



Department Chair / Academic Secretary Training Guide:

PeopleSoft / myWCU Navigation

Table of Contents

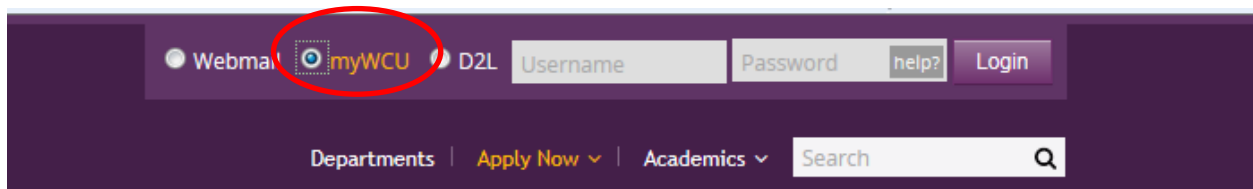
Logging in	4
Student Services Center	7
Student Center Page	8
Class Schedule	9
Course History	10
Enrollment Request	12
Dropping a Class	12
Adding a Class	13
Swap Classes	14
Overrides	15
Class Permissions	16
Viewing Class Permissions:	20
Running Reports	23
Advisor Report	23
WCU Major / Plan Report	26
Labels	29
WCU Graduation Applicants Report for Departments	30
Advisors	34
Assigning Students to an Advisor	34
Changing an Advisor	36
Advising Notes	37
Creating an Advising Note	37
Note Categories	38
Adding Attachments	38
Adding Action Items	38
Incomplete Action Items	39
Completing Your Note	39

Notifying Students of Notes.....	40
Adding Updates to Notes	40
Filtering to See Only Certain Notes.....	41
The Degree Progress Report	42
Class Information.....	47
Academic Plans by Department.....	47
Department Information by Professor	49
Show Class Sections	51
WCU Show Class Sections	53
WCU Mass Email	56
Email a Class Roster	56
Email Students by Major	59
Email Students by Plan	62
Setting PS Favorites	64
Important PS Tips	66

Logging in

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

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

myWCU

Personalize Main Menu

Enterprise

- Faculty/Admin. Self-Service
- Campus Community
- Student Admissions
- Manage Student Records
- 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

WCU Student Records

Student Career

- 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

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 field blank for all.

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.

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 ▼	<input type="text"/>	
Campus ID:	begins with ▼	<input type="text"/>	
National ID:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	



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](#)

▼ 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 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

Personal information for the student is clearly displayed.

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	Deadlin
4375	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	Deadlin
3595	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	Deadlin
5671	Lecture	MoWeFr 1:00PM - 1:50PM	Health Science Ctr GYM1	Sarah Juric	01/23/2012 - 05/04/2012		

Course History

Credit Summary Box:

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:

<div style="display: flex; justify-content: space-around; align-items: center;"> ✓ Taken ← Transferred ◆ In Progress </div>							
Course	Description	Term	Grade	Units	Status	Repeat Code	Attributes
MAT 103	Intro Mathematics	2008 Fall		0.00	✓	NGPA	
VOI 181	Class Voice	2008 Fall	A	1.00	✓		
ITA 101	Elem Italian I	2008 Fall	B+	3.00	✓		
SPK 208	Public Speaking	2008 Fall	A	3.00	✓		
THA 104	Stagecraft I	2008 Fall	A	3.00	✓		
THA 103	Acting I	2008 Fall	A	3.00	✓		
THA 105	Stagecraft II	2009 Spring	B	3.00	✓		
THA 319	Music Theatre Repertoire	2009 Spring	A	3.00	✓		
WRT 120	Effective Writing I	2009 Spring	B-	3.00	✓		
DAN 233	Jazz Dance II	2009 Spring	B+	2.00	✓		
THA 110	History of Theatre and Drama	2008 Fall	A	3.00	✓		

Drop / Add/ Swap:

Dropping a Class

Adding a Class

Swap Classes

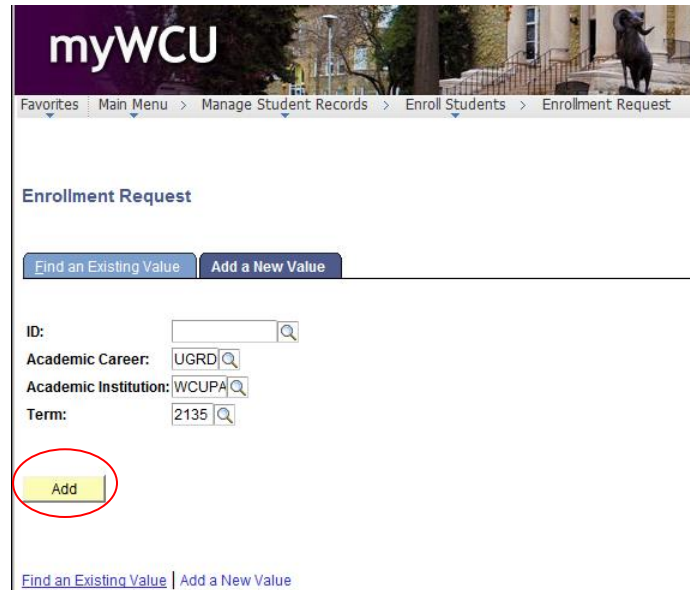
Overrides

Enrollment Request

Dropping a Class

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

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

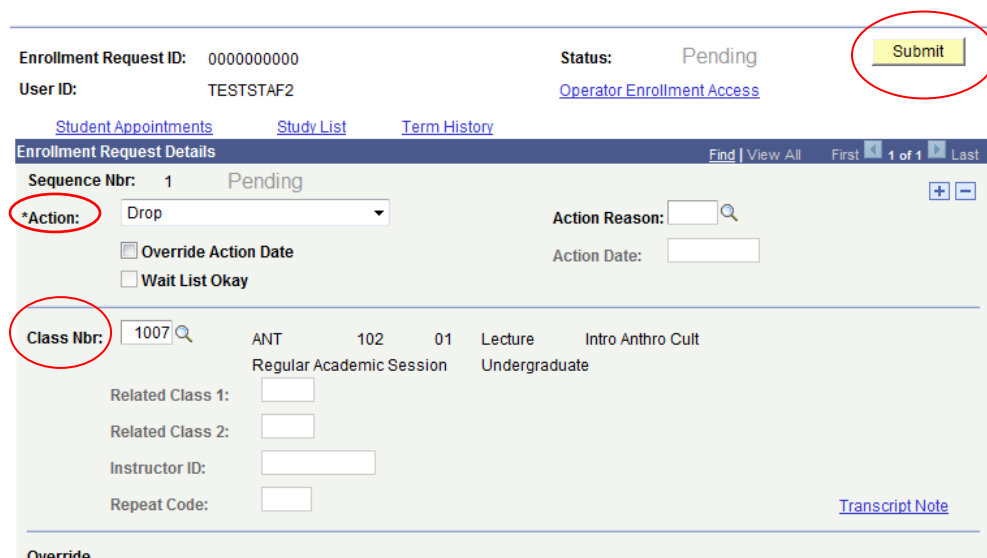


The screenshot shows the myWCU Enrollment Request page. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Manage Student Records > Enroll Students > Enrollment Request. Below this, the page title "Enrollment Request" is displayed. There are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs, there are input fields for "ID:", "Academic Career:" (with a dropdown menu showing "UGRD"), "Academic Institution:" (with a dropdown menu showing "WCUPA"), and "Term:" (with a dropdown menu showing "2135"). Each field has a magnifying glass icon to its right. Below these fields, there is a yellow "Add" button, which is circled in red. At the bottom of the form, 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 page. At the top, there is a header with "Enrollment Request ID: 0000000000" and "Status: Pending". To the right of the status is a yellow "Submit" button, which is circled in red. Below the header, there are links for "Student Appointments", "Study List", and "Term History". The "Enrollment Request Details" section is highlighted. It shows "Sequence Nbr: 1" and "Pending". Below this, there is a dropdown menu for "*Action:" with "Drop" selected. To the right of the dropdown is an "Action Reason:" field with a magnifying glass icon. Below the dropdown, there are checkboxes for "Override Action Date" and "Wait List Okay". To the right of these checkboxes is an "Action Date:" field. Below the "Action:" dropdown, there is a "Class Nbr:" field with "1007" entered and a magnifying glass icon. To the right of the "Class Nbr:" field, there is a table with columns for "ANT", "102", "01", "Lecture", and "Intro Anthro Cult". Below the table, there are fields for "Related Class 1:", "Related Class 2:", "Instructor ID:", and "Repeat Code:". At the bottom right of the form, there is a link for "Transcript Note".

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 Enrollment Request page. At the top, there's a navigation bar with links: Favorites, Main Menu, Manage Student Records, Enroll Students, and Enrollment Request. Below this, 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 "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.

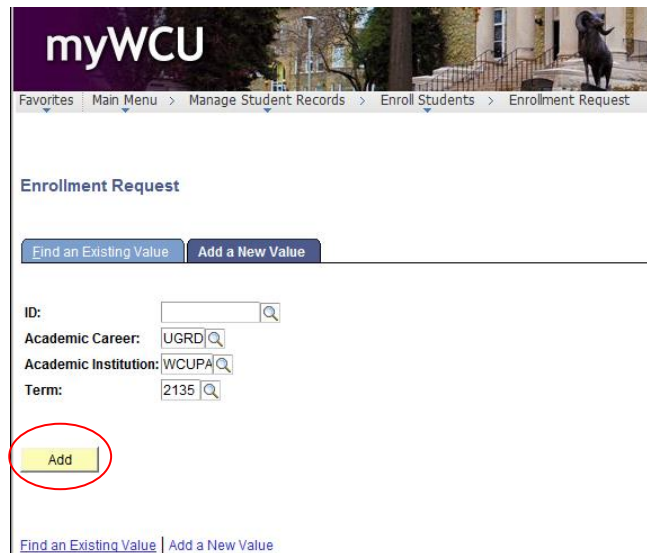
The screenshot shows the Enrollment Request Details page. At the top, there's a status bar with "Enrollment Request ID: 0000000000", "User ID: TESTSTAF2", "Status: Pending", and a yellow "Submit" button circled in red. Below this, there are links for "Student Appointments", "Study List", and "Term History". The main form area has a "Sequence Nbr: 1" and "Pending" status. 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, the "Class Nbr" is set to "3291" and "Sub/Class/Sec" is set to "PHY10", both circled in red. The class details are: PHY 100 01 Lecture Elements Phys Sci, Regular Academic Session, Undergraduate, MWF 09:00-09:50. There are 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

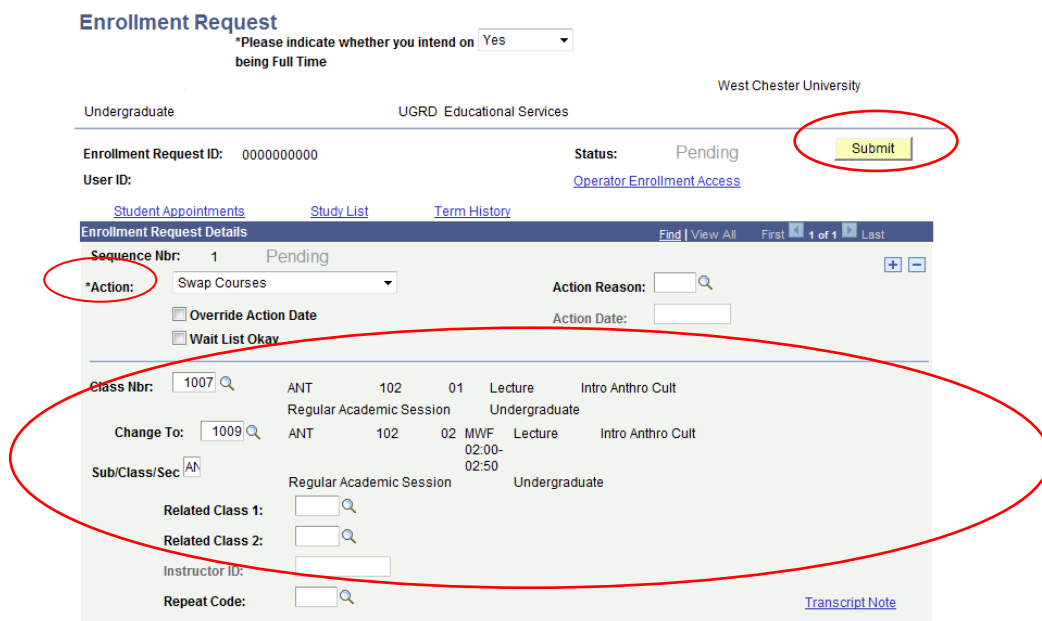
Navigation: Manage Student Records - > Enroll Students - > Enrollment Request

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.



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 circle highlights the checkbox for "Permission Nbr:". A red oval highlights the "Additional Overrides" section, which 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"/>	
Additional Overrides		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop This Class if Enrolled: <input type="text"/>		

OVERRIDE ONLY IF IT'S YOUR DEPARTMENT.

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

Subject Area: ACC

Catalog Nbr: 201

Undergrad

Accounting

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

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

Subject Area: ACC

Catalog Nbr: 201

Undergrad

Accounting

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](#) | [Print](#) First 1 of 1 Last

[General Info](#) | [Permission](#) | [Comments](#) | [PDF](#)

ID	Name	Issued By	Creation Date	Last Updated By	Last Upd Date	Status	Permission Use Date	Expiration Date
0825497	 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

First1 of 10Last

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 |

First1 of 1Last

General Info

Permission

Comments

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

Running Reports

Advisor Report

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

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

The screenshot shows the 'WCU Advisor List' page. At the top is a breadcrumb trail: 'Favorites > Main Menu > Manage Student Records > Department Reports > WCU Advisor Report'. Below this is the title 'WCU Advisor List' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red. Below the buttons is a 'Search Criteria' section with a dropdown arrow. Underneath, it says 'Search by: Run Control ID begins with' followed by a text input field. There is a checkbox for 'Case Sensitive'. At the bottom are 'Search' and 'Advanced Search' links.

WCU Advisor List

This screenshot shows the 'Add a New Value' form. It has two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below them is a text input field labeled 'Run Control ID:' with the value 'dlaverty' entered. The 'Add' button is circled in red.

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: 🔍

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

OK **Cancel**

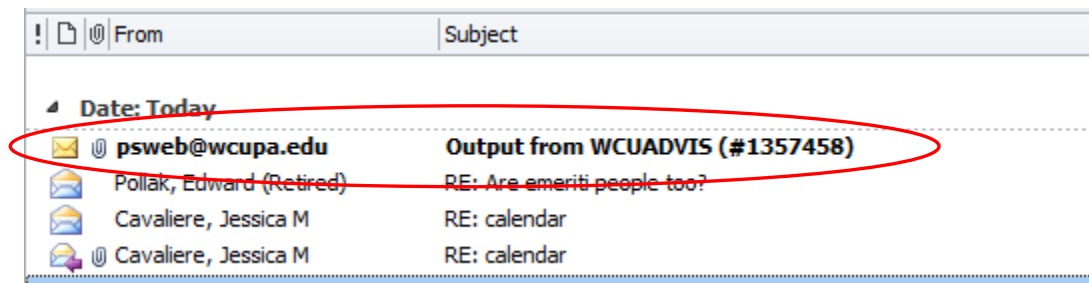
3. Select the check box for the option you desire. Select “Email” for type and “PDF” as format.

4. Click the “OK” button.

You will be returned to the previous page.

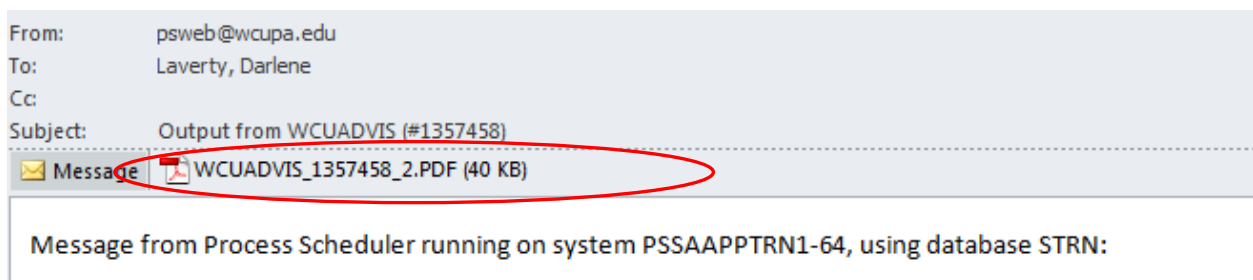
When the process runs successfully, the report will be emailed to your WCU email account.

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.

WCUADVIS_1357458_2.PDF - Adobe Reader

File Edit View Document Tools Window Help

1 / 16 66.7% Find

Page: 1 02/21/2012

WEST CHESTER UNIVERSITY
Department Advisee List
Career: WKD Department: ART

Advisor: Baker, John

ID	Name	Advisor Plan	Advisor Role	Own GPA	Own Cred Attempted	Own Cred Earned
WCU001	John Baker	A104 Studio Arts BA	Advisor	2.88	29.00	103.00
WCU002	John Baker	A104 Studio Arts BA	Advisor	3.35	87.00	81.00
WCU003	John Baker	A104 Studio Arts BA	Advisor	2.40	95.00	72.00
WCU004	John Baker	A104 Studio Arts BA	Advisor	2.35	81.00	66.00
WCU005	John Baker	A104 Studio Arts BA	Advisor	3.36	121.00	145.00
WCU006	John Baker	A104 Studio Arts BA	Advisor	3.36	60.00	95.00
WCU007	John Baker	F130 Studio Arts BFA	Advisor	2.80	20.00	18.00
WCU008	John Baker	F130 Studio Arts BFA	Advisor	3.53	123.00	105.00
WCU009	John Baker	F130 Studio Arts BFA	Advisor	3.97	26.00	83.00
WCU010	John Baker	F130 Studio Arts BFA	Advisor	2.63	39.00	33.00
WCU011	John Baker	F130 Studio Arts BFA	Advisor	3.76	126.00	114.00
WCU012	John Baker	F130 Studio Arts BFA	Advisor	2.40	63.00	60.00
WCU013	John Baker	F130 Studio Arts BFA	Advisor	1.78	51.00	39.00
WCU014	John Baker	F130 Studio Arts BFA	Advisor	1.83	54.00	42.00
WCU015	John Baker	F130 Studio Arts BFA	Advisor	3.34	20.00	15.00
WCU016	John Baker	F130 Studio Arts BFA	Advisor	3.60	20.00	15.00
WCU017	John Baker	F130 Studio Arts BFA	Advisor	3.52	69.00	63.00
WCU018	John Baker	F130 Studio Arts BFA	Advisor	0.00	15.00	57.00
WCU019	John Baker	F130 Studio Arts BFA	Advisor	3.84	12.00	15.00
WCU020	John Baker	F130 Studio Arts BFA	Advisor	3.47	20.00	15.00
WCU021	John Baker	F130 Studio Arts BFA	Advisor	2.73	20.00	15.00
WCU022	John Baker	F130 Studio Arts BFA	Advisor	0.00	15.00	41.00
WCU023	John Baker	F130 Studio Arts BFA	Advisor	3.40	20.00	15.00
WCU024	John Baker	F130 Studio Arts BFA	Advisor	2.73	20.00	42.00

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: DLAVERTY

Server Name: Run Date:

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

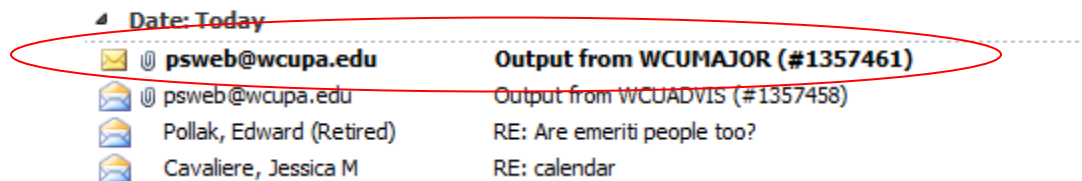
Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	WCUMAJOR	WCUMAJOR	SQR Report	<input type="text" value="Email"/>	<input type="text" value="PDF"/>	Distribution

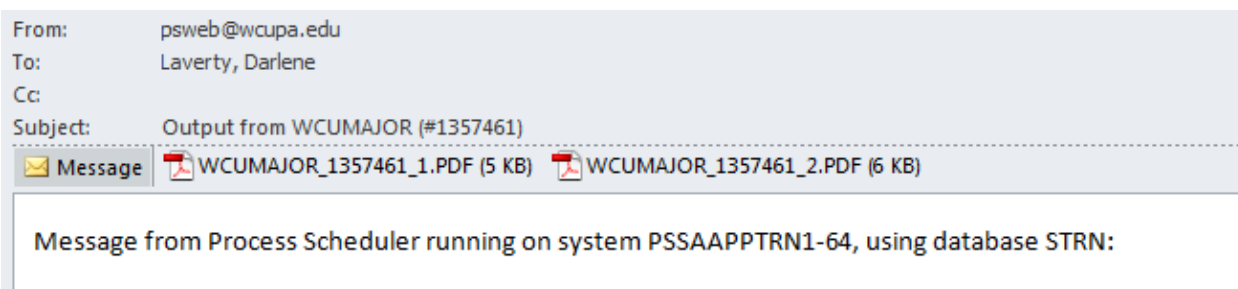
Select “Email” as your type and “PDF” as your Format.

Then click OK.

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



Click the PDF attachment to open.



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. 825 Green Creek Road Springfield, PA 19064</p>	<p>A102/Anthropology BA Anon, Sara A. 22 Trout Road Wynnewood, PA 19096</p>	<p>A102/Anthropology BA Anon, Sharon M. 28 Pinthorn Drive Collegeville, PA 19426</p>
<p>A102/Anthropology BA Ann, Anthony C. 55 Redwood Avenue Bala Cynwyd, PA 19004</p>	<p>A102/Anthropology BA Baskin, Alexandra L. 2225 Plover Drive Malvern, PA 19355</p>	<p>A102/Anthropology BA Baskin, Helen E. 221 Solimar Drive Kennett Square, PA 19348</p>
<p>A102/Anthropology BA Borsley, Sean 2207 West Summit Avenue Downingtown, PA 19335</p>	<p>A102/Anthropology BA Carlin, Matthew D. 225 Conestogodon State Road Bala Cynwyd, PA 19004</p>	<p>A102/Anthropology BA Charmonis, Sydney A. 2207 Waring Willow Path Clarksville, MD 21029</p>
<p>A102/Anthropology BA Clark, Stephen C. 515 Bridge Road Langhorne, PA 19047</p>	<p>A102/Anthropology BA Cunningham, Colin D. 221 River Road Upper Black Eddy, PA 18972</p>	<p>A102/Anthropology BA Curtis, Lindsey E. 24 Andrews Road Malvern, PA 19355</p>
<p>A102/Anthropology BA Edwards, Carl E. 8 Allison Drive Coatesville, PA 19320</p>	<p>A102/Anthropology BA Fennell, Precious T. 2042 W 13th Street Philadelphia, PA 19133</p>	<p>A102/Anthropology BA Floods, Celeste E. 224 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	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.18	114.00
0700780	ANTHONY, JAMES M.	A102/Anthropology BA	3.14	107.00
0700800	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	4.00	61.00
0700700	ANTHONY, JAMES M.	A102/Anthropology BA	2.68	63.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	2.91	89.00
0700780	ANTHONY, JAMES M.	A102/Anthropology BA	3.98	132.00
0700700	ANTHONY, JAMES M.	A102/Anthropology BA	2.74	54.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	0.00	63.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.60	78.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.56	9.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.80	45.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.00	83.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.45	75.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	0.00	0.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	1.42	9.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	2.91	78.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.58	105.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	0.00	74.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.13	63.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.21	64.00
0700700	ANTHONY, CHRISTOPHER M.	A102/Anthropology BA	3.54	81.00
0700700	ANTHONY, CHRISTOPHER M.	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.

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

5. Click the yellow "RUN" button

Here is what the report page looks like:

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

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

4. Select:
Applied for Graduation

Remember - if you enter a plan code in this

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

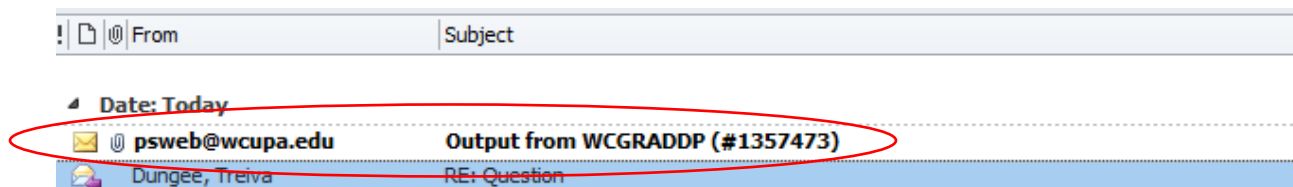
Server Name: Run Date: 02/22/2012

Recurrence: Run Time: 8:56:32AM

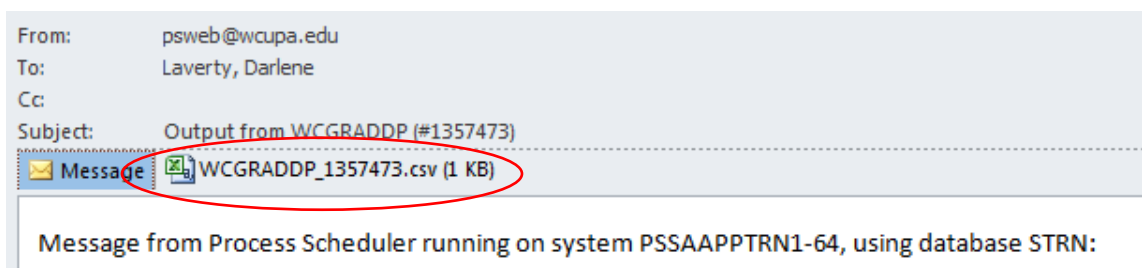
Time Zone:

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

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

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 and save it as an EXCEL spreadsheet.
- 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

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

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

Find | View All First 1 of 1 Last

*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: McGee, Charles

Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History

Student Advisor

Find | View All First 1 of 2 Last

*Academic Institution: West Chester University

*Effective Date:

*Advisor Role: *Advisor Number:

*Academic Career: Undergraduate

*Academic Program: UGRD Bus. & Public Affairs

Academic Plan: Pre-Business:Management BS

Academic Advisor: Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

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





Advising Notes

Creating an Advising Note

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

Navigation: Faculty Quick Links - > View my Advisees

You will be taken to a page of all of your current advisees. To add an advising note, click on the note icon in the last column.

	Notify	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>	Angelina, Dana K.	00000000	View Student Details	
2	<input type="checkbox"/>	Bridges, Kaitlyn M.	00000000	View Student Details	
3	<input type="checkbox"/>	Cartwright, Lewis W.	00000000	View Student Details	
4	<input type="checkbox"/>	English, Aimee L.	00000000	View Student Details	

This page will show you all of the advising notes that have been entered for the student. **To add note, click "Create a note."**

*Change Advisee [change](#)

You can look at another student's notes by using the “**Change Advisee**” dropdown

[create a note](#)

Advising Note	Created By	Assigned To	Institution	Subject	Category	Subcategory	Action Items	Last Updated
	Cheryl W	Cheryl W	West Chester University	Adviser Comment	Degree Progress Note	Pre-2016 Notes	None	02/25/2015
	Cheryl W	Cheryl W	West Chester University	Adviser Comment	Degree Progress Note	Pre-2016 Notes	None	10/08/2015
	Cheryl W	Cheryl W	West Chester University	Spring 16 meeting for fall 16/graduation	Appointment Summary	Generic appt summary	None	02/08/2016

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

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

Enter an advising note and click Submit when done.

Group Box

*Institution

West Chester University

*Category

Appointment Summary

*Subcategory

Major appt summary

*Assigned To

0213 Cheryl W

*Subject

Meeting to review Major requirements

Status

Open

Format

Normal

Font

Size

B

I

U

abc

The “**Institution**” field will automatically populate.

Note Categories

You must select a category and subcategory. Every note **MUST** have a category and a subcategory, selected from the dropdown.

Adding Attachments

You can add attachments to your notes – for example, if you use a hard copy advising sheet, you can scan it and attach it to the notes for your conversation. Click “Add Attachment.” Select and upload your file. The file will be attached to the note after you click “Submit.”

Adding Action Items

Sometimes you want to remind either you or the student to take a certain action by a certain date; for example, you might need to check a policy, or you might direct your advisee to visit the Career Center. Use an “action item” to keep track of these needs or recommendations. This function is optional. Enter a description, a status, and a due date.

Format [] Font [] Size [] B I U abc

Action Item	Entered On	*Description	*Action Item Status	*Due Date
1	01/12/2016			

add action item

add attachment

Incomplete Action Items

Incomplete action items will appear on your and the student's home page of myWCU.

Description	Due Date	Name	Cancel
<input type="checkbox"/> E-mail student about study abroad options.	01/31/2016	Bradley, Kaitlyn M.	Cancel

Complete Selected

Cancel

Action items can be completed or cancelled on the home page of myWCU.

Completing Your Note

When you are finished typing your note plus adding any attachments and/or action items, click "Submit."

Attached File	Description

Delete

add attachment

SUBMIT RETURN

The following warning will appear:

Message

Notes cannot be edited. Are you sure you would like to continue? Click Yes to continue or No to go back and make changes. (0,0)

Yes No

Notifying Students of Notes

Students will NOT automatically know that a note has been added to his/her record. If you want to notify the student that a note has been added, click on “Notify Advisee.”

Students will **NOT** be notified that there is a new advising note unless you use this “Notify Advisee” function:

Advising Note			
Institution	West Chester University	Created On	01/12/2016
Category	Degree Progress Note	Created By	Cheryl W.
Subcategory	DPR Review	Student Id	
Subject	Testing		

[update note](#)
[notify advisee](#)

Note Items			
Note Item	Entered On	Entered By	Comment
1	01/12/2016	Cheryl W.	Testing

You can add explanatory text before sending the e-mail notification to the student:

Notify Advisee

Send notification to advisee

Additional message (optional):

CANCEL SEND

Email Preview
 Your advisor has added an advising note, please review it by [clicking here](#).
 Contact your advisor if you need further clarification.

Adding Updates to Notes

If you want to add later information to a prior note, go into that note and click on “Update Note” to add an update. Updating a note will “link” the update to the original note:

Advising Note			
Institution	West Chester University	Created On	10/14/2014
Category	Degree Progress Note	Created By	Cheryl W
Subcategory	DPR Review	Student Id	
Subject	Adviser Comment		

[update note](#)
[notify advisee](#)

Note Items			
Note Item	Entered On	Entered By	Comment
2	01/12/2016	Cheryl W	Update
1	10/14/2014	Cheryl W	VFCC transfers/equivs approved: ENG243 = Engl Lit ENG255 = Afr-Amer Lit ENG253 = Early Amer Lit ENG244 = Early Brit Lit

Filtering to See Only Certain Notes

Advising Notes

This page displays advising notes assigned to you. Use the filters, as needed, to narrow your search results. Also use the column headings in the grid to sort in ascending or descending order. Click the ID to access the detail about a particular note or to add an additional comment to a note.

Filter Notes

Institution

Category

Subcategory

Student ID

Created

Last Updated

Action Items

[CLEAR ALL](#)
[APPLY FILTER](#)

[VIEW DATA FOR OTHER STUDENTS](#)

You may only want to show notes created in the last week, or only notes with updates (etc.). To filter for such criteria, go to Faculty Quick Links → My Advising Notes

The “Institution” field will automatically populate. You can enter criteria for one or more of the other fields and click on “Apply Filter.”

Leaving all fields blank and clicking on “Apply Filter” will show you all of the notes you have placed on any student’s record.

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](#)

Advisee Student Center

Academics

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

DeadlinesURLGradebook

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

West Chester University | Undergraduate

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	3.00 130.000

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.

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

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.

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	3.00	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

Courses Used

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 (Tradit	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

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
ACC	Accounting
ANT	Anthropology & Sociology
APM	Applied Music
ART	Art
BIO	Biology
CAT	Cataloging - Processing
CEE	Counselor Education
CHE	Chemistry
CIR	Access Services - Circ
COM	Communication Studies

WCU - Plans by Department

Academic Organization: ANT


Status:

Description: Anthropology & Sociology

Personalize Find View All First 1-34 of 34 Last							
	Plan	Old Curr	Effective Date	Status	Description	Plan Type	Degree
1	A102	UA450201A	01/01/1947	A	Anthropology BA	MAJ	BA
2	A102	UA450201A	05/14/2016	A	Anthropology BA	MAJ	BA
3	A102	UA450201A	06/27/2016	A	Anthropology BA	MAJ	BA
4	A103	UA220200B	09/14/1964	A	Anthropology-Sociology BA	MAJ	BA
5	A103	UA450201B	01/20/1983	A	Anthropology-Sociology BA	MAJ	BA
6	A103	UA450201B	01/01/2002	I	Anthropology-Sociology BA	MAJ	BA
7	A185	UA451101A	01/01/1947	A	Sociology BA	MAJ	BA
8	A185	UA451101A	05/14/2016	A	Sociology BA	MAJ	BA
9	A185	UA451101A	06/27/2016	A	Sociology BA	MAJ	BA
10	C204	GC301101A	08/25/1997	A	Gerontology CERTIF	CER	CERTIF
11	C204	GC301101A	08/25/2014	A	Gerontology CERTIF	CER	CERTIF

Department Information by Professor

Navigation: Manage Student Records -> Class Information -> Department Information by Professor



myWCU

[Favorites](#) | [Main Menu](#) > [Manage Student Records](#) > [Class Information](#) > [Department information by Prof](#)

Department Information 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:

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

Enter the Term and click the Search button.

Wcu Sr Ins Prof Ar

Term: 2165 2016 Fall

College School Department Program

Get Professors

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

Name:		Empl ID:											
Enrl Stat	Class Stat	Course	Title	AWA Comment	Topic	Day	Time	Room	Min/Max	Schd.	Wait T		
Total Contract Hours: 0.000													

[Return to Search](#) [Notify](#)

Use the drop down menus to define your search criteria. Then click Get Professors

Term: 2165 2016 Fall

College School Department Program

Col of Arts & Humanities School of Humanities English

Get Professors

Teaching assignment / workload for faculty in the College/School/Department/Program are listed:

Wcu Sr Ins Prof Ar

Term: 2165 2016 Fall

College School Department Program

Col of Arts & Humanities School of Humanities English

Get Professors

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

Name:		Empl ID:											
Enrl Stat	Class Stat	Course	Title	AWA Comment	Topic	Day	Time	Room	Min/Max	Schd.	Wait Tot	SAP TaskCctr	
C	A	ENG382 01	Teaching ELLs PK-12			MWF	12:00-12:50PM	AND215	3/3	15	0	7511002124	
Total Contract Hours: 1.500													

Name:		Empl ID:											
Enrl Stat	Class Stat	Course	Title	AWA Comment	Topic	Day	Time	Room	Min/Max	Schd.	Wait Tot	SAP TaskCctr	
C	A	WRT200 02	Critical Writing			TR	09:30-10:45AM	MIT107	3/3	25	2	7511002124	
C	A	ENG400 01	Research Seminar			TR	08:00-09:15AM	MNH415	3/3	14	0	7511002124	
C	A	WRT200 11	Critical Writing			TR	02:00-03:15PM	MNH314	3/3	25	0	7511002124	
O	A	WRH320 01	I, Cyborg: Technology			W	04:25-07:10PM	MNH302	3/3	4	0	7511002124	
Total Contract Hours: 12.000													

Show Class Sections


[Favorites](#) > [Main Menu](#) > [Manage Student Records](#) > [Class Information](#) > [Show Class Sections](#)

Show Class Sections

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

Find an Existing Value

▼ Search Criteria

Term: 

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

Use the drop down menus to define your search. Then click Get Classes.

myWCU

Customize Accessibility

[Favorites](#) > [Main Menu](#) > [Manage Student Records](#) > [Class Information](#) > [Show Class Sections](#)

Wcu Sr Sect Dtl Ar

2016 Fall

College

School

Department

Program

Col of Arts & Humanities

School of Humanities

English

2165

Acad Career: Undergrad

Subject



Enrolled: (Ex. 25)


Status:

Attributes: (ex. WJ)

Level Range: (Ex. 100-300)

Get Classes

Personalize | Find |   First 1 of 1 Last

General Info More Detail 

CIS#	EnSt	Course	Title	Topic	Combined Sections ID - Right Click on red triangle	Days	Times	Room	Cred	Max	Sch	Wait Cap	Wait Tot	Attr
												0	0	

The classes for the College / School / Department / Program you selected are displayed:

myWCU

Customize Accessibility

[Favorites](#)
[Main Menu](#)
[Manage Student Records](#)
[Class Information](#)
[Show Class Sections](#)

[Print](#)
[N](#)

Wcu Sr Sect Dtl Ar

2016 Fall

College

School

Department

Program

Col of Arts & Humanities

School of Humanities

English

2165

Acad Career:

Undergrad

Subject

Enrolled:

(Ex. 25)

Get Classes

Status:

Attributes:

(ex. WJ)

Level Range:

(Ex. 100-300)

Personalize | Find | First | 1-273 of 273 | Last

General Info | More Detail | 1234

CIS#	EnSt	Course	Title	Topic	Combined Sections ID - Right Click on red triangle	Days	Times	Room	Cred	Max	Sch	Wait Cap	Wait Tot	Attr	Faculty
A	C	CLS165 01	Intro to World Lit			MWF	01:00-01:50PM	MNH401	3 1/3	25	25	0	0	HDJW	Ramanathan,Geetha
A	C	CLS165 02	Intro to World Lit			MWF	10:00-10:50AM	MNH413	3 1/3	25	25	0	0	HDJW	Ramanathan,Geetha
A	C	CLS165 03	Intro to World Lit			TR	12:30-01:45PM	MNH413	3 1/3	25	25	1	1	HDJW	Awugh,Christian
A	C	CLS165 04	Intro to World Lit			TR	07:15-08:30PM	MNH212	3 1/3	25	25	0	0	HDJW	Awugh,Christian
A	C	CLS165 05	Intro to World Lit			TR	08:00-09:15AM	REC102A	3 1/3	25	25	1	1	HDJW	Dodson-Robinson,Eric A.
A	C	CLS165 06	Intro to World Lit			TR	09:30-10:45AM	REC102A	3 1/3	25	25	1	1	HDJW	Dodson-Robinson,Eric A.
A	O	CLS203 01	African Studies			TR	11:00-12:15PM	MNH300	3 1/3	30	25	0	0	J	Awugh,Christian
A	O	CLS258 01	Women's Lit I			MWF	01:00-01:50PM	UNA162	3 1/3	30	28	0	0	J	Jeffrey,Jane E.
A	C	CLS260 01	World Lit I			MW	03:00-04:15PM	MNH403	3 1/3	25	25	0	0	HDJW	Kullen,Elizabeth
A	O	CLS280 01	Languages of Modernism			W	07:15-10:00PM	MNH314	3 1/3	30	17	0	0	I	Watts,Paul L.
A	O	CLS362 01	Wrld Lit - Mod Fict			MWF	11:00-11:50AM	MNH413	3 1/3	25	15	0	0	W	Ramanathan,Geetha
A	O	CRW201 01	Intro Creativ Writ			T	04:25-07:10PM	REC102A	3 1/3	25	24	0	0	W	Duval,Peter A.
A	O	CRW201 02	Intro Creativ Writ			TR	02:00-03:15PM	MIT104	3 1/3	25	24	0	0	W	McVeigh,Travis Maureen
A	O	CRW201 03	Intro Creativ Writ			TR	04:25-05:40PM	MNH315	3 1/3	25	21	0	0	W	McVeigh,Travis Maureen

WCU Show Class Sections

Favorites Main Menu > Manage Student Records > Class Information > WCU Show Class Sections

WCU - Show Class Sections

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 ▼ 

Subject Area: begins with ▼

Search

Clear

[Basic Search](#)




[Save Search Criteria](#)

WCU - Show Class Sections

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 ▼ 2165 
Subject Area: begins with ▼ ENG

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All First 1-36 of 36 Last

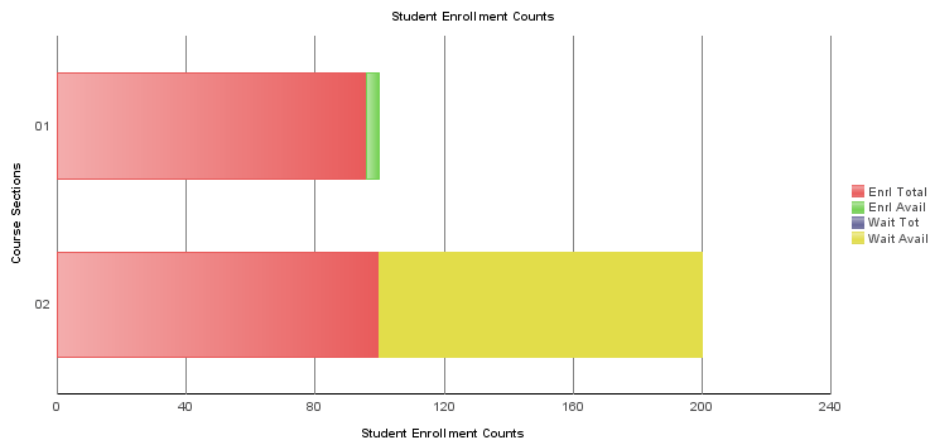
Term	Subject Area
2165	ENG150
2165	ENG194
2165	ENG230
2165	ENG275
2165	ENG280
2165	ENG295
2165	ENG296
2165	ENG304
2165	ENG320
2165	ENG331

Wcu Shosec

Course: 2165 ENG295

Class Sections									
Class Section	Enrollment Total	Enrollment Capacity	Wait List Capacity	Wait List Total	Units Minimum /Units Maximum	Meeting Days	Meeting Times	Facility ID	Name
01	24	25	0	0	3 \ 3	MW	04:25-05:40PM	MNH303	Nollen,Elizabeth
02	25	25	10	0	3 \ 3	MWF	01:00-01:50PM	MNH315	Sorisio,Carolyn

Total Open Sections: 1 **Total Seats Scheduled:** 49
Total Closed Sections: 1 **Total Seats Available:** 1
Total Held Sections: 0 **Total Waitlisted:** 0
Total Cancelled Sections: 0 **Total Students Paid:** 49
Total Sections: 2



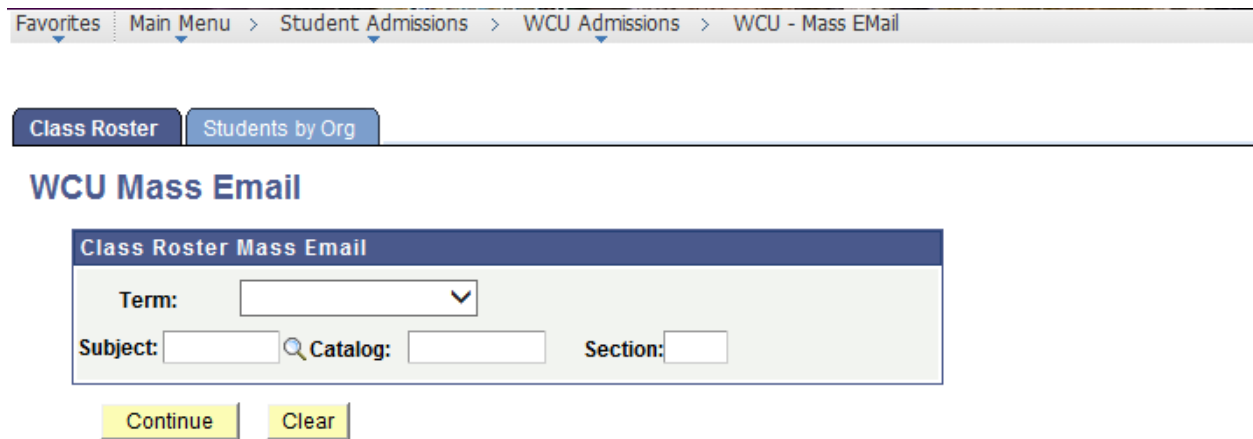
[Return to Search](#)
[Previous in List](#)
[Next in List](#)

WCU Mass Email

Email a Class Roster

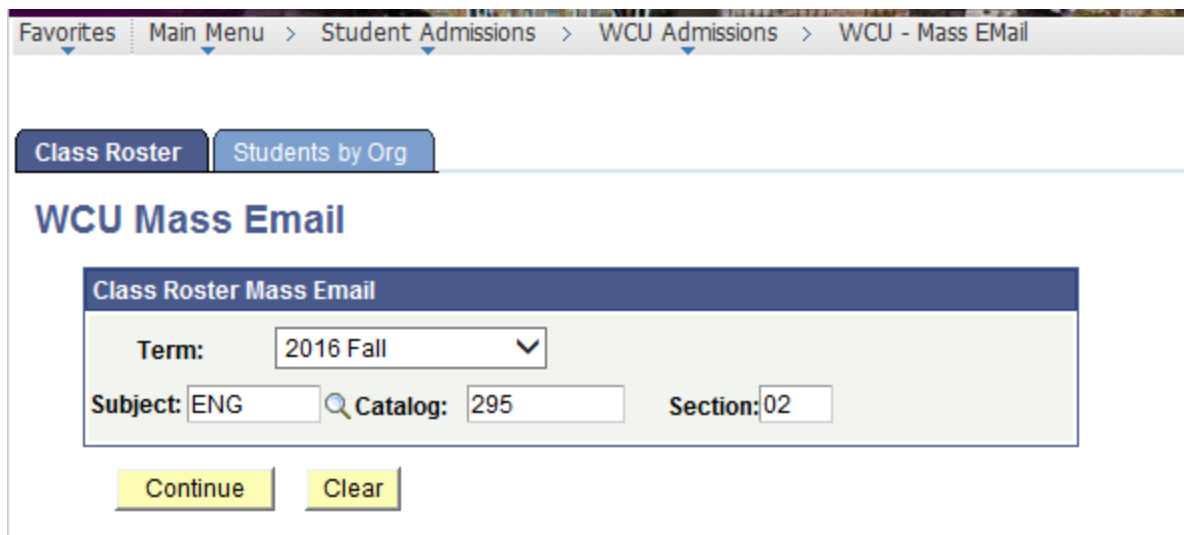
Chairpersons and Department Secretaries have access to send an email to an entire class roster.

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



The screenshot shows the 'WCU Mass Email' form. At the top is a breadcrumb trail: 'Favorites | Main Menu > Student Admissions > WCU Admissions > WCU - Mass Email'. Below this are two tabs: 'Class Roster' (selected) and 'Students by Org'. The form title 'WCU Mass Email' is displayed. The main form area is titled 'Class Roster Mass Email' and contains 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 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, but with the input fields filled out. The 'Term:' dropdown is set to '2016 Fall'. The 'Subject:' text input contains 'ENG', the 'Catalog:' text input contains '295', and the 'Section:' text input contains '02'. The 'Continue' and 'Clear' buttons remain at the bottom.

Click "Continue".

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

Favorites Main Menu > Student Admissions > WCU Admissions > WCU - Mass Email

Class Roster to Email

Term: 2165 Class: ENG 295 02

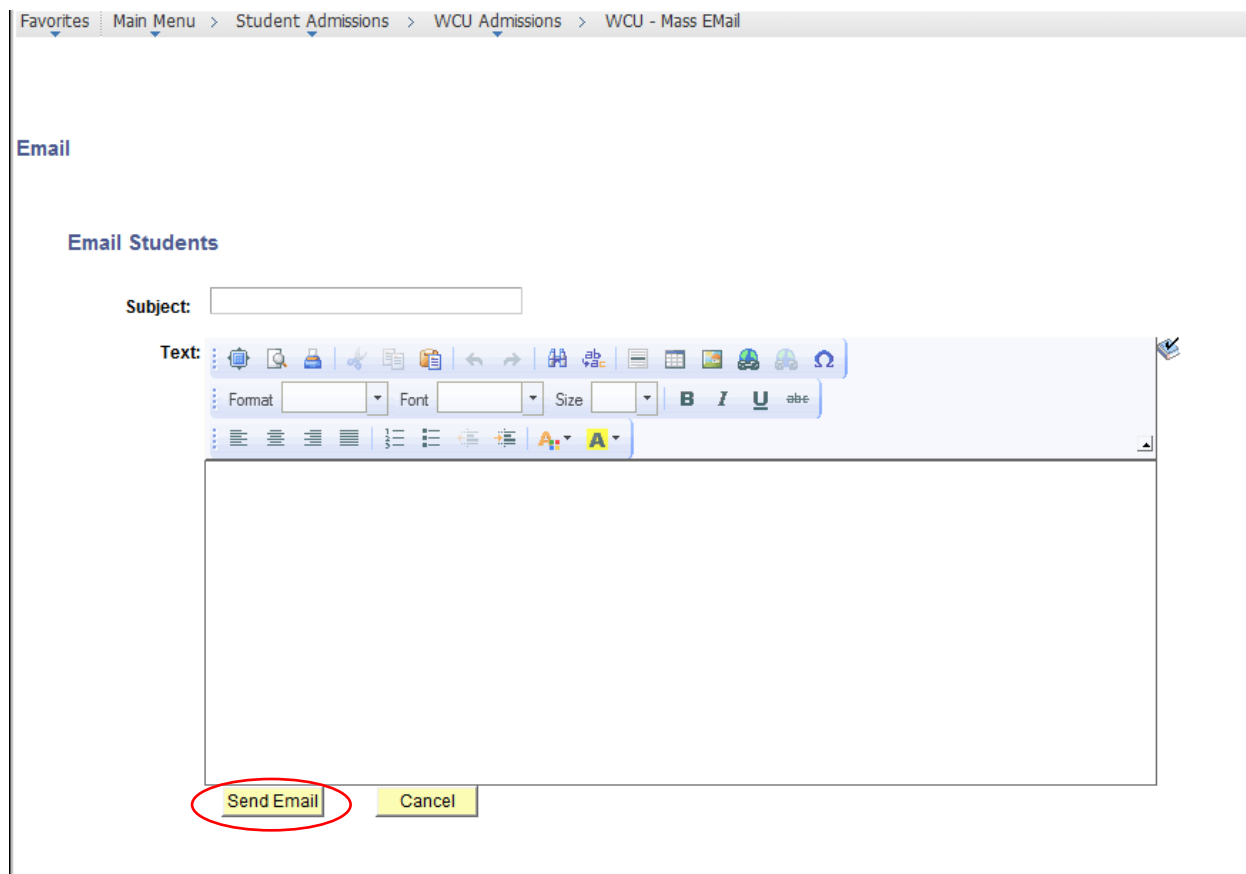
Personalize Find View All				
First 1-25 of 25 Last				
	ID	Last	First Name	Email
1	0732940	ARNELL	JENNIFER	JN732940@wcupa.edu
2	0843873	ATCHISON	PATRICIA	PA843873@wcupa.edu
3	0818723	BECKTELL	JAYDIN	JB818723@wcupa.edu
4	0835419	BIESE	AUSTIN	AB835419@wcupa.edu
5	0848191	BORRERO	JASMINE	JB848191@wcupa.edu
6	0772279	BRASBERGER	CHET	CB772279@wcupa.edu
7	0879389	CHO	KRISTEN	KC879389@wcupa.edu
8	0805735	COTE	OLIVIA	OC805735@wcupa.edu
9	0848452	DONIA	CATHERINE	CD848452@wcupa.edu
10	0815578	FEATHERS	DANIEL	DF815578@wcupa.edu
11	0835645	GILL	SARAH	SG835645@wcupa.edu
12	0848145	GUTKOWSKI	COURTNEY	CG848145@wcupa.edu
13	0824222	HARRIS	COLLEEN	CH824222@wcupa.edu
14	0824848	KINNEL	STEPHANIE	SK824848@wcupa.edu
15	0853319	LOWE	ERIC	EL853319@wcupa.edu
16	0823584	MCMURNEY	BRITTANY	BM823584@wcupa.edu
17	0791270	NEILL	ZACHARY	ZN791270@wcupa.edu
18	0823857	PARENTI	ASHLEY	AP823857@wcupa.edu
19	0830024	RIVERA	JHALIL	JR830024@wcupa.edu
20	0848132	SENSENG	CONNOR	CS848132@wcupa.edu
21	0800386	SMITH	RILEY	RS800386@wcupa.edu
22	0857487	SZULIMACH	NICHOLAS	NS857487@wcupa.edu
23	0848219	TROSTLE	ELIZABETH	ET848219@wcupa.edu
24	0834708	VELEZ	OLIVIA	OV834708@wcupa.edu
25	0854854	WALT	BRIDGET	BW854854@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 by Major

Chairpersons and Department Secretaries 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 by Org** Tab.

The screenshot shows a web application interface for sending mass emails. At the top, a breadcrumb trail reads: Favorites | Main Menu > Student Admissions > WCU Admissions > WCU - Mass Email. Below this, there are two tabs: 'Class Roster' and 'Students by Org', with the latter being selected. The main heading is 'WCU Mass Email'. Below the heading is a form titled 'Mass Email by Department/Program/Plan'. The form contains several fields: 'Term:' and 'Career:' are dropdown menus; 'College', 'School', 'Department', and 'Program' are also dropdown menus; 'Acad Plan:' is a text input field with a search icon; 'Earned Credits' is a dropdown menu and a text input field showing '0.000'. At the bottom of the form, a note states: '** Includes all Active students, not just enrolled'. Below the form are two buttons: 'Continue' and 'Clear'.

Use the drop-down menu to complete the search criteria

- Term
- Career
- College
- School
- Department
- Program

Class Roster

Students by Org

WCU Mass Email

Mass Email by Department/Program/Plan

Term:

2016 Fall

Career:

Undergraduate

College

Col of Arts & Humanities

School

School of Humanities

Department

English

Program

Acad Plan:

Earned Credits

0.000

** Includes all Active students, not just enrolled

Continue

Clear

Click Continue.

You will see a list of the students in the Major. Click the “OK” button.

Term: 2165

Acad Prog:

Total Cumulative Units: 0.000

Career: Undergrad

Acad Plan:

Personalize Find View 100 First 1-50 of 550 Last							
	Empl ID	Last Name	First Name	Email Address	Academic Program	Academic Plan	Total Cumulative Units
1	0125183	Swiss	Linda	LRYAN@WCUPA.EDU	UGRDE	A146	77.000
2	0130719	Swiss	Daniel	D05130719@wcupa.edu	UGRDE	Q027	95.000
3	0130719	Swiss	Daniel	D05130719@wcupa.edu	UGRDE	Q024	95.000
4	0261059	Harbison	Karen	KH261059@wcupa.edu	UGRDE	Q021	99.000
5	0292090	Polansky	Thomas	TP292090@wcupa.edu	UGRDE	A142	132.000
6	0574402	Nahvi	Michael	MN0574402@wcupa.edu	UGRDE	Q024	119.000
7	0513640	Fisher	James	JF0513640@wcupa.edu	UGRDE	E128	136.000
8	0514467	Seafeldt	Rebecca	RS0514467@wcupa.edu	UGRDE	E129	116.000
9	0515513	Falls	Shannon	SF0515513@wcupa.edu	UGRDE	A146	105.000
10	0530382	Iuna	Sean	SI0530382@wcupa.edu	UGRDE	A146	98.000
11	0534714	Freeshoff	Scott	SF0534714@wcupa.edu	UGRDE	A147	145.000
12	0542541	Coranfuoni	Paul	PC0542541@wcupa.edu	UGRDE	A146	108.000
13	0550139	Nelson	Brittany	BN0550139@wcupa.edu	UGRDE	A146	147.000
14	0551821	Wetton	Leigh	LW0551821@wcupa.edu	UGRDE	A146	132.000
15	0554522	McCormick	Zachary	ZM0554522@wcupa.edu	UGRDE	A147	57.000
16	0555342	Lehman	Jared	JL0555342@wcupa.edu	UGRDE	Q025	164.000

OK

Cancel

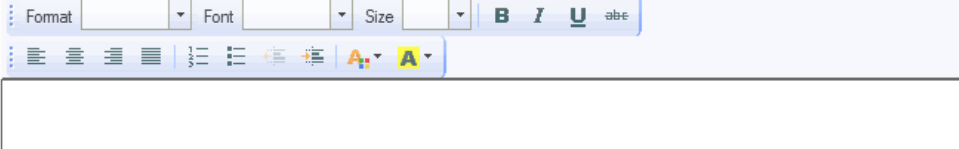
Type your message to the class in the “Text” box.

Email

Email Students

Subject:

Text:



Format [dropdown] Font [dropdown] Size [dropdown] **B** *I* U abc

[Text Box]

Send Email Cancel

Email Students by Plan

Use the drop-down menu to complete the search criteria

- Term
- Career
- College
- School
- Department
- Program
- Acad Plan – if you are not sure, use the magnifying glass to search

Class Roster | **Students by Org**

WCU Mass Email

Mass Email by Department/Program/Plan

Term: 2016 Fall Career: Undergraduate

College: Col of Arts & Humanities School: School of Humanities Department: English Program:

Acad Plan:

Earned Credits: 0.000

**** Includes all Active students, not just enrolled**

Class Roster | **Students by Org**

WCU Mass Email

Mass Email by Department/Program/Plan

Term: 2016 Fall Career:

College: Col of Arts & Humanities School: School of Humanities Department: English Program:

Acad Plan:

Earned Credits: 0.000

**** Includes all Active students, not just enrolled**

Look Up Acad Plan

Search by: Academic Plan begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-19 of 19 Last

Academic Plan	Description
A107	English MA
A142	Literature BA
A146	English BA: Literature
A147	English BA: Writings
A232	English - Non-Thesis Option MA
C255	Certificate in Publishing
E128	English BSED: Literature
E129	English BSED: Writings
PG10	English PROF-GRW
Q019	Journalism MINOR
Q021	Literature MINOR
Q022	African/African Amer Lit MINOR
Q023	Comparative Literature MINOR
Q024	Creative Writing MINOR
Q025	Business & Tech Writing MINOR
Q027	Film Criticism MINOR
Q090	Minor in Digital Humanities
T182	English TCHGCERT
T199	English TCHGCERT

WCU Mass Email

Mass Email by Department/Program/Plan

Term: Career:

College: School: Department: Program:

Acad Plan: 'A107'

Earned Credits:

**** Includes all Active students, not just enrolled**

Click Continue

Students to Email

Term: 2165 Acad Prog: Total Cumulative Units: 0.000
 Career: Acad Plan: 'A107'

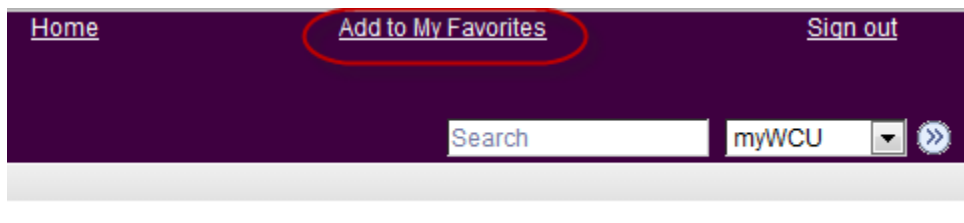
Personalize Find View All First 1-50 of 59 Last							
	Empl ID	Last Name	First Name	Email Address	Academic Program	Academic Plan	Total Cumulative Units
1	0618577	Gockneit	Gregory	G0618577@WCUPA.EDU	GRADE	A107	3.000
2	0675151	Richard	David	DR0675151@wcupa.edu	GRADE	A107	12.000
3	0516908	Feldman	Frederick	FF0516908@wcupa.edu	GRADE	A107	
4	0604046	Demick	Emily	ED0604046@wcupa.edu	GRADE	A107	27.000
5	0616535	Palermo	Michele	MP0616535@wcupa.edu	GRADE	A107	
6	0624379	Parker	Denise	DP0624379@wcupa.edu	GRADE	A107	27.000
7	0627790	Naylor	Jill	JN0627790@wcupa.edu	GRADE	A107	60.000
8	0631514	Palino	Michelle	MP0631514@wcupa.edu	GRADE	A107	27.000
9	0632730	Schmid	Sarah	SS0632730@wcupa.edu	GRADE	A107	
10	0651499	Watson	Christopher	CR0651499@wcupa.edu	GRADE	A107	24.000
11	0653770	Pugnere	Cassandra	CP0653770@wcupa.edu	GRADE	A107	
12	0657404	Barber	Lauren	LB0657404@wcupa.edu	GRADE	A107	15.000
13	0669351	Allegretti	Kristin	KR0669351@wcupa.edu	GRADE	A107	6.000
14	0669558	Cardillo	Katlin	KC0669558@wcupa.edu	GRADE	A107	
15	0677615	Bayer	Kathleen	KB0677615@wcupa.edu	GRADE	A107	9.000
16	0722048	McGeary	Stephen	SM0722048@wcupa.edu	GRADE	A107	30.000
17	0734939	Smith	Samantha	SS0734939@wcupa.edu	GRADE	A107	33.000

Setting PS Favorites

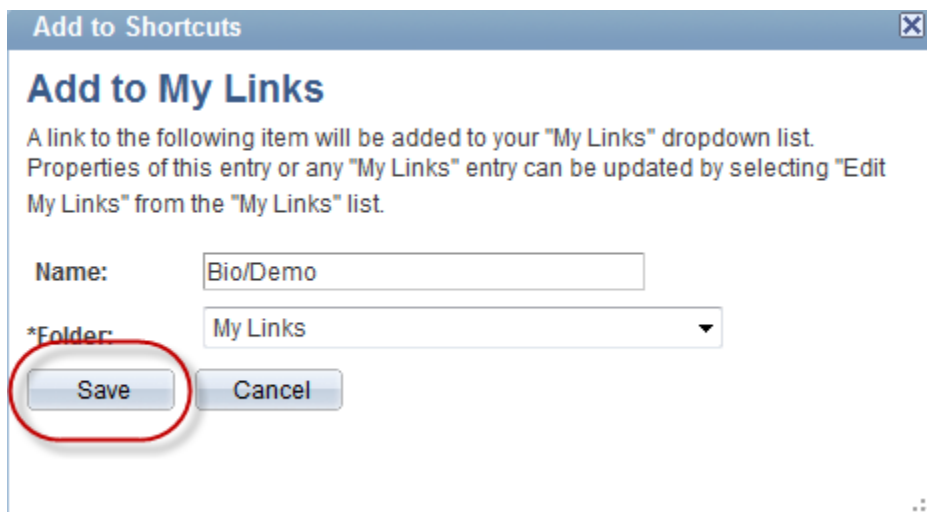
PeopleSoft allows you to set Favorites so that you do not need to remember the navigation every time you want to access a page.

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.

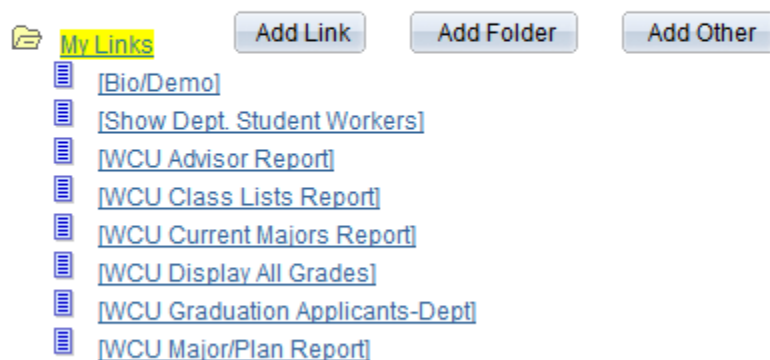


The page is saved to your MyFavorites pagelet and you can navigate from there in the future. You can update your Favorites by clicking the Edit myFavorites button.







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.



Important PS Tips

- Allows you to download to an Excel spreadsheet 
- Magnifying Glass signifies a search key 
- Career = Undergraduate or Graduate (UGRD or GRAD)
- Plan = Academic Major (e.g. A196 Undeclared)
- Term = 4 digits (e.g. 2165 = Fall 2016, 2171 = Spring 2017)
 - 2 = millennium year
 - 17 = calendar year
 - 1 = Spring semester
 - 2 = Summer 1
 - 3 = Summer 2
 - 4 = Summer 3
 - 5 = Fall semester
 - 6 = Winter term
- 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
- 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. 
- Set your PS Favorites to minimize navigation

Notes: