showing a list of transaction names.

**Enterprise**

- Faculty/Admin. Self-Service
- Campus Community
- Student Admissions
- Manage Student Records
  - WCU Student Records
  - Student Career
  - Department Reports
  - Courses
  - Class Management
  - Class Information
  - Enroll Students
  - Transfer Credit Evaluation
- Manage Student Financials
- WCU HR/Budget
- WCU Student Work Study
- Personal Information
- Student Affairs
- Library Links
- Reporting Tools - SA
- My Content
- Portal Administration
- PeopleTools
- Faculty/Admin Quick Links
- Libraries Website
- Online Tutorials
- Distance Ed. Classes
- Search Class Schedule
- Search Course Catalog
- Non Degree Online Application
- Admissions Request
- Information Request
- Pay Admission Deposit
- WCU Transfer Equivalencies
- WCU Health and Safety
- Campus Events Calendar
- Cultural Events Calendar
- WCU Web Mail
- Desire2Learn
- The Learning Connection
- Work Order Request
- PeopleBooks SA 9.0
- PeopleBooks Finance
- FAQs for myWCU
- WCU Homepage

**Drop Down Menu:** Click on Main Menu - >  
Click on Folder or Transaction Name

myWCU

Favorites

Main Menu

Manage Student Records

Student Career

Student Program/Plan

Student Program/Plan

Enter any information you have and click Search. Leave fields blank if not applicable.

Find an Existing Value

▼ Search Criteria

ID:

begins with

Academic Career:

=

Student Career Nbr:

=

Campus ID:

begins with

National ID:

begins with

Last Name:

begins with

First Name:

begins with

☐ Include History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

WCU Display All Grades

Student Grades

Student Career

Student Program/Plan

WCU New Student View

Term History

Student Term Search

Student Milestones

WCU SR Show Comment

Use the menu bar to easily access other folders or transactions.

## Faculty / Admin Self-Service - > Student Services Center



### Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

#### ▼ Search Criteria

ID: begins with ▼  

Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼



Search by ID or Name

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

ID = six digit WCU ID w/ a leading zero (7 digits)

Campus ID = SAP id

National ID = Social Security number

## Student Center Page

- my advisees
- student center
- general info
- transfer credit
- academics

### Advisee Student Center

▼ Academics

[Class Schedule](#)  
[Tentative Classes](#)  
[Planner](#)  
[Course History](#)  
[Degree Progress Report](#)  
[Grades](#)  
[View Unofficial Transcript](#)  
[Transfer Credit Report](#)

Deadlines

URL

Gradebook

This Week's Schedule

	Class	Schedule
	GEO 101-03 LEC (4375)	MoWeFr 11:00AM - 11:50AM Anderson Hall 207
	HIS 152-02 LEC (3595)	MoWeFr 2:00PM - 2:50PM Main Hall 313
	PEA 146-03 LEC (5671)	MoWeFr 1:00PM - 1:50PM Health Science Ctr GYM1
	THA 110-01 LEC (6331)	MoWeFr 10:00AM - 10:50AM E.O. Bull 111
	THA 200-04 LAB (6323)	MoWeFr 9:00AM - 9:50AM E.O. Bull 025
	THA 301-01 LEC (6293)	MoWe 3:00PM - 4:15PM E.O. Bull 021
	THA 419-01 LEC (6903)	TuTh 2:00PM - 3:15PM E.O. Bull 021
	VOI 352-31 LEC (8055)	Room: TBA

weekly schedule ▶

▼ Holds

Advisor permission necessary  
Do not cancel Spring classes.  
Do not cancel Fall classes.  
Activate Summer3 Account  
Activate Sum2 Account  
Activate Sum Acct at Bursar  
Activate Sum Acct at Bursar  
Activate Summer3 Account  
Activate Sum2 Account  
Activate Summer3 Account  
Activate Sum2 Account  
Activate Summer3 Account  
Activate Sum2 Account  
Activate Sum Acct at Bursar  

details ▶

▼ Enrollment Dates

Enrollment Appointment

You may begin enrolling  
for the 2012 Summer 1st  
5-Week Session Regular  
Academic Session session  
on March 5, 2012.  

details ▶

▼ Advisor

Program Advisor

Elizabeth Staruch  
610/436-3356 Ext 3356  
Gretchen Studlien-Webb  
610/436-3463

▼ Personal Information

[Demographic Data](#)  
[Emergency Contact](#)

Contact Information

Home

Billing Address

Withheld

Home Phone

Campus Email

@wcupa.edu

Return to Search

Notify

Get additional information on  
this student

Personal information for the student is clearly displayed.

8

## Class Schedule

[my advisees](#) [student center](#) [general info](#) [transfer credit](#) [academics](#)

### Advisee Class Schedule

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2012 Spring	Undergraduate	West Chester University
<input type="radio"/>	2012 Summer 1st 5-Week Session	Undergraduate	West Chester University
<input type="radio"/>	2012 Summer 2nd 5-Week Session	Undergraduate	West Chester University
<input type="radio"/>	2012 Summer Post Session	Undergraduate	West Chester University
<input type="radio"/>	2012 Fall	Undergraduate	West Chester University

[Cancel](#)

Select a Term

[CONTINUE](#)

Click Continue

[my advisees](#) [student center](#) [general info](#) [transfer credit](#) [academics](#)

### Advisee Class Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View

2012 Spring | Undergraduate | West Chester University [change term](#)

☒ Class Schedule Filter Options

☒ Show Enrolled Classes ☐ Show Dropped Classes ☐ Show Waitlisted Classes [filter](#)

GEO 101-03 - World Geography Status:Enrolled							
4375	Component	Days & Times	Room	Instructor	Start/End Date	Grade	Deadline
<a href="#">4375</a>	Lecture	MoWeFr 11:00AM - 11:50AM	Anderson Hall 207	Kristen Crossney	01/23/2012 - 05/04/2012		

HIS 152-02 - History of US II Status:Enrolled							
3595	Component	Days & Times	Room	Instructor	Start/End Date	Grade	Deadline
<a href="#">3595</a>	Lecture	MoWeFr 2:00PM - 2:50PM	Main Hall 313	William Hewitt	01/23/2012 - 05/04/2012		

PEA 146-03 - Pilates Status:Enrolled							
5671	Component	Days & Times	Room	Instructor	Start/End Date	Grade	Deadline
<a href="#">5671</a>	Lecture	MoWeFr 1:00PM - 1:50PM	Health Science Ctr GYM1	Sarah Juric	01/23/2012 - 05/04/2012		

## Course History

### Credit Summary Box:

Cumulative Credits + Ungraded Credits – (Remedial + Duplicate Credits) = Adjusted Credits

### Advisee Course History

**Credit Summary**

Admitted	Holds	CumGPA	TranCr	CumCr + UngCr - (Remed + DupCr) = AdjCr
UGRD	2085	NEN	3.269	114.00 19.00 0.00 3.00 130.000

**Select Display Option**

☒ Hide courses from My Planner

☐ Show courses from My Planner

**Sort results by** Term ▼

**Then by** ▼

sort

**Repeat Codes**

NGPA - No Credits, Not Included in GPA

NCRD - No Credits, Included in GPA

REPT - Includes Credits and in GPA

You can sort the results:

✓ Taken
← Transferred
◆ In Progress

Course	Description	Term	Grade	Units	Status	Repeat Code	Attributes
MAT 103	<a href="#">Intro Mathematics</a>	2008 Fall		0.00	✓	NGPA	
VOI 181	<a href="#">Class Voice</a>	2008 Fall	A	1.00	✓		
ITA 101	<a href="#">Elem Italian I</a>	2008 Fall	B+	3.00	✓		
SPK 208	<a href="#">Public Speaking</a>	2008 Fall	A	3.00	✓		
THA 104	<a href="#">Stagecraft I</a>	2008 Fall	A	3.00	✓		
THA 103	<a href="#">Acting I</a>	2008 Fall	A	3.00	✓		
THA 105	<a href="#">Stagecraft II</a>	2009 Spring	B	3.00	✓		
THA 319	<a href="#">Music Theatre Repertoire</a>	2009 Spring	A	3.00	✓		
WRT 120	<a href="#">Effective Writing I</a>	2009 Spring	B-	3.00	✓		
DAN 233	<a href="#">Jazz Dance II</a>	2009 Spring	B+	2.00	✓		
THA 110	<a href="#">History of Theatre and Drama</a>	2009 Spring	A	3.00	✓		

**Drop / Add/ Swap:**

**Dropping a Class**

**Adding a Class**

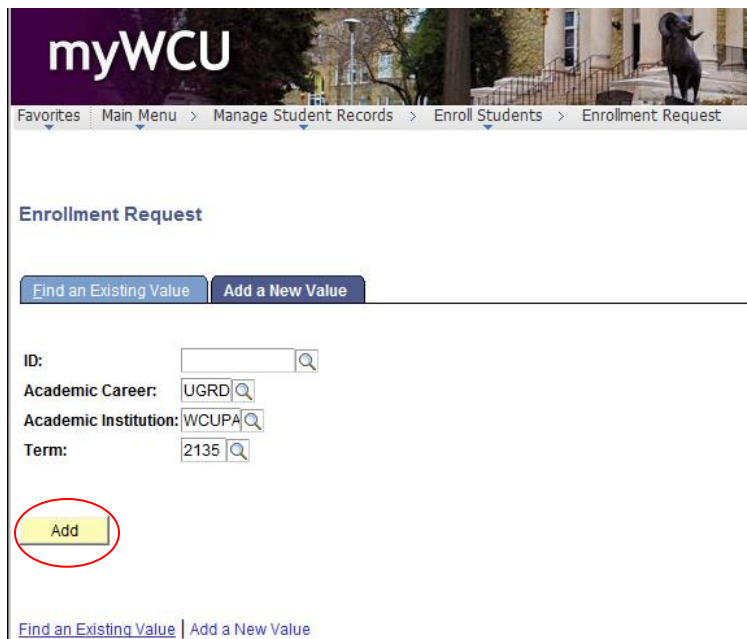
**Swap Classes**

**Overrides**

## Dropping a Class

**Navigation: Manage Student Records - > Enroll Students - > Enrollment Request**

Enter Student's ID and Term and click the "Add" button

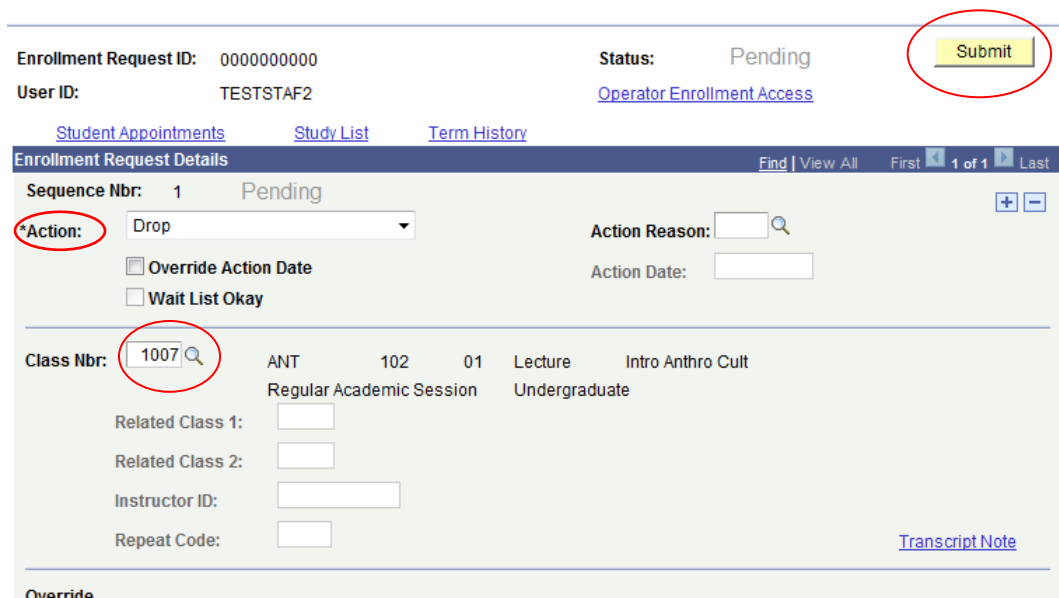


The screenshot shows the myWCU website header with a navigation breadcrumb: Favorites | Main Menu > Manage Student Records > Enroll Students > Enrollment Request. Below the header, the page title is "Enrollment Request". There are two buttons: "Find an Existing Value" and "Add a New Value". The form fields are: ID: (empty), Academic Career: UGRD, Academic Institution: WCUPA, and Term: 2135. A yellow "Add" button is circled in red. At the bottom, there are links for "Find an Existing Value" and "Add a New Value".

**Select "Drop" as the Action**

Click the magnifying glass to get the student's schedule for the Class Number.

- Click on the check box to select the class to drop.
- Then click the yellow "submit" button.



The screenshot shows the "Enrollment Request Details" form. At the top, it displays "Enrollment Request ID: 0000000000", "User ID: TESTSTAF2", and "Status: Pending". A yellow "Submit" button is circled in red. Below this, there are links for "Student Appointments", "Study List", and "Term History". The form has a header bar with "Find | View All" and "First 1 of 1 Last". The "Sequence Nbr: 1" is shown with a "Pending" status. The "Action:" dropdown is set to "Drop" and is circled in red. There are checkboxes for "Override Action Date" and "Wait List Okay". The "Action Reason:" field is empty. The "Class Nbr:" field is set to "1007" and is circled in red. Below this, the class details are listed: "ANT 102 01 Lecture Intro Anthro Cult Regular Academic Session Undergraduate". There are fields for "Related Class 1:", "Related Class 2:", "Instructor ID:", and "Repeat Code:". A "Transcript Note" link is at the bottom right. The "Override" section is partially visible at the bottom.

**You should get a "Success" status OR "Error" (review the error message on the bottom of the page).**

## Adding a Class

**Navigation: Manage Student Records - > Enroll Students - > Enrollment Request**

Enter Student's ID and Term and click the "Add" button

The screenshot shows the 'myWCU' logo at the top. Below it is a breadcrumb trail: 'Favorites | Main Menu > Manage Student Records > Enroll Students > Enrollment Request'. The main heading is 'Enrollment Request'. There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are four input fields: 'ID:', 'Academic Career:' (with 'UGRD' selected), 'Academic Institution:' (with 'WCUPA' selected), and 'Term:' (with '2135' selected). A yellow 'Add' button is circled in red. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

## Select "Enroll" as the Action

- Enter the class number - OR-
- Enter the subject/number/section in the box (e.g. PHY10001) and "tab-out" to see the class.
- Then click the yellow "submit" button.

The screenshot shows the 'Enrollment Request Details' form. At the top, it displays 'Enrollment Request ID: 0000000000' and 'User ID: TESTSTAF2'. The status is 'Pending', and there is a yellow 'Submit' button circled in red. Below this are links for 'Student Appointments', 'Study List', and 'Term History'. The form has a header bar with 'Find | View All' and 'First 1 of 1 Last'. The main section is titled 'Enrollment Request Details' and shows 'Sequence Nbr: 1' and 'Pending'. The '\*Action:' dropdown is set to 'Enroll' and is circled in red. There are checkboxes for 'Override Action Date' and 'Wait List Okay'. The 'Action Reason:' and 'Action Date:' fields are empty. Below this is a table with class details: 'Class Nbr: 3291' (circled in red), 'Sub/Class/Sec: PHY10' (circled in red), 'PHY 100 01 Lecture Elements Phys Sci', 'Regular Academic Session Undergraduate', and 'MWF 09:00-09:50'. There are also fields for 'Related Class 1:', 'Related Class 2:', 'Instructor ID:', and 'Repeat Code:'. A 'Transcript Note' link is at the bottom right.

You should get a "Success" status OR "Error" (review the error message on the bottom of the page).

## Swap Classes

**Navigation: Manage Student Records - > Enroll Students - > Enrollment Request**

Enter Student's ID and Term and click the "Add" button.



## Select "Swap Courses" as the Action

Click the magnifying glass to get the student's schedule for the Class Number – OR - enter the subject/number/section in the box (e.g. PHY10001) and "tab-out" to see the class. Then click the yellow "submit" button.

### Enrollment Request

\*Please indicate whether you intend on being Full Time

West Chester University

Undergraduate

UGRD Educational Services

Enrollment Request ID: 0000000000

Status: Pending

Submit

User ID:

[Operator Enrollment Access](#)

[Student Appointments](#)

[Study List](#)

[Term History](#)

Enrollment Request Details

Find | View All | First 1 of 1 Last

Sequence Nbr: 1 Pending

\*Action: Swap Courses

Action Reason:

☐ Override Action Date

Action Date:

☐ Wait List Okay

Class Nbr: 1007 ANT 102 01 Lecture Intro Anthro Cult

Regular Academic Session Undergraduate

Change To: 1009 ANT 102 02 MWF Lecture Intro Anthro Cult

02:00-02:50 Undergraduate

Subi/Class/Sec AN

Regular Academic Session Undergraduate

Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code:

[Transcript Note](#)

You should get a "Success" status OR "Error" (review the error message on the bottom of the page).

## Overrides

If you need to override a class due to an error message, click the appropriate override check box and submit again. Do not click all check boxes.

For “Dept. Consent” error message, just check the box next to “Permission Number” and submit again. You do not need to insert a permission number.

The screenshot shows a web form titled "Override" with several input fields and checkboxes. A red oval highlights the "Permission Nbr:" checkbox and the "Additional Overrides" section. The "Additional Overrides" section contains checkboxes for Appointment, Career, Closed Class, Class Links, Requisites, Service Indicator, Time Conflict, and Unit Load. The "Dynamic Dates" checkbox is also present but not highlighted. The "Drop This Class if Enrolled:" field is at the bottom.

Override		
<input type="checkbox"/>	Grading Basis: <input type="text"/>	Grade Input: <input type="text"/>
<input type="checkbox"/>	Units Taken: <input type="text" value="0.00"/>	Course Count: <input type="text"/>
<input type="checkbox"/>	Designation: <input type="text"/>	
<input type="checkbox"/>	<input type="checkbox"/> Take Requirement Designation	RD Grade: <input type="text"/>
<input type="checkbox"/>	Permission Nbr: <input type="text"/>	
<b>Additional Overrides</b>		
<input type="checkbox"/>	Appointment	<input type="checkbox"/> Career
<input type="checkbox"/>	Requisites	<input type="checkbox"/> Service Indicator
<input type="checkbox"/>	Dynamic Dates	<input type="checkbox"/> Closed Class
		<input type="checkbox"/> Class Links
		<input type="checkbox"/> Time Conflict
		<input type="checkbox"/> Unit Load
Drop This Class if Enrolled: <input type="text"/>		

ONLY OVERRIDE IF IT'S YOUR DEPARTMENT.

## **Class Permissions**

## Class Permissions:

**Navigation: Manage Student Records - > Class Management - > Create Class Permission**

Enter information for the course in which you would like to grant permissions and click the Search button:

[Favorites](#) > [Main Menu](#) > [Manage Student Records](#) > [Class Management](#) > [Create Class Permissions](#)

### Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**▼ Search Criteria**

Academic Institution:	= ▼	WCUPA	
Term:	= ▼	2161	
Subject Area:	= ▼	ACC	
Catalog Nbr:	begins with ▼	201	
Academic Career:	= ▼	Undergraduate	▼
Campus:	begins with ▼	MAIN	
Description:	begins with ▼		
Course ID:	begins with ▼		
Course Offering Nbr:	= ▼		
Academic Organization:	begins with ▼		

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Enter the student's ID number and press the Tab key:

Permission to Add
Permission to Drop

Course ID: 010100      Course Offering Nbr: 1

Academic Institution: West Chester University

Term: 2016 Spring      Undergrad

Subject Area: ACC      Accounting

Catalog Nbr: 201      Financial Acct

Class Section Data
Find | View All    First 1 of 8 Last

Session: 1    Regular Academic Session    Class Nbr: 4620    Class Status: Active

Class Section: 01    Campus: MAIN    Class Type: Enrollment Section

Component: Lecture    Instructor: Faughnan,Thomas J.

☒ Student Specific Permissions

Class Permission Data
Personalize | Find |    First 1 of 1 Last

General Info    Permission    Comments

ID	Name	Issued By	Creation Date	Last Updated By	Last Upd Date	Status	Permission Use Date	Expiration Date		
<input type="text"/>		TESTSTAFF2	09/03/2015	TESTSTAFF2	09/03/2015	Not Used		01/26/2016		

Save    Return to Search

The student's name is populated. The system automatically sets the expiration date as the last day of the drop / add period. Administrators can decide to move the date ahead.

Permission to Add
Permission to Drop

Course ID: 010100      Course Offering Nbr: 1

Academic Institution: West Chester University

Term: 2016 Spring      Undergrad

Subject Area: ACC      Accounting

Catalog Nbr: 201      Financial Acct

Class Section Data
Find | View All    First 1 of 8 Last

Session: 1    Regular Academic Session    Class Nbr: 4620    Class Status: Active

Class Section: 01    Campus: MAIN    Class Type: Enrollment Section

Component: Lecture    Instructor: Faughnan,Thomas J.

☒ Student Specific Permissions

Class Permission Data
Personalize | Find |    First 1 of 1 Last

General Info    Permission    Comments

ID	Name	Issued By	Creation Date	Last Updated By	Last Upd Date	Status	Permission Use Date	Expiration Date		
0796715	Zimmerman,Alexandria E.	TESTSTAFF2	09/03/2015	TESTSTAFF2	09/03/2015	Not Used		01/26/2016		

Save    Return to Search

[Permission to Add](#) | [Permission to Drop](#)

If you are granting permissions for more than one student in the same class, click the plus sign to add another row:

Permission to Add

Permission to Drop

Course ID: 010100

Course Offering Nbr: 1

Academic Institution: West Chester University

Term: 2016 Spring

Undergrad

Subject Area: ACC

Accounting

Catalog Nbr: 201

Financial Acct

Class Section Data

Find | View All

First 1 of 8 Last

Session: 1

Regular Academic Session

Class Nbr: 4620

Class Status: Active

Class Section: 01

Campus: MAIN

Class Type: Enrollment Section

Component: Lecture

Instructor: Faughnan,Thomas J.

☒ Student Specific Permissions

Class Permission Data

Personalize | Find |

First 1-2 of 2 Last

General Info

Permission

Comments

...

ID	Name	Issued By	Creation Date	Last Updated By	Last Upd Date	Status	Permission Use Date	Expiration Date	
0796715	Zimmerman,Alexandria E.	TESTSTAFF2	09/03/2015	TESTSTAFF2	09/03/2015	Not Used		01/26/2016	+
		TESTSTAFF2	09/03/2015	TESTSTAFF2	09/03/2015	Not Used		01/26/2016	+

Save

Return to Search

[Permission to Add](#) | [Permission to Drop](#)

Click the Permissions tab:

Permission to Add

Permission to Drop

Course ID: 010100

Course Offering Nbr: 1

Academic Institution: West Chester University

Term: 2016 Spring

Undergrad

Subject Area: ACC

Accounting

Catalog Nbr: 201

Financial Acct

Class Section Data

Find | View All

First 1 of 8 Last

Session: 1

Regular Academic Session

Class Nbr: 4620

Class Status: Active

Class Section: 01

Campus: MAIN

Class Type: Enrollment Section

Component: Lecture

Instructor: Faughnan,Thomas J.

☒ Student Specific Permissions

Class Permission Data

Personalize | Find |

First 1 of 1 Last

General Info

Permission

Comments

...

ID	Closed Class	Requisites Not Met	Consent Required	Unit Overload	
0796715	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+

Save

Return to Search

[Permission to Add](#) | [Permission to Drop](#)

Select the type of permission being granted (you can select more than one). Click the Save button:

Permission to Add

Permission to Drop

Course ID: 010100

Course Offering Nbr: 1

Academic Institution: West Chester University

Term: 2016 Spring

Undergrad

Subject Area: ACC

Accounting

Catalog Nbr: 201

Financial Acct

Class Section Data

Find | View All

First 1 of 8 Last

Session: 1

Regular Academic Session

Class Nbr: 4620

Class Status: Active

Class Section: 01

Campus: MAIN

Class Type: Enrollment Section

Component: Lecture

Instructor: Faughnan, Thomas J.

☒ Student Specific Permissions

Class Permission Data

Personalize | Find |

First 1 of 1 Last

General Info

Permission

Comments

ID	Closed Class	Requisites Not Met	Consent Required	Unit Overload		
0796715	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Save

Return to Search

[Permission to Add](#) | [Permission to Drop](#)

### Permission Notification:

myWCU will automatically email students when permission has been added, edited, or deleted for them.

The email informs the student of what class they have been given permission to and instructions on how to register.

Emails are sent when the following actions occur:

- Permission created
- Permission is about to expire (expiration is 24 hours away)
- Permission has expired
- Permission has been deleted
- Permission has been changed

## Viewing Class Permissions:

**Navigation: Manage Student Records - > Class Management - > View Class Permission**







Enter information for the course in which you would like to view permissions, then click the Search button:

### Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

#### ▼ Search Criteria

Academic Institution:	= ▼	WCUPA	
Term:	= ▼	2015	
Subject Area:	= ▼	ACC	
Catalog Nbr:	begins with ▼	201	
Academic Career:	= ▼	Undergraduate ▼	
Campus:	begins with ▼		
Description:	begins with ▼		
Course ID:	begins with ▼		
Course Offering Nbr:	= ▼		
Academic Organization:	begins with ▼		

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

The following information is visible via this page:

- Student name & ID
- The date the permission was created
- Who last edited the permission (typically the person who entered the permission)
- Date the permission was updated
- Status (used, not used, used then dropped)
- Date permission was used
- Expiration date

The permission cannot be edited in any way via this page.

Favorites | Main Menu > Manage Student Records > Class Management > View Class Permissions

Permission to Add | Permission to Drop

Course ID: 010100 Course Offering Nbr: 1  
 Academic Institution: West Chester University  
 Term: 2015 Fall Undergrad  
 Subject Area: ACC Accounting  
 Catalog Nbr: 201 Financial Acct

**Class Section Data** Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 4282 Class Status: Active  
 Class Section: 01 Campus: MAIN Class Type: Enrollment Section  
 Component: Lecture Instructor: Allen,Bradley J.

☒ Student Specific Permissions

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info | **Permission** | Comments | [Add]

ID	Name	Issued By	Creation Date	Last Updated By	Last Upd Date	Status	Permission Use Date	Expiration Date
0825497	Smith, John A.	KZERR	08/24/2015	KZERR	08/24/2015	Used	08/24/2015	08/31/2015

Save | Return to Search

Permission to Add | [Permission to Drop](#)

Click the Permissions tab to view the type of permission granted:

Permission to Add | Permission to Drop

Course ID: 010100 Course Offering Nbr: 1  
 Academic Institution: West Chester University  
 Term: 2015 Fall Undergrad  
 Subject Area: ACC Accounting  
 Catalog Nbr: 201 Financial Acct

**Class Section Data** Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 4282 Class Status: Active  
 Class Section: 01 Campus: MAIN Class Type: Enrollment Section  
 Component: Lecture Instructor: Allen,Bradley J.

☒ Student Specific Permissions

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info | **Permission** | Comments | [Add]

ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Unit Overload
0825497	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save | Return to Search

Permission to Add | [Permission to Drop](#)

**Reports:**

**Advisor Report**  
**WCU Major / Plan Report**  
**Graduation Applicants Report**

## Advisor Report

**Navigation:** Manage Student Records - > Department Reports - > Advisor Report

The FIRST time you run this process (report) select “Add a New Value”

Navigation: Favorites | Main Menu > Manage Student Records > Department Reports > WCU Advisor Report

### WCU Advisor List

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ Search Criteria

**Search by:** Run Control ID begins with

☐ Case Sensitive

**Search** | [Advanced Search](#)

### WCU Advisor List

Find an Existing Value | **Add a New Value**

**Run Control ID:**

**Add**

1. Enter your own Run Control ID. You can use your first initial last name; no spaces.
2. Click the Add button

[Find an Existing Value](#) | [Add a New Value](#)

**IMPORTANT!** After you have selected your Run Control ID, you simply enter it for any future reports.

1. Enter the fields with the parameters you desire for your report.
2. Then click the “RUN” button

**WCU Advising List**

Run Control ID: DLAVERTY [Report Manager](#) [Process Monitor](#) **Run**

**Advisor List**

Career: Undergraduate ▼

Department: Art ▼

Term: 2121 🔍

Advisor Role: Advisor ▼

**Save** **Return to Search** **Add** **Update/Display**

### Process Scheduler Request

User ID: Run Control ID: DLAVERTY

Server Name: ▼ Run Date: 02/21/2012 📅

Recurrence: ▼ Run Time: 9:38:54AM **Reset to Current Date/Time**

Time Zone: 🔍

Process List						
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Department Advisees List	WCUADVIS	SQR Report	Email	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	List Students With No Advisor	WCUNOADV	SQR Report	Web	PDF	<a href="#">Distribution</a>

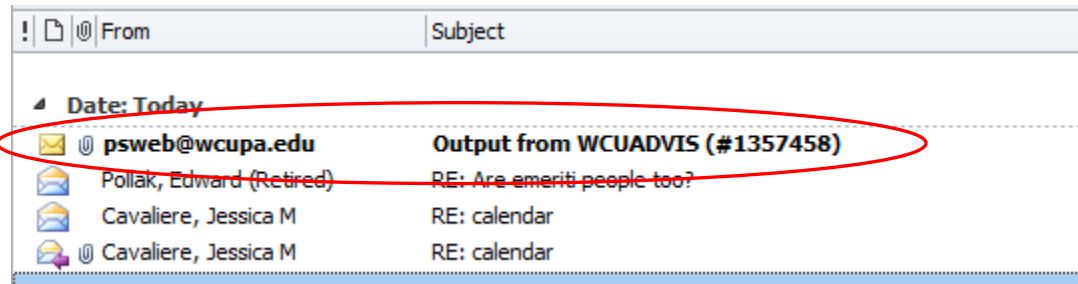
**OK** **Cancel**

3. Select the check box for the option you desire. Select “Email” for type and “PDF” as format.
4. Click the “OK” button.

You will be returned to the previous page.

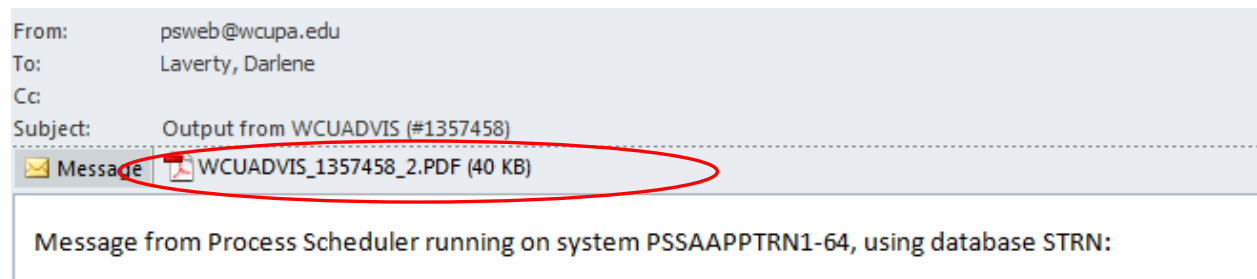
When the process runs successfully, the report will be emailed to your WCU email account.

This is the way it will look in your email account.

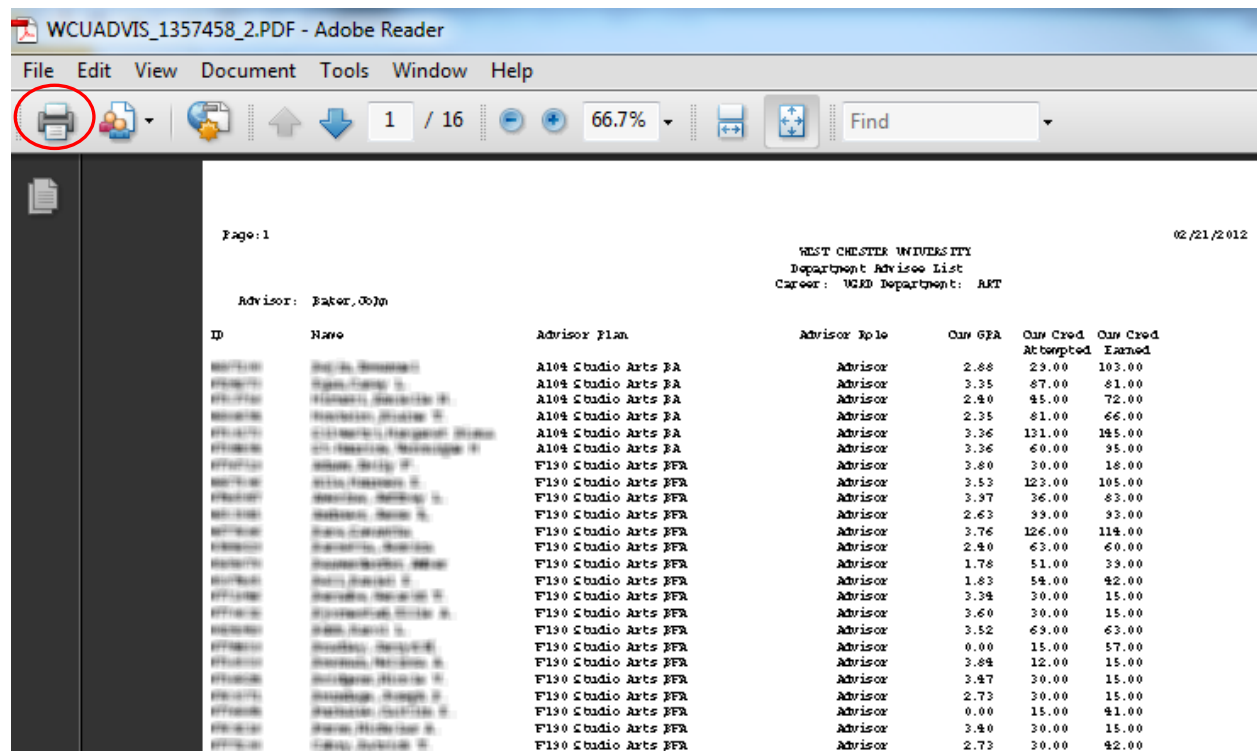


Open the email.

Double click on the PDF attachment.



Click the printer icon to print the PDF file.



## WCU Major / Plan Report

This report provides the user with a list and labels of students in a particular Plan (Major).

**Navigation: Manage Student Records - > Department Reports - > WCU Major/Plan Report.**

Enter your Run Control ID and click Search.

**IMPORTANT!** The FIRST time you run a report, you must create your Run Control ID by clicking on the link to “Add a New Value”. Then enter your Run Control ID and click the “Add” button.

Favorites > Main Menu > Manage Student Records > Department Reports > WCU Major/Plan Report

### WCU Plan/Major Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

### Wcu Plan/Major report

Run Control ID: DLAVERTY [Report Manager](#) [Process Monitor](#) [Run](#)

#### Academic Plan Report/Labels

Produces a list and set of labels for the plan (major or minor) selected.

Term:

Academic Plan:  🔍


[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

Enter the Term and Academic Plan code. Use the magnifying glass to search for the Plan (Major or Minor) code if necessary. Then, click the “Run” button.


## Process Scheduler Request

User ID: \_\_\_\_\_ Run Control ID: DLAVERY

---

Server Name:  Run Date:  

Recurrence:  Run Time:  [Reset to Current Date/Time](#)

Time Zone:  

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	WCUMAJOR	WCUMAJOR	SQR Report	<b>Email</b>	PDF	<a href="#">Distribution</a>

[OK](#) [Cancel](#)







Select “Email” as your type and “PDF” as your Format.

Then click OK.

When the process runs successfully, the report will be emailed to your WCU email account.

4 **Date: Today**




---

  <b>psweb@wcupa.edu</b>	<b>Output from WCUMAJOR (#1357461)</b>
  psweb@wcupa.edu	Output from WCUADVIS (#1357458)
 Pollak, Edward (Retired)	RE: Are emeriti people too?
 Cavaliere, Jessica M	RE: calendar

Click the PDF attachment to open.

From: psweb@wcupa.edu  
To: Lavery, Darlene  
Cc:  
Subject: Output from WCUMAJOR (#1357461)

---

 Message  WCUMAJOR\_1357461\_1.PDF (5 KB)  WCUMAJOR\_1357461\_2.PDF (6 KB)

---

Message from Process Scheduler running on system PSSAAPPTRN1-64, using database STRN:

## Labels

WCUMAJOR_1357461_1.PDF - Adobe Reader		
File Edit View Document Tools Window Help		
1 / 3 100% Find		
<p>A102/Anthropology BA            Allen, Lauren E.            515 Crum Creek Road            Springfield, PA 19064</p> <p>A102/Anthropology BA            Anis, Anthony C.            55 Redwood Avenue            Bala Cynwyd, PA 19004</p> <p>A102/Anthropology BA            Brownley, Leah            2107 West Summit Avenue            Downingtown, PA 19335</p> <p>A102/Anthropology BA            Clark, Stephen C.            515 Bridge Road            Langhorne, PA 19047</p> <p>A102/Anthropology BA            Edwards, Carl E.            8 Allison Drive            Coatesville, PA 19320</p>	<p>A102/Anthropology BA            Hertz, Sara A.            21 Trout Road            Wynnewood, PA 19096</p> <p>A102/Anthropology BA            Rector, Alexandra L.            225 Riverline Drive            Malvern, PA 19355</p> <p>A102/Anthropology BA            Gertsen, Matthew D.            151 Conestoguan State Road            Bala Cynwyd, PA 19004</p> <p>A102/Anthropology BA            Cunningham, Collin D.            211 River Road            Upper Black Eddy, PA 18972</p> <p>A102/Anthropology BA            Fennell, Madison T.            2042 W 13th Street            Philadelphia, PA 19133</p>	<p>A102/Anthropology BA            Mueller, Steven B.            18 Pinthorn Drive            Collegeville, PA 19426</p> <p>A102/Anthropology BA            Williams, Helen E.            511 Solimar Drive            Kennett Square, PA 19348</p> <p>A102/Anthropology BA            Starnowski, Sydney A.            4207 Waring Willow Path            Clarksville, MD 21029</p> <p>A102/Anthropology BA            Curtis, Lindsay E.            14 Andrews Road            Malvern, PA 19355</p> <p>A102/Anthropology BA            Floorch, Celeste E.            84 Graham Mill Road            Peach Bottom, PA 17563</p>

**Report** - The report displays students' ID, Name, Plan, Cum GPA and Total Cum Credits.

WEST CHESTER UNIVERSITY List of Students by Plan/Curriculum Page: 1 02/21/2012				
ID	Name	Plan	Cum GPA	Total Cum Cred
0700070	Allen, Lauren E.	A102/Anthropology BA	3.18	114.00
0700760	Anis, Anthony C.	A102/Anthropology BA	3.14	107.00
0700080	Brownley, Leah	A102/Anthropology BA	4.00	61.00
0700076	Brownley, Leah	A102/Anthropology BA	2.68	63.00
0700078	Cunningham, Collin D.	A102/Anthropology BA	2.91	89.00
0700768	Cunningham, Collin D.	A102/Anthropology BA	3.98	132.00
0700761	Clark, Stephen C.	A102/Anthropology BA	2.74	54.00
0700070	Clark, Stephen C.	A102/Anthropology BA	0.00	63.00
0700070	Clark, Stephen C.	A102/Anthropology BA	3.60	78.00
0700070	Clark, Stephen C.	A102/Anthropology BA	3.56	9.00
0700070	Cunningham, Collin D.	A102/Anthropology BA	3.80	45.00
0700761	Cunningham, Collin D.	A102/Anthropology BA	3.00	83.00
0700070	Edwards, Carl E.	A102/Anthropology BA	3.45	75.00
0700070	Fennell, Madison T.	A102/Anthropology BA	0.00	0.00
0700070	Floorch, Celeste E.	A102/Anthropology BA	1.42	9.00
0700070	Gertsen, Matthew D.	A102/Anthropology BA	2.91	78.00
0700070	Hertz, Sara A.	A102/Anthropology BA	3.58	105.00
0700760	Williams, Helen E.	A102/Anthropology BA	0.00	74.00
0700070	Williams, Helen E.	A102/Anthropology BA	3.13	63.00
0700070	Williams, Helen E.	A102/Anthropology BA	3.21	64.00
0700070	Williams, Helen E.	A102/Anthropology BA	3.54	81.00
0700760	Williams, Helen E.	A102/Anthropology BA	2.13	18.00

## WCU Graduation Applicants Report for Departments

This Report allows you to get the list of students in a major or minor who have applied for graduation. The user can request the report by plan code (e.g. S135).

***We recommend running the report by plan code rather than dept. If you run the report by department, make sure the plan code field is BLANK! Use the plan code option OR the department drop down box. Do not use both for one report request. You will get no results!***

Also, it will make it easier to get your list for the minors that your department may offer.

Navigation: Manage Student Records - >Department Reports - >WCU Graduation Applicants-Dept.

Favorites Main Menu > Manage Student Records > Department Reports > WCU Graduation Applicants-Dept

### WCU Graduation Applicants

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search

[Advanced Search](#)

***Enter your Run Control ID (username) and click the yellow "Search" button.***

***If you are running a report for the first time you must click on "Add a New Value" and enter your Run Control ID.***

Here is what the report page looks like:

5. Click the yellow "RUN" button

Wcu Sr Grad Apl Dp

Run Control ID: DLAVERY

[Report Manager](#)

[Process Monitor](#)

Run

### Graduation Applicants Report

#### Report Parameters

Term: 2121

Career: Undergraduate

Department:

Academic Plan: A102

Since Date:

ChkoutStat: Applied for Graduation

Save

[Return to Search](#)

1. Enter the graduation Term

3. Leave the "Since Date" field BLANK to get all applicants!

Select Academic Department to get all majors in a department OR insert plan code to get minors or a specific major list.  
For example:  
Insert plan code S135 for all Health Physical Education Majors  
Insert plan code Q053 for all Coaching Minors  
OR  
Use the Academic Department drop down box to get all majors in the department

4. Select: Applied for Graduation

2. Plan Code option: Insert the plan code here (e.g. A102).

***Remember - if you enter a plan code in this field, make sure the DEPARTMENT field is BLANK!***

The next page you see will allow you to have the report emailed to your WCU email account.

**Select EMAIL for “Type” and CSV for “Format”**

**Click OK.**

#### Process Scheduler Request

User ID: Run Control ID: DLAVERTY

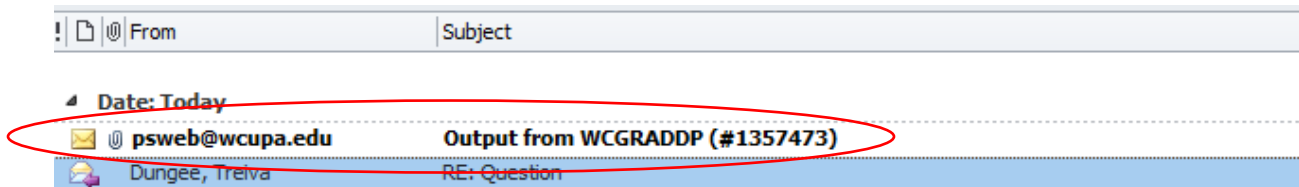
Server Name:  Run Date: 02/22/2012

Recurrence:  Run Time: 8:56:32AM

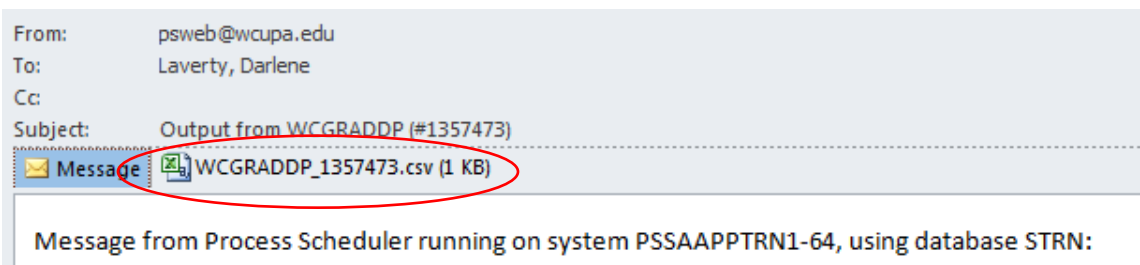
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	WCGRADDP	WCGRADDP	SQR Report	Email	CSV	<a href="#">Distribution</a>

**The report will come to your WCU email account in a few minutes:**



**Open the email and click on the attachment:**



WCGRADDP\_1357473.csv [Read-Only] - Microsoft Excel

FileHomeInsertPage LayoutFormulasDataReviewView

PasteClipboard

Font

Alignment

Number

Custom

Conditional Formatting

Format as Table

Cell Styles

InsertDeleteFormatCells

A1

2/22/2012

	A	B	C	D	E	F	G	H	I	J	K	L
1	22-Feb-12	WEST CHESTER UN Page:1										
2	Undergraduate Applicants for Graduation for Term: 2121											
3	Anthropology & Sociology											
4				CUM	Total	Admt	Req					
5	ID	Name	Plan	GPA	Adj	Term	Term	Status	Yes/No	Comments		
6			Anthropol	3.18	120	2085	2091	In Review				
7			Anthropol	3.98	138	2101	2101	In Review				
8			Anthropol	2.88	149	2075	2101	In Review				
9			Anthropol	3.12	121	2085	2085	In Review				
10			Anthropol	3.2	120	2085	2092	Applied				
11			Anthropol	3.49	120	2085	2092	Applied				
12			Anthropol	2.35	99	2085	2085	In Review				
13			Anthropol	2.2	134	2081	2081	In Review				
14			Anthropol	3.03	185	2085	2092	In Review				
15			Anthropol	3.83	131	2105	2105	In Review				

The document will be in an Excel spreadsheet:

- Save it (give it a name) for your file.
- Enter your “Yes” or “No” in the column provided.
- Enter Comments in the column provided.
- Save it and send it back via email to your graduation contact in the Registrar’s office.

**Advisors:**

**Assigning Students to an Advisor**

**Changing an Advisor**

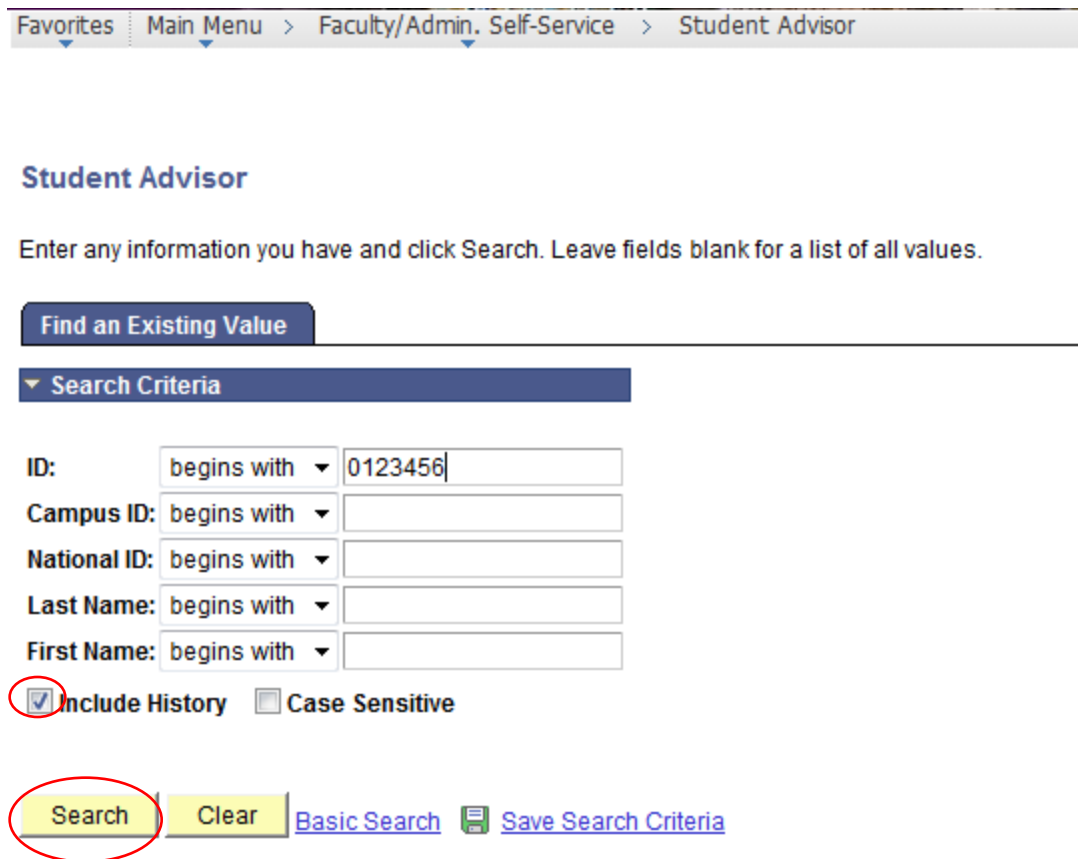
**Advisor Comments for a Degree Progress Report**

## Assigning Students to an Advisor

Navigate to Student Advisor.

**Navigation: Faculty/Admin Self Service - > Student Advisor**

Enter the Student's ID or search by name:



Favorites Main Menu > Faculty/Admin. Self-Service > Student Advisor

### Student Advisor

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID: begins with ▼ 0123456


Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

☒ Include History ☐ Case Sensitive

**Search** Clear [Basic Search](#)  [Save Search Criteria](#)

Check the “Include History” box.

Click the “Search” button

## Assigning an Advisor for the First Time

The current date will be reflected on the page as the effective date

Enter the required information in the fields or use the magnifying glass to search and select:

- Academic Career: UGRD or GRAD
- Academic Program (e.g. UARTS)
- Academic Plan (major)
- Academic Advisor (faculty id, use the magnifying glass to search by name)

*All fields should be populated!*

**SAVE!**

Don't forget to use the magnifying glass to search for each of these fields if needed. By clicking on the magnifying glass and then clicking on the yellow lookup button, you can simply select the correct field for the student.

**Click the SAVE button at the bottom of the page.**

### Student Advisor

Find | View All First 1 of 1 Last

\*Academic Institution: WCUPA West Chester University

\*Effective Date: 02/22/2012

Find | View All First 1 of 1 Last

\*Advisor Role: Advisor \*Advisor Number: 1

\*Academic Career: UGRD Undergraduate

\*Academic Program: UBUSP UGRD Bus. & Public Affairs

Academic Plan: M455 Pre-Business:Management BS

Academic Advisor: McGee, Charles

Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History

Use the Return to Search button to add a new student

**IMPORTANT!** Advisor Number 1 is the advisor who will have the student on their advisee list!

## Changing an Advisor

**First, enter a new effective date** (click the “+” button at the top of the page)  
This will give you the current date.

**OVERWRITE** the required information in the fields: (Do **NOT** hit the “+” button and add a new row!)

- Academic Career: UGRD or GRAD
- Academic Program (e.g. UARTS)
- Academic Plan (major)
- Academic Advisor (faculty id, use the magnifying glass to search by name)

*All fields should be populated!*

**SAVE!**

### Student Advisor

The screenshot shows the 'Student Advisor' form. At the top, there are navigation links: 'Find | View All' and 'First 1 of 1 Last'. The form fields are as follows:

- \*Academic Institution: WCUPA (West Chester University)
- \*Effective Date: 01/10/2012
- \*Advisor Role: Advisor
- \*Advisor Number: 1
- \*Academic Career: UGRD (Undergraduate)
- \*Academic Program: UBUSP (UGRD Bus. & Public Affairs)
- Academic Plan: M455 (Pre-Business:Management BS)
- Academic Advisor: [Redacted] (McGee, Charles)
- Committee: [Empty]

At the bottom, there are checkboxes for 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'. At the very bottom, there are buttons: 'Save', 'Return to Search', 'Update/Display', and 'Include History'. A red circle highlights the '+' button in the top right corner of the form.

### Student Advisor

The screenshot shows the 'Student Advisor' form after adding a new row. The navigation links now show 'First 1 of 2 Last'. The form fields are the same as in the previous screenshot, but the 'Academic Advisor' field now shows 'Perri, David F.'. A red circle highlights the '+' button in the top right corner of the form. At the bottom, the 'Save' button is also circled in red.

You only need to hit this + button if you are adding a new advisor “role”. For example, adding a minor advisor.

## Advisor Comments for a Degree Progress Report

This page will allow you to insert comments on the academic advisement report.

The comments will become a permanent part of the student's academic advisement report. All comments are date stamped automatically and carry the name of the advisor who inserted them. All comments can be viewed by anyone who has the security to run a degree progress transcript.

**IMPORTANT NOTE:** You cannot delete a comment. You can only add a new comment! An automatic email will be sent to the student indicating that you have inserted a comment.

**Navigation:** Faculty/Admin Self Service - >WCU Advisor Comments

Favorites Main Menu > Faculty/Admin. Self-Service > WCU Advisor Comments

### WCU Advisor Comments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

ID: begins with [ ] [Search Icon]

Sequence Number: = [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Search Clear Basic Search Save Search Criteria

To insert a new comment, select “Add a New Value”.

## WCU Advisor Comments

[Find an Existing Value](#)

[Add a New Value](#)

ID:

0123456



← Enter the student's ID and click the "Add" button.

Sequence Number:

0

← Ignore the Sequence Number field.

Add

[Find an Existing Value](#) | [Add a New Value](#)

## WCU Advisor Comment

ID:



Comment DateTime: 02/22/2012 11:01:23AM

\*Administrative Function:

GEN

General

\*Academic Institution:

West Chester University

\*Comment Category:

ADVIS

### Comment Data

Comment ID:

Lavery,Darlene

Comment Date:

02/22/2012

Comments

Type your comments in this field and then click the "SAVE" button.

→ Type your comments and click the "Save" button.

Comment Length 00000 Advisor Comment must be less than 256 characters.

Save

Add

Update/Display

**Degree Progress Report:**

**The Degree Progress Report (DPR)**

**The PDF Version**

**Course History Page**

## The Degree Progress Report

The **Degree Progress Report (DPR)** in PeopleSoft is interactive.

1. The user is able to collapse or expand sections of the DPR.
2. Most importantly, it will allow students to enroll directly from the academic requirements and courses listed on their Degree Progress Report.\*
3. There is a “Course History” page on the PDF version of the Degree Progress Report.

*\*This enrollment functionality will make it critical for academic departments to update their degree audit for accuracy for the students' scheduling ease.*

**Navigation: Faculty/Admin Self Service - >Student Services Center**

Favorites | Main Menu > Faculty/Admin. Self-Service > Student Services Center

### Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

[my advisees](#) [student center](#) [general info](#) [transfer credit](#)

**Advisee Student Center**

**Academics**

[Class Schedule](#)  
[Tentative Classes](#)  
[Planner](#)  
[Course History](#)  
[Degree Progress Report](#)  
[Grades](#)  
[View Unofficial Transcript](#)  
[Transfer Credit Report](#)

Deadlines URL Gradebook

This Week's Schedule	
Class	Schedule
GEO 101-03 LEC (4375)	MoWeFr 11:00AM - 11:50AM Anderson Hall 207
HIS 152-02 LEC (3595)	MoWeFr 2:00PM - 2:50PM Main Hall 313
PEA 146-03 LEC (5671)	MoWeFr 1:00PM - 1:50PM Health Science Ctr GYM1
THA 110-01 LEC (6331)	MoWeFr 10:00AM - 10:50AM E.O. Bull 111
THA 200-04 LAB (6323)	MoWeFr 9:00AM - 9:50AM E.O. Bull 025

Advisee Requirements

Request the PDF version

View Report as PDF

Total Credit Summary Box:  
Displays total adjusted credits  
towards graduation.

Credit Summary								
	Admitted	Holds	CumGPA	TranCr	CumCr + UngCr-( Remed + DupCr ) = AdjCr			
UGRD	2085	NEN	3.269		114.00	19.00	0.00	130.000

Non-Course Milestones			
Milestone	Effective Date	Complete	Date Completed
TRLT40CRS	09/02/2010	Completed	09/02/2010

Advisor Comments			
Added by:	Date	Comment	
1 Kluka,Lillian	09/22/2011	graduation review:Need to schedule 3 crs Behavioral Science, need total 6 crs Humanities taking PHI180 and schedule 3 crs more. Taking 3 crs science CSC110 fall 2011.	

WARNING (Undergraduates only): Your record may display as 'Satisfied' but there could be duplicate course issues; the same course may not be used to fulfill both requirements in the following areas:

-- The course for your Behavioral/Social Sciences requirement and Culture Cluster requirement cannot be the same.

collapse all

expand all

Taken

In Progress

Planned

120 Credit Units

UGRD Gen. Ed. Requirements

Diversity/Interdisciplinary

Foreign Languages

Not Satisfied: Foreign Languages - Some majors require completing a language through the 202 level; others offer the culture cluster option with a language. Culture Cluster courses may not be used to fulfill Behav/Soc Sciences requirement.

French Language

Not Satisfied: French Language - Students who test out of the 101 level may display as not having met the requirement. Advisors are encouraged to insert a comment indicating the 101 level was waived.

French Elementary

Not Satisfied: French Elementary

Each area can be collapsed or expanded by clicking on the arrow.

Expand to see more details.

Warning message always displays telling students / advisors that duplicate courses may not be used in these Gen Ed areas.

41

## PDF version

If you click on the “View Report as PDF” button you will see the following page

### Choose Report Type

#### Choose Report Type

☐ Entire Report (Satisfied and Not Satisfied)

☐ Only Not Satisfied Requirements

OK

Cancel

Print the entire report as a PDF OR only the “Not Satisfied” Requirements. If you select the “Not Satisfied” version, be aware of the red warning message regarding duplicate courses.

The following warning displays after a selection is made.

Advisement Report Printing (20000,650)

If printing your degree progress report to a public or shared printer, be aware the printout will show your name, ID# , and grades.

OK

Cancel

The pdf will then open, in color, and you can print as needed.

#### Academic Advisement

Programs	Requirement Term
Undergraduate Career	2010 Spring
UGRD Visual & Perform. Arts Program	2010 Spring
Theatre: Mus Theatre BA Major	2010 Spring
Dance (Performance) MINOR Minor	2010 Summer 1st 5-Week Session

#### Credit Summary

Admitted	Cum GPA	Tran Cr	Cum Cr +	Cum Cr -	(Remed + DupCr)	= AdjCr
2085	3.269	0.00	114.00	19.00	0.00	130.000

#### Advisor Comments

Comments Added by:	Comment Dt	Comments
Kluka, Lillian	09/22/2011	graduation review/Need to schedule 3 crs Behavioral Science, need total 6 crs Humanities taking PHI180 and schedule 3 crs more. Taking 3 crs science CSC110 fall 2011.

#### Non-Course Milestones

Milestone	Effdt	Complete	Date Completed
TRLT40CRS	09/02/2010	Y	09/02/2010

#### 120 Credit Units

Satisfied

#### 120 Credit Units

Satisfied: Satisfactory completion of a minimum of 120 semester hours.

#### UGRD Gen. Ed. Requirements

Satisfied

#### English Composition (Gen Ed)

Satisfied: English Composition - Complete WRT 120 OR have SAT Writing Score greater than 610. Also complete one course at the WRT 200 level

WRT 120 or WRT 100 T course

Satisfied: WRT 120 or WRT 100 T course

#### Courses Used

Term	Subject/Cat#	Course Title	Grade	Units	Type
09 Spring	WRT 120	Effective Writing I	B-	3.00	EN

WRT 200 level course

Satisfied: WRT 200 level course - Complete 1 WRT course at 200 level

#### Courses Used

Term	Subject/Cat#	Course Title	Grade	Units	Type
11 Spring	WRT 200	Critical Writing	B+	3.00	EN

#### Mathematics (Gen Ed)

Satisfied: Mathematics (3 Semester Hours)

#### Mathematics

Satisfied: Mathematics

Note: MAT 101 and MAT 102 are required for Early Grade Prep and Middle Grade Prep majors only.

#### Courses Used

Term	Subject/Cat#	Course Title	Grade	Units	Type
10 Spring	MAT 103	Intro Mathematics	D	3.00	EN

#### Communications (Gen Ed)

Satisfied: Public Speaking/Communications (3 Semester Hours)

#### Public Speaking/Communications

Satisfied: Public Speaking/Communications - Please Note: Beginning Fall 2005: COM 216 and COM 101 do not meet this gen ed requirement

Courses that meet this requirement beginning with Fall 2005: SPK 208, SPK 230, SPK 199

#### Courses Used

Term	Subject/Cat#	Course Title	Grade	Units	Type
08 Fall	SPK 208	Public Speaking	A	3.00	EN

#### Sciences (Gen Ed)

Satisfied: Sciences (6 Semester Hours) Select one course from two different areas. Courses must be selected from outside of the student's major department

#### Computer Science

Satisfied: Computer Science: Recommended CSC 110 or CSC 115 or CSC 141 (CSW courses do not count)

#### Courses Used

Term	Subject/Cat#	Course Title	Grade	Units	Type
11 Fall	CSC 110	Fundament of CSC	B	3.00	EN

#### Earth Science

Satisfied: Earth Science: Recommended ESS 101 or ESS 111 or ESS 170 or ESS 130

**WARNING (Undergraduates only):** Your record may display as 'Satisfied' but there could be duplicate course issues; the same course may not be used to fulfill both requirements in the following areas:

-- The course for your Behavioral/Social Sciences requirement and Culture Cluster requirement cannot be the same.

Page 1 of 9

## Course History Page on PDF version

The “Course History” page is the last page of the PDF version and it replaces the transcript portion on the old DPR.

### Course History

Term	Subject/ Cat Nbr	Title	Grade	Units	Type	RptCd	Attribute (I=Interdisciplinary; J=Diversity; W=Writing Emphasis; F=Foreign Language Culture Cluster)
08 Fall	ITA 101	Elem Italian I	B+	3.00	EN		
08 Fall	MAT 103	Intro Mathematics	F	0.00	EN	NGPA	
08 Fall	SPK 208	Public Speaking	A	3.00	EN		
08 Fall	THA 103	Acting I	A	3.00	EN		
08 Fall	THA 104	Stagecraft I	A	3.00	EN		
08 Fall	VOI 181	Class Voice	A	1.00	EN		
09 Spring	DAN 130	Movement for Performance	B+	3.00	EN		
09 Spring	DAN 233	Jazz Dance II	B+	2.00	EN		
09 Spring	THA 105	Stagecraft II	B	3.00	EN		
09 Spring	THA 113	History of Theatre and Drama I	A	3.00	EN		
09 Spring	THA 319	Music Theatre Repertoire	A	3.00	EN		
09 Spring	VOI 182	Class Voice	A	1.00	EN		
09 Spring	WRT 120	Effective Writing I	B-	3.00	EN		
09 Fall	FRE 201	Inter Fr I (Tradit	B	3.00	EN		
09 Fall	THA 118	Voice for the Perf	A	3.00	EN		
09 Fall	THA 200	Theatre Practicum	A	1.00	EN		
09 Fall	THA 203	Acting II	A-	3.00	EN		
09 Fall	THA 221	Music Theatre I	B+	1.00	EN		
09 Fall	THA 306	History of Theatre/ Drama II	B-	3.00	EN		(W)Writing Emphasis
09 Fall	THA 499	Theatre Seminar	A	3.00	EN		
09 Fall	VOI 151	Voi Minor (Theatr)	A	1.00	EN		
10 Spring	DAN 134	Beginner's Ballet	A-	3.00	EN		
10 Spring	MAT 103	Intro Mathematics	D	3.00	EN	REPT	
10 Spring	PSY 100	Intro Psychology	C-	3.00	EN		
10 Spring	THA 200	Theatre Practicum	A	1.00	EN		
10 Spring	THA 307	History of Theatre/Drama III	A	3.00	EN		(W)Writing Emphasis
10 Spring	THA 321	Music Theatre II	B	1.00	EN		
10 Spring	THA 419	Music Theatre Repertoire	A	3.00	EN		
10 Spring	VOI 152	Voi Minor (Theatr)	A	1.00	EN		
10 Fall	DAN 210	The Dancer's Body	B	3.00	EN		
10 Fall	DAN 234	Ballet II	B-	2.00	EN		
10 Fall	DAN 344	History of Dance	C+	3.00	EN		(W)Writing Emphasis
10 Fall	ESS 111	General Astronomy	D	3.00	EN		
10 Fall	PHI 180	Intro to Ethics	W	0.00	EN		
10 Fall	THA 200	Theatre Practicum	A-	2.00	EN		
10 Fall	THA 303	Acting III	A	3.00	EN		
10 Fall	VOI 251	Voi Minor (Theatr)	A	1.00	EN		
11 Spring	CLS 201	Clas Greco Roman Myth 20th C	W	0.00	EN		
11 Spring	DAN 205	Improvisation	B+	2.00	EN		
11 Spring	FRE 202	Inter Fr II (Tradi	B	3.00	EN		
11 Spring	THA 116	Costume Construct	B	3.00	EN		
11 Spring	THA 406	Acting IV	A	3.00	EN		
11 Spring	VOI 252	Voi Minor (Theatr)	A	1.00	EN		

**WARNING (Undergraduates only):** Your record may display as "Satisfied" but there could be duplicate course issues; the same course may not be used to fulfill both requirements in the following areas:

-- The course for your Behavioral/Social Sciences requirement and Culture Cluster requirement cannot be the same.

Page 8 of 9

**Class Information:**

**Academic Plans by Department**  
**Show Class Sections by Department**  
**Show Class Sections by Professor**

## Academic Plans by Department

Navigation: Manage Student Records - > Class Information - > WCU Academic Plans by Dept.

Enter the department code and click the yellow search button.



myWCU

Favorites Main Menu > Manage Student Records > Class Information > WCU Academic Plans by Dept.

### WCU - Plans by Department

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ Search Criteria

Search by: Academic Organization ▼ begins with

**Search** [Advanced Search](#)

If you are unsure of the department, click the search button to see all.

## Search Results

View All		First	1-51 of 51	Last
Academic Organization	Description			
<a href="#">ACC</a>	Accounting			
<a href="#">ANT</a>	Anthropology & Sociology			
<a href="#">APM</a>	Applied Music			
<a href="#">ART</a>	Art			
<a href="#">BIO</a>	Biology			
<a href="#">CAT</a>	Cataloging - Processing			
<a href="#">CEE</a>	Counselor Education			
<a href="#">CHE</a>	Chemistry			
<a href="#">CIR</a>	Access Services - Circ			
<a href="#">COM</a>	Communication Studies			

WCU - Plans by Department

Academic Organization: BIO

Description: Biology

Status:

Active  
Inactive

You can quantify result by  
“Status” – Active or Inactive.  
Leave blank to see all.

Personalize   <a href="#">First</a>   <a href="#">View All</a>   <a href="#">Last</a>   <a href="#">1-28 of 28</a>							
	Plan	Old Curr	Effective Date	Status	Description	Plan Type	Degree
1	A106	UA260101A	01/01/1947	A	Biology BA	MAJ	BA
2	E106	UE260101A	01/01/1947	A	Biology BS/ED	MAJ	BS/ED
3	E194	GE260101A	01/01/1947	A	Biology MED	MAJ	MED
4	E194	GE260101A	12/23/1989	I	Biology MED	MAJ	MED
5	PG02	GZ260101A	01/01/1947	A	NON-DEGR Biology	NON	
6	PG02	GP260101A	06/05/1989	A	Biology PROF-GRW	NON	
7	Q007	UQ260101A	01/01/1947	A	Biology MINOR	MIN	MINOR
8	S106	US260101A	01/01/1947	A	Biology BS	MAJ	BS
9	S107	US260101B	09/01/1979	A	Biology: Clinical Microbiol BS	MAJ	BS
10	S107	US260101B	01/16/1990	A	Biology: Microbiology BS	MAJ	BS
11	S108	US260101C	09/01/1979	A	Biology: Ecology BS	MAJ	BS
12	S108	US260101C	01/23/2012	A	Biology: Ecology/Conserv BS	MAJ	BS
13	S109	US260101E	08/26/1996	A	Biology: Medical Technology BS	MAJ	BS
14	S110	US260201A	01/01/1947	A	Chem-Biol BS	MAJ	BS
15	S110	US511102A	06/01/1992	A	Chem-Biol BS	MAJ	BS
16	S110	US511102A	06/06/1994	I	Chem-Biol BS	MAJ	BS
17	S115	US260101D	01/16/1990	A	Biology: Cell & Molecular BS	MAJ	BS
18	S116	US260101F	01/23/2012	A	Biology: Marine Science	MAJ	BS
19	S173	GA260101A	01/01/1947	A	Biology MA	MAJ	MA
20	S173	GS260101A	05/28/1996	A	Biology MS	MAJ	MS
21	S174	GA260101B	09/05/1995	A	Biology - Thesis MA	MAJ	MA
22	S174	GS260101B	05/28/1996	A	Biology : Thesis MS	MAJ	MS
23	S561	GS260101C	08/27/2001	A	Biology : Natural Science MS	MAJ	MS
24	S561	GS260101C	07/14/2010	I	Biology : Natural Science MS	MAJ	MS
25	T181	GT260101A	05/19/1997	A	Biology TCHGCERT	CER	TCHGCERT
26	T181	GT260101A	08/24/2007	A	Biology TCHGCERT	CER	TCHGCERT
27	T193	UT260101A	01/01/1947	A	Biology TCHGCERT	CER	TCHGCERT
28	T193	UT260101A	08/24/2007	A	Biology TCHGCERT	CER	TCHGCERT

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

## Show Class Sections by Department

**Navigation: Manage Student Records - > Class Information - > WCU Show Class Sect by Dept**

Enter the Term and Department. If you are unsure, use the magnifying glass to search. Then click the yellow Search button.



### WCU - Show Class Sect by Dept

Enter any information you have and click Search. Leave fields blank for a list of all values.

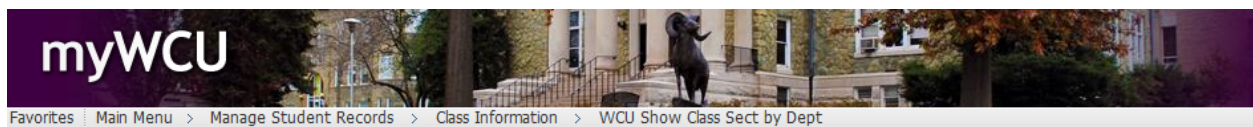
**Find an Existing Value**

**Search Criteria**

Term:

Academic Organization:

[Basic Search](#)



**Class Listing By Dept**

2135 2013 Fall BIO Biology

Acad Career:  Enrolled:  (Ex. 25)

Status:  Attributes:  (ex. WJ)

Level Range:  (Ex. 100-300)

You can quantify results by Academic Career and / or Status. Leave blank to see all.

Click the Get Classes button.

Personalize   Find   1-150 of 150   Last												
CIS	EnSt	Course	Title	Topic	Time	Room	Cred	Max	Sch	Attr	Faculty	Class Notes
A	O	BIL333 01	Recombinant DNA		R	01:00-04:55PM	MER304	2 1/2	16	15	Slusher, Leslie	
A	C	BIL333 02	Recombinant DNA		W	01:00-04:55PM	MER304	2 1/2	16	16	Slusher, Leslie	
A	O	BIO100 01	Basic Biol Science		MW	10:00-10:50AM	MNH168	3 1/3	324	245	Waber, Jack	
A	O	BIO100 02	Basic Biol Science		MW	08:00-08:50AM	MNH168	3 1/3	216	58	Waber, Jack	
A	C	BIO100 51	Basic Biol Science		M	12:00-01:55PM	SSN174	1	4	4	Waber, Jack	
A	C	BIO100 52	Basic Biol Science		M	02:00-03:55PM	SSN174	1	4	4	Waber, Jack	
A	C	BIO100 53	Basic Biol Science		T	08:00-09:55AM	SSN174	1	4	4	Waber, Jack	
A	C	BIO100 54	Basic Biol Science		T	10:00-11:55AM	SSN174	1	24	24	Waber, Jack	
A	C	BIO100 55	Basic Biol Science		T	12:00-01:55PM	SSN174	1	24	24	Waber, Jack	
A	O	BIO100 56	Basic Biol Science		T	02:00-03:55PM	SSN174	1	24	23	Waber, Jack	
A	O	BIO100 57	Basic Biol Science		W	08:00-09:55AM	SSN174	1	24	13	Waber, Jack	
A	C	BIO100 58	Basic Biol Science		W	12:00-01:55PM	SSN174	1	14	14	Waber, Jack	
A	C	BIO100 59	Basic Biol Science		W	02:00-03:55PM	SSN174	1	24	24	Waber, Jack	
A	O	BIO100 60	Basic Biol Science		R	08:00-09:55AM	SSN174	1	24	5	Waber, Jack	

## Show Class Sections by Professor

**Navigation: Manage Student Records - > Class Information - > WCU Show Class Sect by Prof.**

Enter the term and department. If you are unsure, use the magnifying glass to search. Then, click the yellow search button.



### WCU - Show Class Sect by Prof

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

#### Search Criteria

Term: begins with

Academic Organization: begins with

Search

Clear

[Basic Search](#)

#### Class Listing By Professor

Term: 2135 2013 Fall

Academic BIO  
Organization:

Listing incl. all instructors with assigned home org of input acad. org (incl. instr. w/wkld in another acad. org.) and instr. not in the assigned org. but teaching classes owned by the input org.

Name:

Empl ID:

Enr/Stat	Class/Stat	Course	Class Section	Title	Topic	Day (s)	Meeting Times	Room	Cred	Sch	SAP Task Cctr	Confr	Assign Type
C	A	BIO259	62	Anatomy/Physiol I		F	10:00-11:55AM	MER316	/	24	7511002112	2.000	11
C	A	BIO269	55	Anatomy/Physiol II		T	10:00-11:55AM	MER314	/	20	7511002112	2.000	11
C	A	BIO269	59	Anatomy/Physiol II		T	08:00-09:55AM	MER314	/	20	7511002112	2.000	11
C	A	BIO217	54	General Zoology		T	01:00-03:55PM	SSN183	/	26	7511002112	3.000	11
C	A	BIO535	01	Course Topics I		R	06:00-09:00PM	SSN179	3/3	15	7511002112	3.000	11

Total Contract Hours: 12.000

Name:

Empl ID:

Enr/Stat	Class/Stat	Course	Class Section	Title	Topic	Day (s)	Meeting Times	Room	Cred	Sch	SAP Task Cctr	Confr	Assign Type
C	A	BIO215	01	General Botany		MW	12:00-12:55PM	SSL151	3/3	101	7511002112	2.000	11
C	A	BIO215	51	General Botany		W	01:00-03:45PM	SSN275	3/3	26	7511002112	3.000	11
C	A	BIO215	53	General Botany		T	01:00-03:55PM	SSN275	3/3	26	7511002112	3.000	11
O	A	BIO478	01	Plant Evolution		TR	10:00-11:50AM	SSN279	3/3	23	7511002112	3.000	11

Total Contract Hours: 11.000

Name:

Empl ID:

Enr/Stat	Class/Stat	Course	Class Section	Title	Topic	Day (s)	Meeting Times	Room	Cred	Sch	SAP Task Cctr	Confr	Assign Type
C	A	BIO259	01	Anatomy/Physiol I		MWF	09:00-09:50AM	MNH168	4/4	264	7511002112	3.000	11
O	A	BIO515	01	Research Tech III		W	06:00-08:45PM	SSN192	3/3	8	7511002112	3.000	11

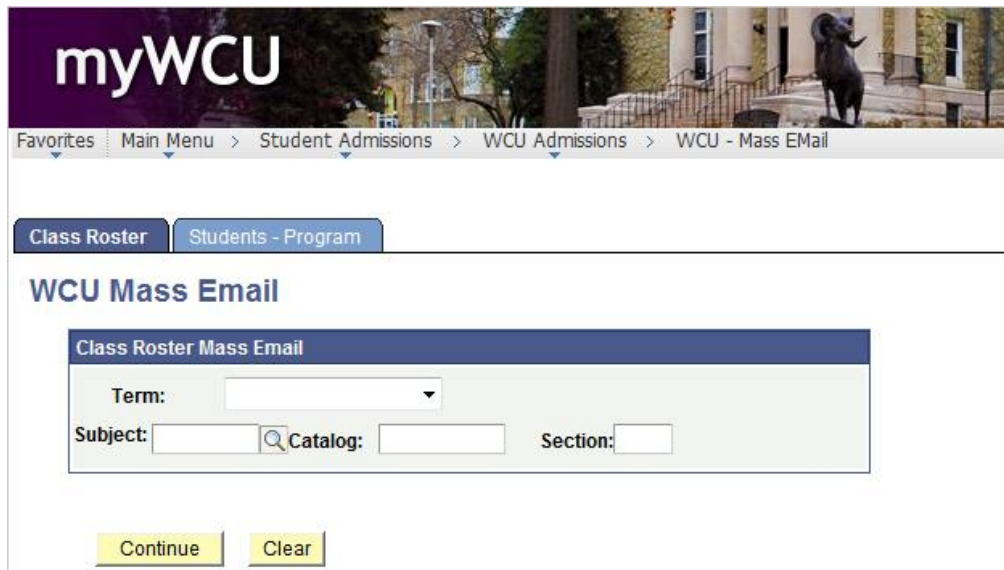
Total Contract Hours: 6.000

**WCU Mass Email:**  
**Emailing a Class Roster**  
**Emailing Students in a Major / Minor**

## Email a Class Roster

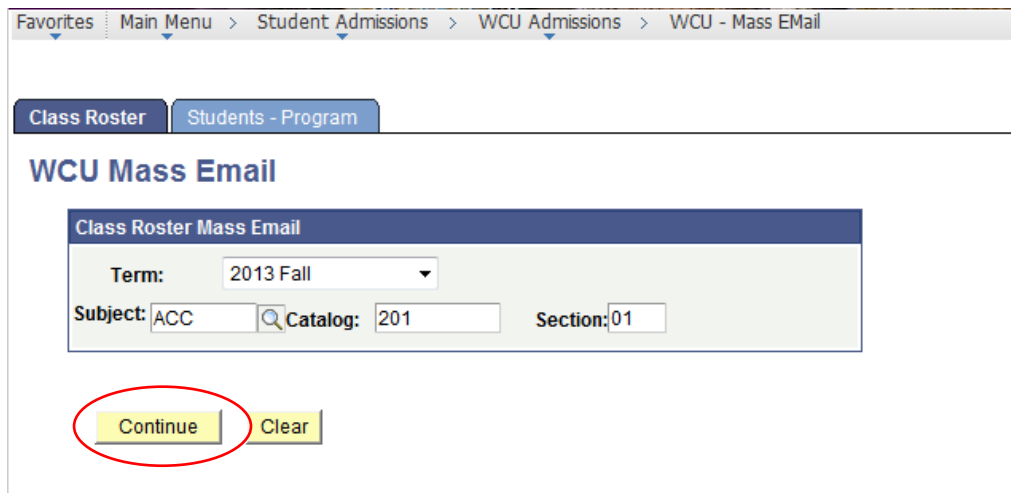
Chairpersons and Department Secretaries now have access to send an email to an entire class roster.

**Navigation: Student Admissions - > WCU Admissions - > WCU Mass Email**



The screenshot shows the 'myWCU' website header with a navigation breadcrumb: Favorites > Main Menu > Student Admissions > WCU Admissions > WCU - Mass Email. Below the header are two tabs: 'Class Roster' (selected) and 'Students - Program'. The main heading is 'WCU Mass Email'. Below this is a form titled 'Class Roster Mass Email' with the following fields: 'Term:' with a dropdown menu, 'Subject:' with a text input, 'Catalog:' with a text input and a magnifying glass icon, and 'Section:' with a text input. At the bottom of the form are two buttons: 'Continue' and 'Clear'.

Specify the “Term” and enter the Subject, Catalog Number and Section:





This screenshot shows the same 'WCU Mass Email' form as the previous one, but with the following values entered: 'Term:' is set to '2013 Fall', 'Subject:' is 'ACC', 'Catalog:' is '201', and 'Section:' is '01'. The 'Continue' button is circled in red, indicating it should be clicked.

Click “Continue”.

You will view a list of the students in the class. Click the “OK” button.

## Class Roster to Email

Term: 2135 Class: ACC 201 01

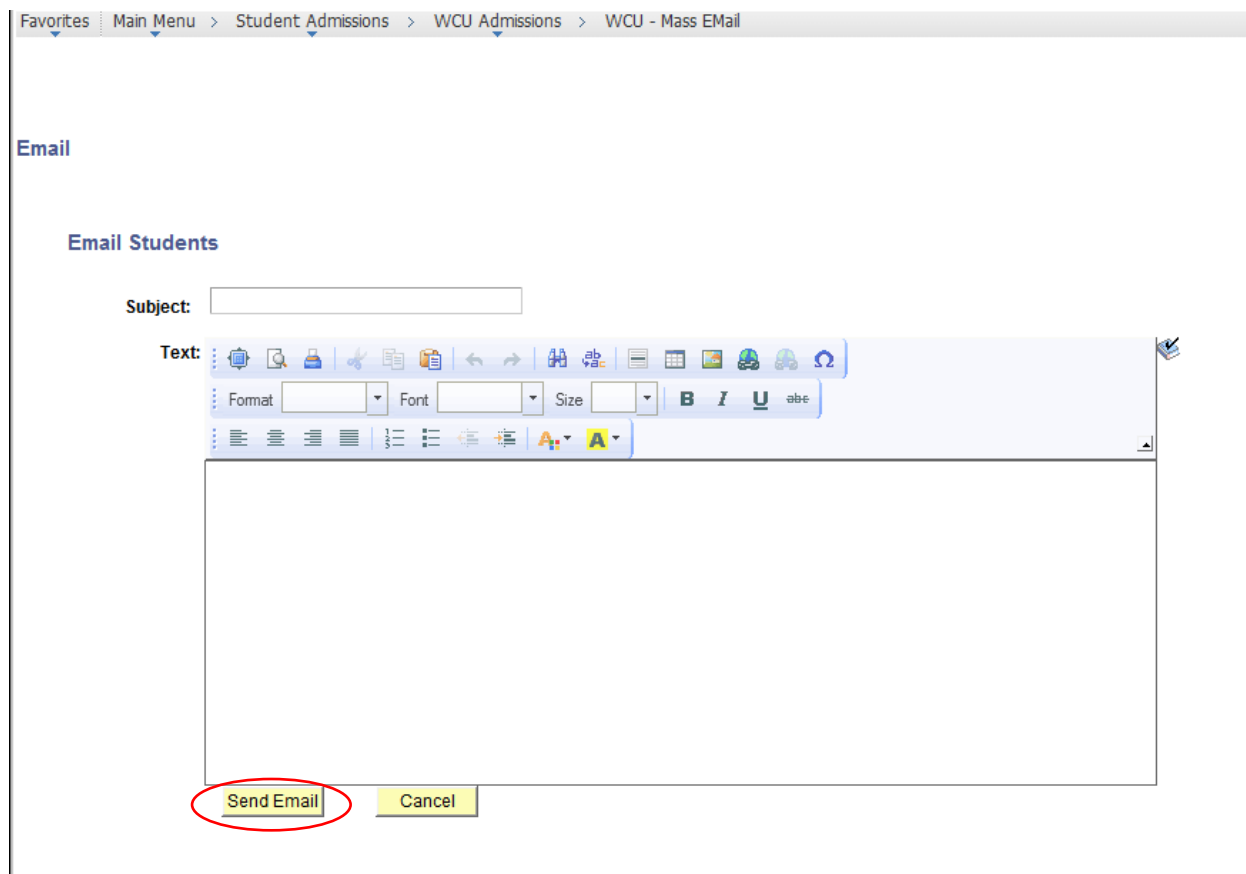
Personalize   Find   View All    				
First 1-28 of 28 Last				
	ID	Last	First Name	Email
1	0793136	BARNES	VANCEL	VB793136@wcupa.edu
2	0793420	BELLI	STEPHANIE	SB793420@wcupa.edu
3	0791276	BOND	CHRISTINA	CB791276@wcupa.edu
4	0797406	BOND	IKEEM	IB797406@wcupa.edu
5	0790912	CLAWDY	MEGAN	MC790912@wcupa.edu
6	0790978	CRAIG	JAMIE	JC790978@wcupa.edu
7	0793814	DAVIS	MATTHEW	MD793814@wcupa.edu
8	0790440	DEENEY	BRITTANY	BD790440@wcupa.edu
9	0790842	DOUGHERTY	COLIN	CD790842@wcupa.edu
10	0790185	FERRERINO	MICHAEL	MF790185@wcupa.edu
11	0790578	FINLEY	JOSEPH	JF790578@wcupa.edu
12	0790913	FITZGERALD	KATHRYN	KF790913@wcupa.edu
13	0792352	GAYTANLEWIS	SALUD	SG792352@wcupa.edu
14	0790279	HARRISON	MICHAEL	MH790279@wcupa.edu
15	0811721	HARTZBACH	ALYSSA	AH0811721@wcupa.edu
16	0791522	HORN	DEVIN	DH791522@wcupa.edu
17	0791388	KASK	RYAN	RK791388@wcupa.edu
18	0794312	KENDZULAK	CAITLIN	CK794312@wcupa.edu
19	0790025	LEFF	ALEXANDRA	AL790025@wcupa.edu
20	0797248	MARBERGER	DYLAN	DM797248@wcupa.edu
21	0790031	MCDONALD	DAVID	DM790031@wcupa.edu
22	0792009	MCEVOY	CONNOR	CM792009@wcupa.edu
23	0817837	MCGOVERN	RACHEL	RM0817837@wcupa.edu
24	0792821	MUCIFORA	BRENDAN	BM792821@wcupa.edu
25	0793082	RAINFIELD	RYAN	RR793082@wcupa.edu
26	0797958	SHYDER	NATASHA	NS797958@wcupa.edu
27	0790298	WILLIAMSON	KIMBERLY	KW790298@wcupa.edu
28	0795313	ZIMMERMAN	MICHAELA	MZ795313@wcupa.edu

OK

Cancel

Type your subject in the “Subject” line.

Type your message to the class in the “Text” box.



The screenshot shows a web application interface for sending emails. At the top, a breadcrumb trail reads: Favorites | Main Menu > Student Admissions > WCU Admissions > WCU - Mass Email. Below this, the word "Email" is displayed in blue. The main section is titled "Email Students" in blue. It contains a "Subject:" label followed by an empty text input field. Below the subject field is a "Text:" label followed by a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, font color, background color), alignment, and other functions. Below the text editor, there are two buttons: "Send Email" and "Cancel". The "Send Email" button is highlighted with a red oval.

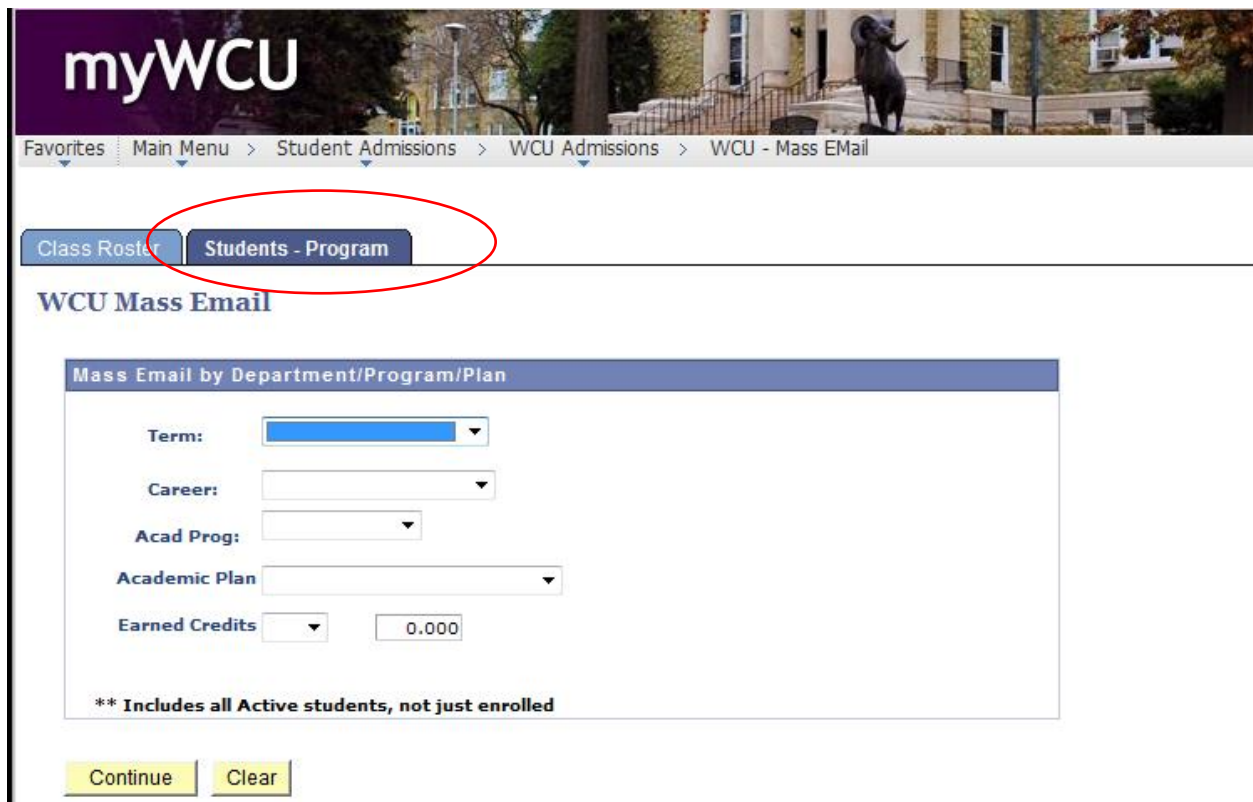
Click “Send Email”.

## Email Students in a Major / Minor

Chairpersons and Department Secretaries now have access to send an email to all students in a specific Major or Minor.

**Navigation: Student Admissions - > WCU Admissions - > WCU Mass Email**

Click the **Students – Program** Tab.



The screenshot shows the myWCU website interface. At the top, there is a navigation bar with the following links: Favorites, Main Menu, Student Admissions, WCU Admissions, and WCU - Mass Email. Below the navigation bar, there are two tabs: "Class Roster" and "Students - Program". The "Students - Program" tab is selected and highlighted with a red circle. Below the tabs, the page title is "WCU Mass Email". The main content area contains a form titled "Mass Email by Department/Program/Plan". The form has the following fields:

- Term: A drop-down menu.
- Career: A drop-down menu.
- Acad Prog: A drop-down menu.
- Academic Plan: A drop-down menu.
- Earned Credits: A drop-down menu and a text input field showing "0.000".

Below the form, there is a note: "\*\* Includes all Active students, not just enrolled". At the bottom of the form, there are two buttons: "Continue" and "Clear".

Complete all fields. Use the drop-down menu if you are unsure.

- Term
- Career
- Academic Program
- Academic Plan

You can further define your results by Earned Credits (optional).

You will view a list of the students in the Program/Plan.

#### Students to Email

Term: 2121

Acad Prog: UBUSP

Total Cumulative Units: 0.000

Career: Undergrad

Acad Plan: 'A133'

Customize   Find   View All   First 1-29 of 29 Last							
	Empl ID	Last Name	First Name	Email Address	Academic Program	Academic Plan	Total Cumulative Units
1	00000100	Andrew	Andrew	00000100@wcupa.edu	UBUSP	A133	102.000
2	00000101	Jeffrey	Jeffrey	00000101@wcupa.edu	UBUSP	A133	59.000
3	00000102	Patrick	Patrick	00000102@wcupa.edu	UBUSP	A133	105.000
4	00000103	Jennifer	Jennifer	00000103@wcupa.edu	UBUSP	A133	105.000
5	00000104	Alexander	Alexander	00000104@wcupa.edu	UBUSP	A133	102.000
6	00000105	Matthew	Matthew	00000105@wcupa.edu	UBUSP	A133	98.000
7	00000106	Jessica	Jessica	00000106@wcupa.edu	UBUSP	A133	102.000
8	00000107	Joseph	Joseph	00000107@wcupa.edu	UBUSP	A133	77.000
9	00000108	Shawn	Shawn	00000108@wcupa.edu	UBUSP	A133	78.000
10	00000109	Daniel	Daniel	00000109@wcupa.edu	UBUSP	A133	92.000
11	00000110	Matthew	Matthew	00000110@wcupa.edu	UBUSP	A133	72.000
12	00000111	Marta	Marta	00000111@wcupa.edu	UBUSP	A133	75.000
13	00000112	Travis	Travis	00000112@wcupa.edu	UBUSP	A133	106.000
14	00000113	Ryan	Ryan	00000113@wcupa.edu	UBUSP	A133	117.000
15	00000114	Gregory	Gregory	00000114@wcupa.edu	UBUSP	A133	141.000
16	00000115	Vincent	Vincent	00000115@wcupa.edu	UBUSP	A133	45.000
17	00000116	Timothy	Timothy	00000116@wcupa.edu	UBUSP	A133	30.000
18	00000117	Timothy	Timothy	00000117@wcupa.edu	UBUSP	A133	141.000
19	00000118	Katie	Katie	00000118@wcupa.edu	UBUSP	A133	52.000
20	00000119	Bryan	Bryan	00000119@wcupa.edu	UBUSP	A133	36.000
21	00000120	Patrick	Patrick	00000120@wcupa.edu	UBUSP	A133	109.500
22	00000121	James	James	00000121@wcupa.edu	UBUSP	A133	97.500
23	00000122	Anthony	Anthony	00000122@wcupa.edu	UBUSP	A133	36.000
24	00000123	Dustin	Dustin	00000123@wcupa.edu	UBUSP	A133	113.000
25	00000124	Victoria	Victoria	00000124@wcupa.edu	UBUSP	A133	32.000
26	00000125	Samuel	Samuel	00000125@wcupa.edu	UBUSP	A133	12.000
27	00000126	Carl	Carl	00000126@wcupa.edu	UBUSP	A133	58.000
28	00000127	Nils	Nils	00000127@wcupa.edu	UBUSP	A133	100.000
29	00000128	Beau	Beau	00000128@wcupa.edu	UBUSP	A133	39.000

OK

Cancel

Click the “OK” button.

Type your subject in the “Subject” line.

Type your message to the class in the “Text” box.


#### Email

#### Email Students

Subject:

Text:

Format: Normal Font:  Size:  **B** *I* U abc



Please attend .....

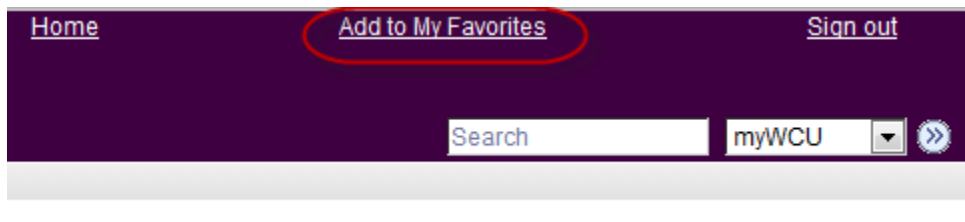
Click “Send Email”.

## Setting PS Favorites

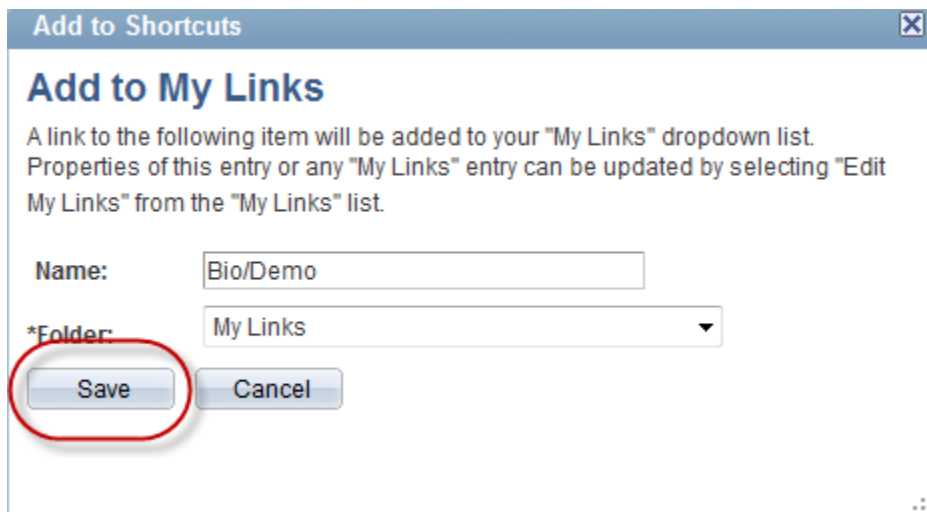
PeopleSoft allows you to set Favorites so that you do not need to remember the navigation every time you want to access a page.

Once you know the pages you will use frequently, set them as a PS Favorite.

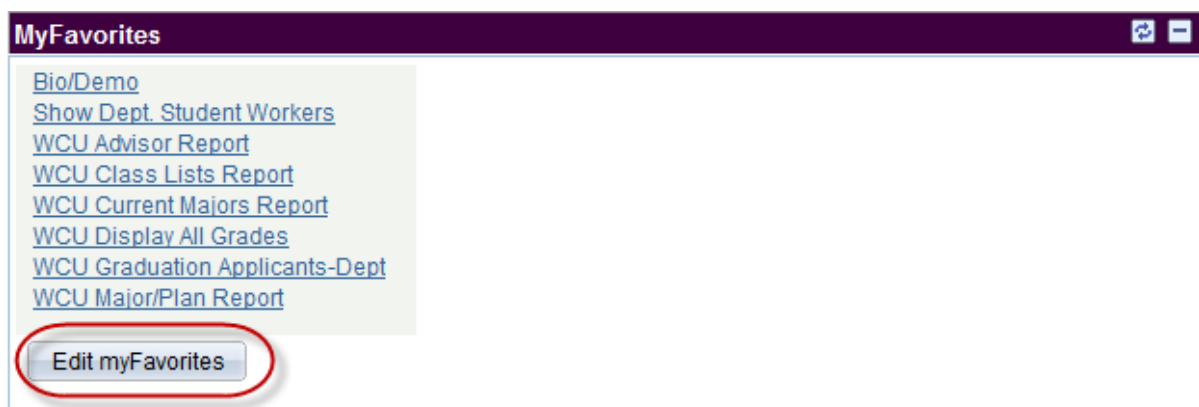
1. Access the search page you want to bookmark and then click the Add to My Favorites link at the top of the page.



2. You will get this screen. Give the Favorite a name and click the Save button.












The page is saved to your MyFavorites pagelet and you can navigate from there in the future. You can update your Favorites by clicking the Edit myFavorites button.



## Edit My Links





"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to create, edit and organize your links. Changes made to your links list will be reflected in the "My Links" dropdown list.

 **My Links**

-  [\[Bio/Demo\]](#)
-  [\[Show Dept. Student Workers\]](#)
-  [\[WCU Advisor Report\]](#)
-  [\[WCU Class Lists Report\]](#)
-  [\[WCU Current Majors Report\]](#)
-  [\[WCU Display All Grades\]](#)
-  [\[WCU Graduation Applicants-Dept\]](#)
-  [\[WCU Major/Plan Report\]](#)

## myWCU Navigation

### Important PS Tips

- Allows you to download to an Excel spreadsheet 
- Magnifying Glass signifies a search key 
- Academic Organization = Academic Department
- Career = Undergraduate or Graduate (UGRD or GRAD)
- EmplID = WCU ID w/ a leading zero (7 digits)
- Hide the URL bar by hitting the F11 key on your keyboard
- Include History = Always check this box to get the full history
- Plan = Academic Major (e.g. A196 Undeclared)
- Program = Combination of Career and School or College (e.g. UBUSP)
- Set your PS Favorites to minimize navigation
- Term = 4 digits (e.g. 2135 = Fall 2013, 2141 = Spring 2014)
- Positive Service Indicator = fee waiver; scholarship 
- Negative Service Indicator = a hold on the student's account; advisor has not opened student's schedule; parking fines; Library hold; Financial Aid. 

**Notes:**