



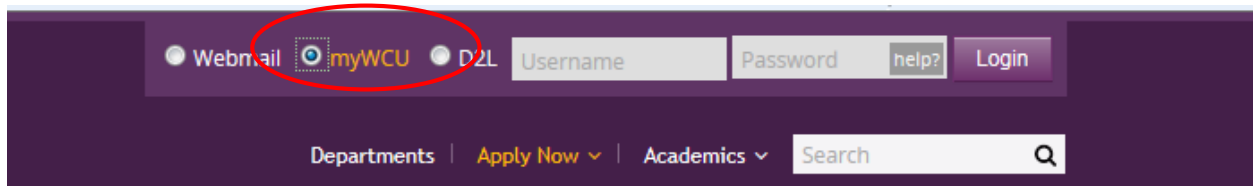
Introduction to PeopleSoft Staff myWCU Navigation

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LOGGING-IN

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



MYWCU HOMEPAGE

myWCU Good Morning PTST Home Add to My Favorites Sign out

Search myWCU

Enterprise Menu

- 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
- Deans&Learn
- The Learning Connection
- Work Order Request
- PeopleBooks SA 9.0
- PeopleBooks Finance
- FAGs for myWCU
- WCU Homepage

Academic Calendar

June 2013

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						

Full Page View

WCU Announcements

View All Articles and Sections

Holds

You have no Holds

My Favorites

- Instructor Schedule
- Student Services Center
- WCU Admissions List
- WCU Admissions List
- WCU Display All Grades
- WCU Instructor Work Schedule
- WCU Show Class Roster
- WCU Show Class Sect by Dept

Edit My Favorites

HOW TO NAVIGATE MYWCU

Click the myWCU logo from any page to return 'home'

The screenshot shows the myWCU web application interface. At the top is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a banner image featuring the 'myWCU' logo on the left and a photograph of a building with a statue on the right. Under the banner, there are links for 'Favorites', 'Main Menu', and 'Personalize Content & Layout'. The main content area is titled 'Enterprise Menu' and contains a list of expandable menu items. An arrow points to the 'Faculty/Admin. Self-Service' item, with a text label 'Click to expand menu options'.

File Edit View Favorites Tools Help

myWCU

Favorites Main Menu
[Personalize Content & Layout](#)

Enterprise Menu

- ▼ Faculty/Admin. Self-Service
 - [Student Services Center](#)
 - [WCU Advisor Comments](#)
 - [Student Advisor](#)
 - [WCU Advisee List](#)
 - [WCU Staff Data Sheet](#)
 - [What-If Report Selection](#)
- ▷ Campus Community
- ▷ Student Admissions
- ▷ Manage Student Records
- ▷ Manage Student Financials
- ▷ Contributor Relations
- ▷ WCU HR/Budget
- ▷ WCU Student Work Study
- ▷ Personal Information
- ▷ Enrollment
- ▷ Student Service Dashboard
- ▷ Advisement/Transcripts
- ▷ Financial Aid
- ▷ Student Financials (Bursar)
- ▷ Student Affairs
- ▷ Reporting Tools - SA
- ▷ Portal Administration
- ▷ PeopleTools
 - [Faculty/Admin Quick Links](#)
 - [Online Tutorials](#)
 - [Parent Portal](#)
 - [Notifications Center](#)

myWCU

Favorites Main Menu

Personalize

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

Academic Calendar

Sun

View

our

rticle

Drop Down Menu:

- 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

You can also navigate using the Drop Down Menu:
Click on Main Menu - > Click on Folder or Transaction Name

myWCU

FavoritesMain Menu > Manage Student Records > Student Career > Student Program/Plan

Student Program/Plan

Enter any information you have and click Search. Leave fields blank if you do not know the information.

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

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.

Search

Clear

Basic Search

Save Search Criteria

STUDENT SERVICES CENTER

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

Student Services Center

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

Find an Existing Value

ID:	begins with ▾	<input type="text"/>	}	Search by ID or Name
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"/>		
<input type="checkbox"/> Case Sensitive				

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

ID = 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](#)
[What-If Degree Progress Report](#)
[Grades](#)
[View Unofficial Transcript](#)
[Transfer Credit Report](#)
[Graduation Tracking](#)

Deadlines URL Descr

This Week's Schedule

	Class	Schedule
	EDA 303-82 LEC (6498)	Th 8:00PM - 10:00PM Recitation Hall 307
	LAN 401-80 LEC (2000)	Th 4:25PM - 7:10PM Mitchell Hall 102
	SPA 330-01 LEC (10315)	TuTh 2:00PM - 3:15PM Mitchell Hall 103
	SPA 444-80 LEC (2980)	Tu 4:25PM - 7:10PM Main Hall 316

weekly schedule ▶

▼ Personal Information

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

Contact Information

Home

Spring City, PA 19475-2115
Chester
Home Phone
610/948-

Billing Address

Withheld

Campus Email

715@wcupa.edu

▼ Holds

Advisor permission necessary
Parking Violation
Do not cancel Fall classes.
Do not cancel Spring classes.
Activate Summer3 Account
Activate Sum Acct at Bursar
Depend of WCU Employee or Alum

details ▶

▼ Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2015/2016 Winter Session Regular Academic Session session on October 14, 2015.

details ▶

▼ Advisor

Program Advisor
Andrea Varricchio
610/436-2169 Ext 2169

details ▶

Get additional information on the student

Home address, phone number and campus email will display here.

9

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"/>	2015 Fall	Undergraduate	West Chester University
<input type="radio"/>	2015/2016 Winter Session	Undergraduate	West Chester University
<input type="radio"/>	2016 Spring	Undergraduate	West Chester University

[Cancel](#)[CONTINUE](#)

Click Continue

Select a Term

Advisee Class Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View

2015 Fall | Undergraduate | West Chester University

[change term](#)


Your current intended enrollment load

[Click Here to Change Load](#)[CLICK HERE TO VIEW TEXTBOOKS](#)


Class Schedule Filter Options

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

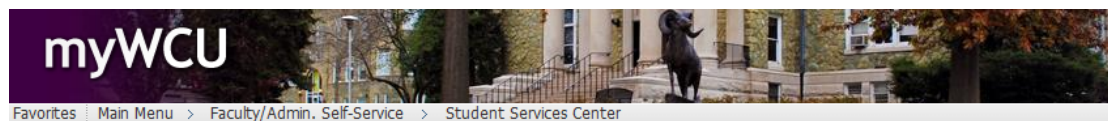
EDA 303-82 - Spec Ed: Processes/Procedures Status:Enrolled

Description		Units	Formal Description		Grade	Academic Calendar Deadlines
Enrolled		2.00	Graded			
6498	Section	Component	Days & Times	Room	Instructor	Start/End Date
6498	82	Lecture	Th 8:00PM - 10:00PM	Recitation Hall 307	Nicholas Bell	08/24/2015 - 12/07/2015

LAN 401-80 - Tch Mod Langs K-12 Status:Enrolled

Description		Units	Formal Description		Grade	Academic Calendar Deadlines
Enrolled		3.00	Graded			
2000	Section	Component	Days & Times	Room	Instructor	Start/End Date
2000	80	Lecture	Th 4:25PM - 7:10PM	Mitchell Hall 102	William Corbitt	08/24/2015 - 12/07/2015

COURSE HISTORY


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

Advisee Course History

Credit Summary								
	Admitted	Holds	CumGPA	TranCr	CumCr	UngCr	(Remed + DupCr)	= AdjCr
UGRD	2125		3.791	78.00	102.00	45.00	0.00	3.00 144.000

Select Display Option

- ☒ Hide courses from My Planner
☐ Show courses from My Planner

Sort results by
Then by

sort

Repeat Codes

NGPA - No Credits, Not Included in GPA
NCRD - No Credits, Included in GPA
REPT - Includes Credits and in GPA

<div> ✓ Taken ← Transferred ◆ In Progress </div>							
Course	Description	Term	Grade	Units	Status	Repeat Code	Attributes
ACC 201	Financial Acct	2013 Fall		3.00	◆		
ANT 102	Intro Anthro Cult	2012 Summer 2nd 5-Week Session	B+	3.00	✓		
ARH 103	Art History I	2012 Fall	T	3.00	←		
ARH 104	Art History II	2012 Fall	T	3.00	←		
ARH 419	Women Artists	2013 Fall		3.00	◆		
ART 106	Begin Drawing	2012 Fall	T	3.00	←		
ART 106	Begin Drawing	2013 Summer 1st 5-Week Session		3.00	◆		
ART 111	Basic Design (2-D)	2012 Fall	T	3.00	←		
ART 112	Color Theory & Practice	2012 Fall	T	3.00	←		
ART 113	Digital Media	2013 Summer 2nd 5-Week Session		3.00	◆		
ART 206	Intermed Drawing	2012 Fall	T	3.00	←		
ART 220	Fund 3-D Design	2012 Fall	T	3.00	←		

ADVISOR COMMENTS

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 ▼	<input type="text"/>	} Search by ID or name
Sequence Number:	= ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	

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

WCU Advisor Comment

ID:



Comment DateTime: 09/22/2011 2:14:45PM

***Administrative Function:** General

***Academic Institution:**

***Comment Category:**

Comment Data	
Comment ID:	<input type="text" value="0383739"/> Kluka,Lillian
Comment Date:	<input type="text" value="09/22/2011"/>
Comments	<div>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.</div>
Comment Length	00167 Advisor Comment must be less than 256 characters.

Save

Return to Search

Previous in List

Next in List

Add

Update/Display

STUDENT ADVISOR

Navigation: 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

Always check this box to get the full history

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

Student Advisor



Find | View All

First 1 of 5 Last

*Academic Institution:	WCUPA	West Chester University
*Effective Date:	10/08/2014	

Find | View All

First 1 of 1 Last

*Advisor Role:	▼ Advisor	*Advisor Number:	1
*Academic Career:	UGRD	Undergraduate	
*Academic Program:	UARTS	UGRD Arts and Sciences	
Academic Plan:	A186	Spanish BA	
Academic Advisor:		Varricchio, Andrea	
Advisor Percentage:			
Committee:			
<input type="checkbox"/> Advised by Committee		<input type="checkbox"/> Must Approve Enrollment	
<input type="checkbox"/> Must Approve Graduation		<input type="checkbox"/> Graduation Approved	

Save

Return to Search

Update/Display

Include History

ADVISEE LIST

Navigation: Faculty/Admin. Self-Service > WCU Advisee List

Wcu - Advisee List

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

Find an Existing Value

▼ Search Criteria

Advisor Id:	begins with ▼	<input type="text"/>
Term:	= ▼	<input type="text"/> 🔍
Last Name:	begins with ▼	<input type="text"/>
First Name:	begins with ▼	<input type="text"/>

Search

Clear

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

Wcu Advisor Lst

Term: 2155 2015 Fall

Advisee List				Find	First	1-9 of 9	Last
0796249	Boland,	UGRD UARTS A186	Spanish BA				
0800178	Collins,	UGRD UARTS E144	Mathematics BSED				
0812799	Donnelly,	UGRD UARTS A186	Spanish BA				
0744458	Hoskins,	UGRD UARTS A150	BA Languages & Cultures, Span				
0816281	Lyles,	UGRD UARTS A188	Communication Studies BA				
0792281	Markiewicz,	UGRD UARTS A150	BA Languages & Cultures, Span				
0818125	McLachlan,	UGRD UARTS A186	Spanish BA				
0736801	Valarezo,	UGRD UARTS A186	Spanish BA				
0796715	Zimmerman,	UGRD UARTS A186	Spanish BA				

CLASS INFORMATION

Navigation: Manage Student Records > Class Information

The screenshot displays the myWCU web application interface. At the top, there is a banner with the myWCU logo and a background image of a building. Below the banner, there is a navigation menu with a 'Main Menu' dropdown. The 'Main Menu' dropdown is open, showing a list of categories. The 'Enterprise' category is selected, and its sub-menu is displayed. The 'Manage Student Records' category is highlighted, and its sub-menu is shown. The 'Class Information' category is highlighted, and its sub-menu is displayed. The 'Class Information' sub-menu includes the following items:

- Review Class Roster
- WCU Show Class Roster
- Instructor Schedule
- WCU Instructor Work Schedule
- WCU Academic Plans by Dept.
- WCU Show Class Sect by Dept
- WCU Show Class Sect by Prof
- WCU Dept. Info. by Prof.
- WCU Show Class Sections
- WCU Show Class Section Detail
- WCU Faculty Assignments

The left sidebar contains a list of links under the 'Enterprise' category, including:

- 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

The right sidebar shows a calendar for the month of September, with the following dates:

Sun
2
9
16
23
30

CLASS ROSTER

Navigation: Manage Student Records > Class Information > WCU Show Class Roster



Wcu Class Roster

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 ▼	<input type="text"/>	<input type="button" value="Search"/>
Subject Area:	begins with ▼	<input type="text"/>	
Catalog Nbr:	begins with ▼	<input type="text"/>	
Class Section:	begins with ▼	<input type="text"/>	
Description:	begins with ▼	<input type="text"/>	

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Enter the Term, Subject Area, Catalog Number and Class Section and click Search.

Term is a 4 digit number:

The first digit represents the millennium year 2000 (=2)

The second and third digits represents the calendar year (2016 = 16)

The fourth digit represents the Semester

- Spring semester is always 1
- Summer sessions are 2, 3, or 4
- Fall semester is always 5
- Winter session is 6

For example: 2155 = Fall 2015, 2161= Spring 2016

This is the Class Roster for Accounting 201 section 01 for the 2015 Fall semester:

myWCU

[Customize Accessibility](#)
[Home](#)

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

[Print](#)
[New](#)

Term: 2155 2015 Fall

Class: ACC 201 01 Financial Acct

Instructor:

Time: 9:00AM - 9:50AM MWF Location: Anderson Hall 213

Total Enrolled: 36

Total Waitlisted: 0

Enrollment Status

Enrolled

Class Roster


[Personalize](#)
[Find](#)

First 1-36 of 36 Last

ID	Name	Paid Status	Grade	Term Credits Attempted	Total Cumulative Units	Term GPA	Cum GPA	Career	Plans	Clearances expire on:
00207906	Angello, [REDACTED]	Paid		15.000	33.000	0.000	3.700	UGRD	Pre-Business:Management BS	
00254837	Bacchi, [REDACTED]	Paid		15.000	27.000	0.000	3.740	UGRD	Undeclared Internal Tran UNDECL	
00308895	Belton, [REDACTED]	Paid	W	6.000	37.000	0.000	2.560	UGRD	Pre-Business:Marketing BS	
00308445	Billones, [REDACTED]	Paid		15.000	30.000	0.000	3.170	UGRD	Undeclared General UNDECL	
00303390	Butte, [REDACTED]	Paid	W		62.000	0.000	0.000	UGRD	Mathematics: Actuarial Sci BS	
00620333	Carlson, [REDACTED]	Paid		13.000	140.000	0.000	3.350	UGRD	Mathematics: Actuarial Sci BS	
00508751	Cavanaugh, [REDACTED]	Paid		15.000	29.000	0.000	0.000	UGRD	Pre-Business:Management BS	
0027361	Chan, [REDACTED]	Paid		15.000	27.000	0.000	3.740	UGRD	Pre-Business:Management BS	
0044340	Cirillo, [REDACTED]	Paid		15.000	75.000	0.000	3.500	UGRD	Undeclared Internal Tran UNDECL	
00410023	Claghorn, [REDACTED]	Paid		15.000	77.000	0.000	3.670	UGRD	Pre-Business: Eco-Finance BS	

INSTRUCTOR WORK SCHEDULE

Navigation: Manage Student Records > Class Information > WCU Instructor Work Schedule



myWCU


Navigation: Favorites > Main Menu > Manage Student Records > Class Information > WCU Instructor Work Schedule


WCU - Show Faculty Wrkload Sch

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

[Find an Existing Value](#)

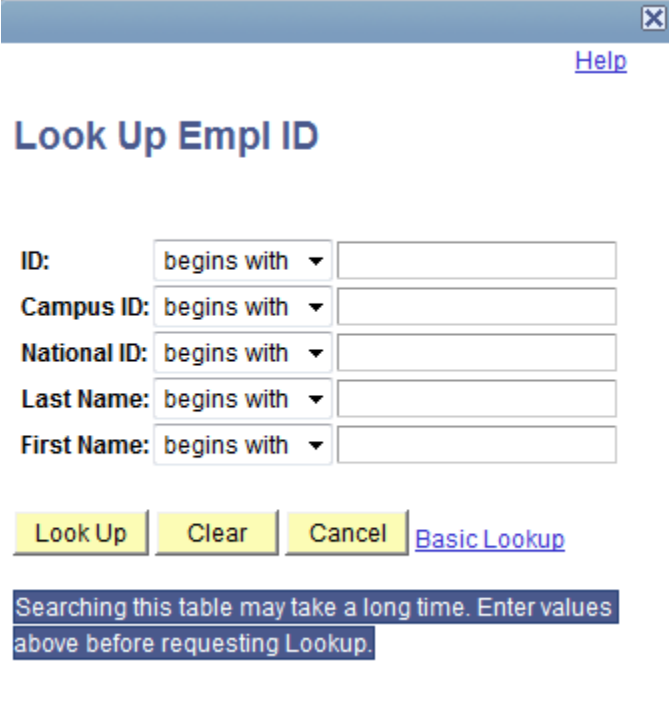
Search Criteria

Empl ID: begins with 

Term: begins with 

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

If you don't know the Employee ID number (Empl ID), click the magnifying glass to perform a search.



[Help](#)

Look Up Empl ID

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Searching this table may take a long time. Enter values above before requesting Lookup.

ID = WCU ID w/ a leading zero (7 digits)
Campus ID = SAP id
National ID = Social Security number

myWCU

[Customize Accessibility](#)
[Home](#)

[Favorites](#)
[Main Menu](#)
[Manage Student Records](#)
[Class Information](#)
[WCU Instructor Work Schedule](#)

[Print](#)
[Ne](#)

Faculty Workload Schedule

Faculty Workload Schedule

Term: 2155 2015 Fall

Name:

EmplID:

SAP Cost Center: 7511002127

Code	Description	Activity	Facility ID	Time	ContrHr	SAP TaskCCtr	Schd	Wait Tot	Paid
11	Intermd Spanish II	SPA202 07	MIT101	M	11:00-11:50AM	3.000	7511002127	19	0 19
11	Intermd Spanish II	SPA202 04	MIT101	M	10:00-10:50AM	3.000	7511002127	17	0 17
11	Gramm/Comp/Conv I	SPA301 03	MIT101	M	12:00-12:50PM	3.000	7511002127	15	0 15
11	Gramm/Comp/Conv I	SPA301 21			12:00-12:00AM		7511002127	0	0
11	Gramm/Comp/Conv II	SPA302 01	MIT207	MW	03:00-04:15PM	3.000	7511002127	12	0 12
11	Language Internship	LAN425 01			12:00-12:00PM	0.333	7511002127	1	0 1
11	Language Internship	LAN525 01			12:00-12:00AM	0.333	7511002127	1	0 1

Total Contract Hours: 12.666

Pct: 105.56

[Return to Search](#)

SHOW CLASS SECTIONS BY DEPARTMENT

Navigation: [Manage Student Records](#) > [Class Information](#) > [WCU Show Class Sect by Dept](#)

myWCU

[Favorites](#)
[Main Menu](#)
[Manage Student Records](#)
[Class Information](#)
[WCU Show Class Sect by Dept](#)

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:

begins with

Academic Organization:

begins with

Search

Clear

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

Class Listing By Dept

2155 2015 Fall FLG Foreign Languages
 Acad Career: Enrolled: (Ex. 25) [Get Classes](#)
 Status: Attributes: (ex. WJ)
 Level Range: (Ex. 100-300)

Personalize Find First 1-164 of 164 Last														
CIS#	EnSt	Course	Title	Topic	Time	Room	Cred	Max	Sch	Wait Cap	Wait Tot	Attr	Faculty	Class Notes
A	O	ARB101 01	Modern Arabic I		MWF 09:00-09:50AM	MIT102	3/3	31	15	0	0		Amer,Mahmoud A	
A	O	ARB101 90	Modern Arabic I		W 04:00-05:00PM	MIT101	3/3	15	11	0	0	K	Amer,Mahmoud A	
A	O	ARB201 01	Modern Arabic III		MWF 11:00-11:50AM	MIT102	3/3	28	7	0	0		Iskandarani,Lana	
A	C	ARB202 01	Modern Arabic IV		12:00-12:00PM		3/3	1	2	0	0	V	Amer,Mahmoud A	Individualized Instruction
A	O	ARB301 01	Adv Modern Standard Arabic I		W 12:00-01:00PM	MIT107	3/3	10	3	0	0	V	Iskandarani,Lana	Individualized Instruction
A	O	CHI101 01	Elementary Chinese I		TR 04:25-05:40PM	AND217	3/3	31	14	0	0		Zhou,Yunong	
A	O	CHI101 21	Elementary Chinese I		12:00-12:00AM		3/3	3		0	0		Zhou,Yunong	Credit By Exam
A	O	CHI102 21	Elementary Chinese II		12:00-12:00AM		3/3	3		0	0		Zhou,Yunong	Credit By Exam
A	O	CHI201 01	Intermediate Chinese I		TR 05:45-07:00PM	AND217	3/3	28	7	0	0		Zhou,Yunong	
A	C	CHI301 01	Advanced Chinese I		TR 12:30-01:45PM	MNH415	3/3	5	6	0	0	V	Zhou,Yunong	Individualized Instruction
A	O	CHI302 21	Advanced Chinese II		12:00-12:00AM		3/3	3		0	0		Zhou,Yunong	Credit By Exam
A	C	EFR350 01	Fren Civ on Film		TR 09:30-10:45AM	MIT203	3/3	33	33	0	0	FFA	Sage,Michel H.	
A	O	EGE409 01	Holocaust Lit/Film		MW 04:25-05:40PM	MNH215	3/3	33	17	0	0	FGER	Moser,Joseph W	
A	O	EIT321 81	Images of Italy		TR 04:25-05:40PM	MIT203	3/3	30	24	0	0	FIT	Master,David A	

SHOW CLASS SECTIONS BY PROFESSOR

Navigation: [Manage Student Records](#) > [Class Information](#) > [WCU Show Class Sections by Professor](#)



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:
 Academic Organization:

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

By searching 2155 (2015 Fall semester) and FLG (Foreign Languages), the following results are found:



[Customize Accessibility](#)
[Home](#)
[Add to My Favorites](#)

[Favorites](#)
[Main Menu](#)
[Manage Student Records](#)
[Class Information](#)
[WCU Show Class Sect by Prof](#)

[Print](#)
[New Window](#)
[Help](#)
[Perso](#)

Class Listing By Professor

Term: 2155 2015 Fall

Academic: FLG

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	Wait Tot	SAP Task CCtr	ConHr	Assign Type
O	A	LIN501	80	Intro Linguistics		M	04:25-07:10PM	MIT203	3/3	8	0	7511002127	3.000	11
O	A	LIN211	01	Lang Communities		TR	02:00-03:15PM	AND219	3/3	24	0	7511002127	3.000	11
O	A	ARB101	01	Modern Arabic I		MWF	09:00-09:50AM	MIT102	3/3	15	0	7511002127	3.000	11
O	A	ARB101	90	Modern Arabic I		W	04:00-05:00PM	MIT101	3/3	11	0	7511002127	3.000	11
C	A	ARB202	01	Modern Arabic IV			12:00-12:00PM		3/3	2	0	7511002127		11
O	A	LAN382	03	Teaching ELLs PK-12		MWF	02:00-02:50PM	MNH215	3/3	14	0	7511002127	1.500	11
C	A	ENG382	03	Teaching ELLs PK-12		MWF	02:00-02:50PM	MNH215	3/3	15	0	7511002124	1.500	11
Total Contract Hours:														15.000

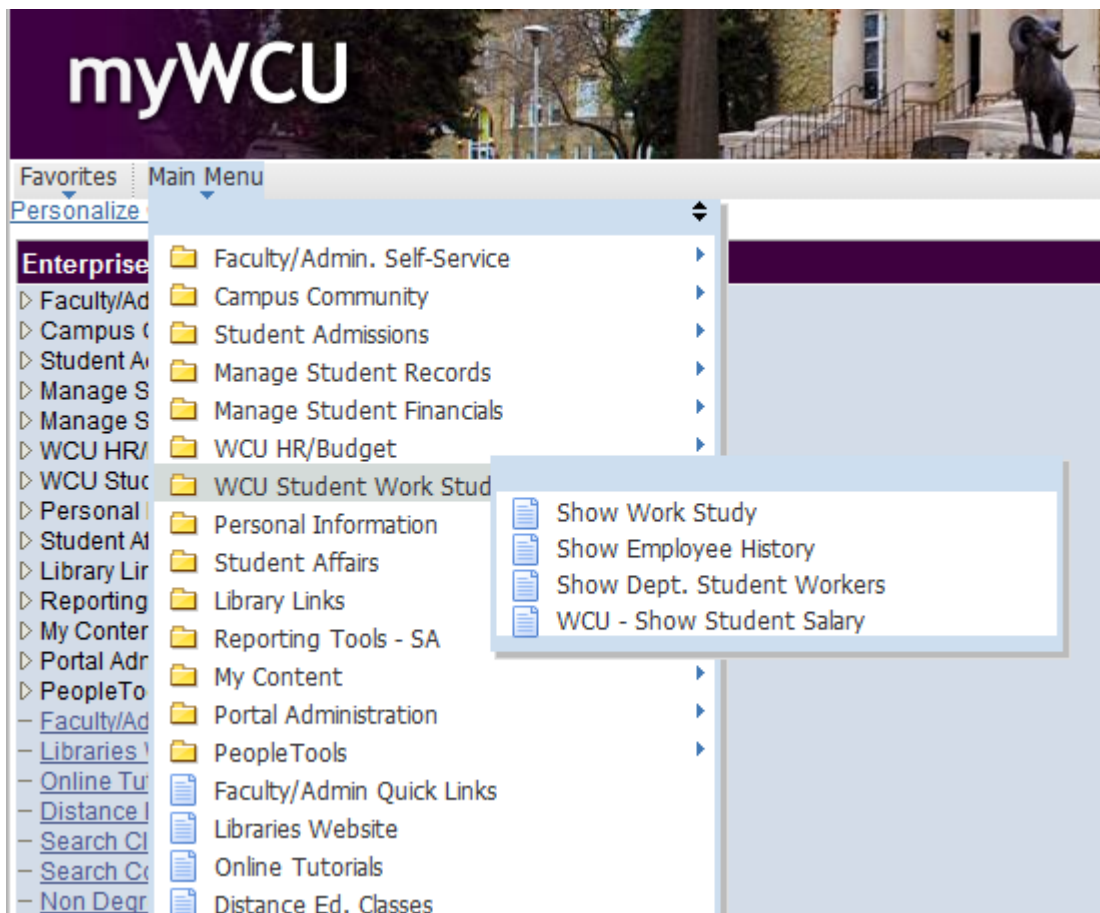
Name:

Empl ID:

Enr Stat	Class Stat	Course	Class Section	Title	Topic	Day (s)	Meeting Times	Room	Cred	Sch	Wait Tot	SAP Task CCtr	ConHr	Assign Type
O	A	RUS101	90	Elem Russian I		MWF	09:00-09:50AM	MIT202	3/3	10	0	7511002127	3.000	11
O	A	RUS201	01	Intermd Russian I		MWF	10:00-10:50AM	MIT107	3/3	10	0	7511002127	3.000	11
O	A	RUS411	01	Seminar in Russian		TR	08:00-09:15AM	MIT101	3/3	2	0	7511002127		11
O	A	RUS301	01	Adv Gram & Comp I		MWF	12:00-12:50PM	MIT207	3/3	9	0	7511002127	3.000	11
C	A	RUS407	01	Ad Oral Russian I		MWF	01:00-01:50PM	MIT207	3/3	6	0	7511002127		11
O	A	RUS103	01	Intens Elem Rus I		MWF	11:00-11:50AM	MIT207	6/6	11	0	7511002127	3.000	11
Total Contract Hours:														12.000

Navigation: WCU Student Work Study > Show Work Study

*You must have appropriate WCU Student Work Study access to view this information.





Show Work Study

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"/>
Term:	begins with ▼	<input type="text"/>
Aid Year:	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"/>

☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

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

Term is a 4 digit number:

The first digit represents the millennium year 2000 (=2)

The second and third digits represents the calendar year (2015 = 15)

The fourth digit represents the Semester

- Spring semester is always 1
- Summer sessions are 2, 3, or 4
- Fall semester is always 5
- Winter session is 6

For example: 2155 = Fall 2015, 2161 = Spring 2016

Show Work Study

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"/>
Term:	begins with ▼	<input type="text"/>
Aid Year:	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"/>

☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All										First 1 1-11 of 11 Last	
ID	Name	Gender	Date of Birth	National ID	National ID Country	NID	Short Description	Last Name	First Name	Term	Aid Year
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2155	2016
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2153	2016
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2151	2015
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2145	2015
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2143	2015
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2141	2014
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2135	2014
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2133	2014
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2131	2013
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2125	2013
[icon]	Caroline E.	Female	03/06	*****	USA	SSN		[icon]	CAROLINE	2123	2013

SHOW DEPARTMENT STUDENT WORKERS

Navigation: WCU Student Work Study > Show Dept. Student Workers



Show Dept. Student Workers

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

Find an Existing Value

Search Criteria

SAP Cost Center: begins with

Term: begins with

Description: begins with

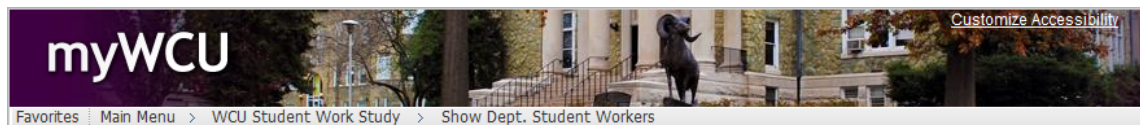
☐ Case Sensitive

Enter the 10 digit SAP Cost Center and the Term, and then click Search

Search

Clear

[Basic Search](#)



Department Student Workers

Student Employees for a Department

Department: 7511055015

Academic Computing Center

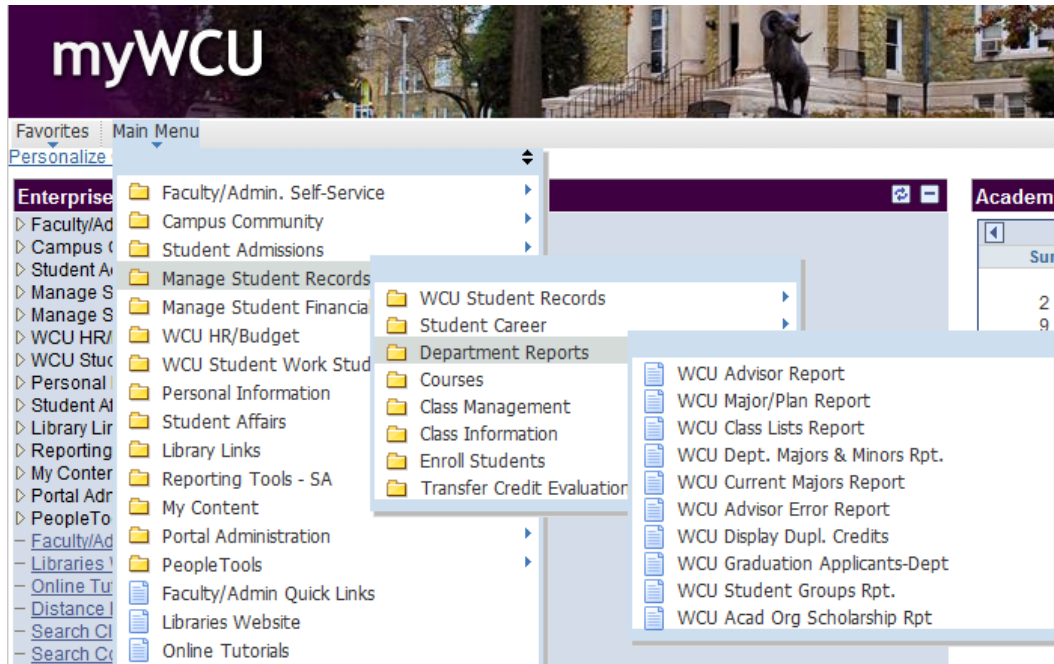
Term: 2155

Empl ID	Name	Empl Stat	Rate	I9 Date	W4 Date	Max Ses	Contr Hrs	Contr Recd	Item Type
961004000001	,Matthew C.	Active	7.75	11/04/2014	11/04/2014			Y	904001000001
961004000001	,Danielle M.	Active	9.00	02/20/2014	02/20/2014				961004000001
961004000001	,Bridgette T.	Active	8.50	08/24/2015	08/24/2015				961004000001
961004000001	,Caroline E.	Active	10.00	05/07/2012	05/07/2012				961004000001
961004000001	,Caroline A.	Active	8.50	08/21/2015	08/21/2015				961004000001
961004000001	,Alyssa M.	Active	9.00	02/19/2014	02/19/2014				961004000001
Empl ID	Name	Empl Stat	Rate	I9 Date	W4 Date	Max Ses	Contr Hrs	Contr Recd	Item Type
961004000001	,Shane D.	Active	7.75	04/22/2014	04/22/2014				961004000001

REPORTS

WCU ADVISOR REPORT

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



If you have never run a report that requires a run control id, then you should select “Add a New Value”

A screenshot of the 'WCU Advisor List' search page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Manage Student Records > Department Reports > WCU Advisor Report'. Below this, the title 'WCU Advisor List' is followed by the 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 'Search by:' dropdown set to 'Run Control ID begins with' and an adjacent text input field. There is an unchecked checkbox for 'Case Sensitive'. At the bottom of the search criteria section are two buttons: 'Search' and 'Advanced Search'. At the very bottom of the page, there is a link: 'Find an Existing Value | Add a New Value'.

WCU Advisor List

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID:

Enter your own Run Control ID (you can use your first initial last name OR choose something associated with the report).

Click ADD

IMPORTANT! After you have selected your run control ID, you simply enter it for any future reports, rather than selecting a new value.

myWCU

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

WCU Advising List

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

Advisor List

Career: Undergraduate

Department: Psychology

Term: 2151

Advisor Role: Advisor

Enter your search criteria:

1. Use the drop down menus to make your selections.
2. Use the magnifying glass, if necessary.

Click the Run button.

Select the check box for the option you desire:

myWCU

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

Process Scheduler Request

User ID: DLAVERTY Run Control ID: DLAVERTY

Server Name: Run Date: 10/08/2015
 Recurrence: Run Time: 1:04:38PM
 Time Zone: Reset to Current Date/Time

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

OK Cancel

1. Select "Email" as the Type

2. Select PDF format.

3. Click OK

Change Format to "CSV" ONLY if you select the Name, ID Format report.

myWCU

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

WCU Advising List

Run Control ID: DLAVERTY Report Manager Process Monitor Run

Advisor List

Career: Undergraduate
 Department: Psychology
 Term: 2151
 Advisor Role: Advisor

Save Return to Search Previous in List Next in List Notify Add Update/Display

You will be returned to the previous page.

Click the Process Monitor link.

Click the Refresh button to show any updates. When the Run Status is “Success” check your email for the output.

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

Process List | Server List

View Process Request For

User ID: DLAVERTY | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2475976		SQR Report	WCUNOADV	DLAVERTY	10/08/2015 1:04:38PM EDT	Success	N/A	Details
<input type="checkbox"/>	2475975		SQR Report	WCUADVIS	DLAVERTY	10/08/2015 1:04:38PM EDT	Success	N/A	Details
<input type="checkbox"/>	2475972		SQR Report	WCUCLST2	DLAVERTY	10/08/2015 12:59:59PM EDT	Success	Posted	Details

[Go back to WCU Advisor List](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

The report will be sent from WCU – Communication:

All Unread

FROM	SUBJECT
Date: Today	
WCU - Communication	Output from WCUADVIS (#2475975)
WCU - Communication	Output from WCUNOADV (#2475976)
sgould@qualitylogoproducts.c...	Your Sample Aries Pen has Shipped! 10/8/15 (qualitylogoproducts)
Szonntag, Julianna	RE: Introduction to Contribute
Hook, Rebecca (President's Offi...	Retirement celebration
Scott Sherman	2015-2016 Goal Setting Tasks to Complete
Date: Yesterday	
West Chester University Spam ...	Spam Quarantine Summary - (23)
Bob Gentile	RE: Nice
Human Resources	Watch for your portal access...

Click the file to read or print the report:

Thu 10/8/2015 1:06 PM

WCU - Communication

Output from WCUADVIS (#2475975)

To: Lavery, Darlene

Archive 10/7/2016

Message [WCUADVIS_2475975_2.PDF \(65 KB\)](#)

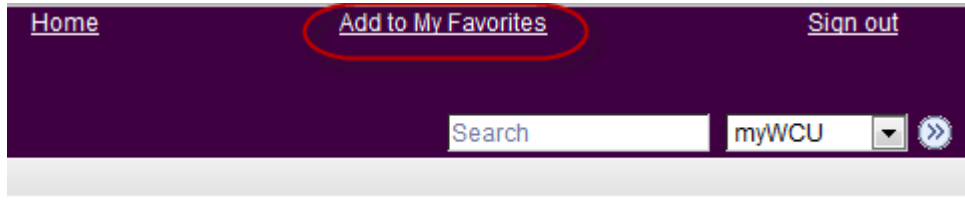
Message from Process Scheduler running on system WCUPSSAPROCP01, using database SPRD:

SETTING PS FAVORITES

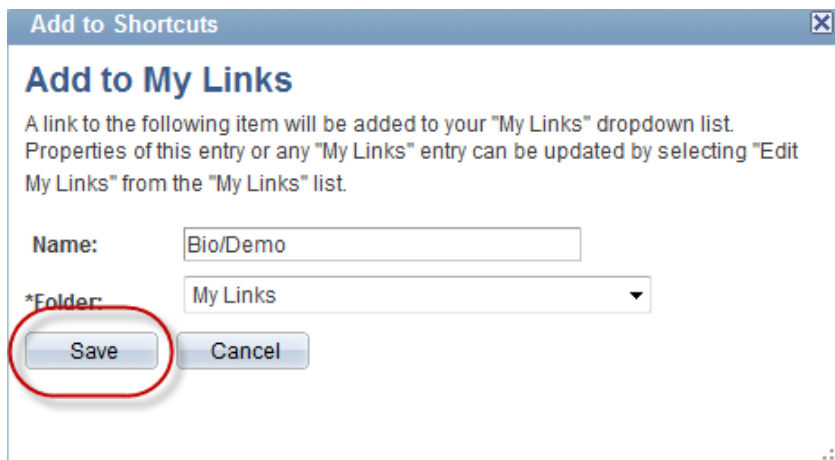
PeopleSoft allows you to set Favorites so that you do not need to remember the navigation every time you want to access a page.

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.



IMPORTANT PEOPLESOFT 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)
- Plan = Academic Major (e.g. A196 Undeclared)
- Program = Combination of Career and School or College (e.g. UBUSP)
- Term = 4 digits (e.g. 2155 = Fall 2015, 2161 = Spring 2016)
- EmplID = WCU ID w/ a leading zero (7 digits)
- Include History = Always check this box to get the full history
- Hide the URL bar by hitting the F11 key on your keyboard
- Hide your navigation menu by clicking on the “-” key
- Set your PS Favorites to minimize navigation
- 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: