



# Introduction to PeopleSoft Faculty myWCU Navigation

Faculty/Admin. Self-Service

Faculty Center	5
Class Roster	6
Email Students from Class Roster	7
View Advisees	9
View Student Details	10
Scheduling Flag	11
Class Permissions	12
Recording Grades	14

Student Services Center

Access and Search	16
Student Center Page	17
Class Schedule	18
Course History	19

Additional Links and Searches

Advisor Comments	20
Student Advisor	22
Instructor Work Schedule	23

Setting PS Favorites

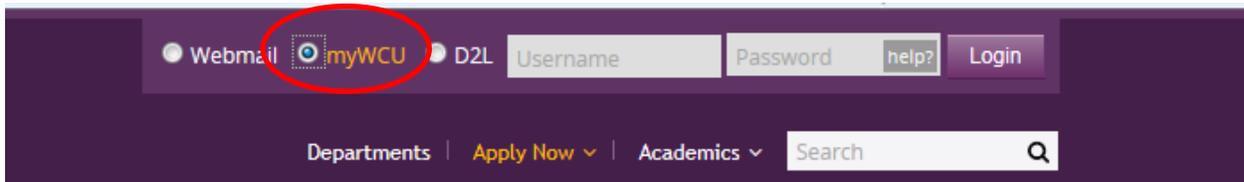
“Bookmark” frequently used pages	25
----------------------------------	----

myWCU Navigation

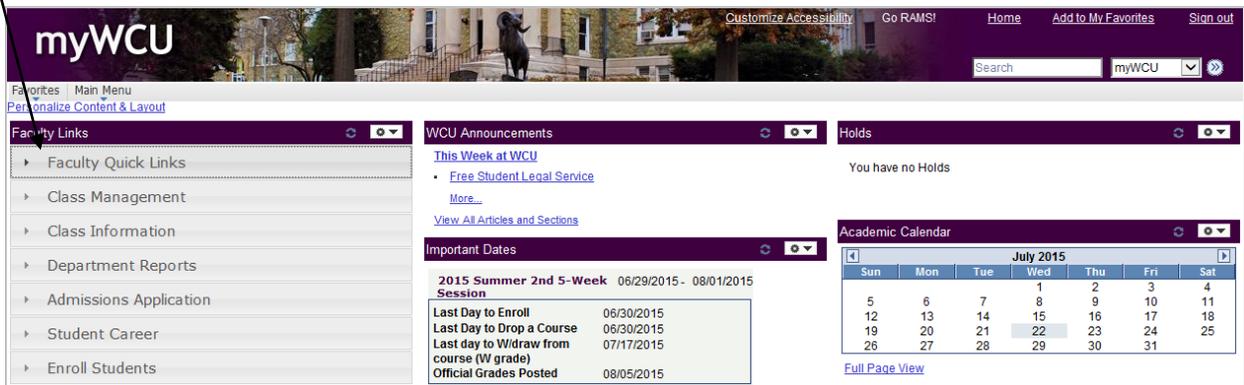
Important PS Tips	27
-------------------	----

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

Select the myWCU button 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



Click on the accordion menu to expand transactions.



myWCU [Customize Access](#)

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

**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
  - WCU Math Advising
  - Grad Certification-Approval
- Class Management

**WCU Announcements**

[This Week at WCU](#)

- [Free Student Legal Service](#)
- [More...](#)
- [View All Articles and Sections](#)

**Important Dates**

**2015 Summer 2nd 5-Week Session** 06/29/2015 - 08/01/2015

Last Day to Enroll	06/30/2015
Last Day to Drop a Course	06/30/2015
Last day to W/draw from course (W grade)	07/17/2015
Official Grades Posted	08/05/2015

**2015 Summer Post Session** 08/03/2015 - 08/21/2015

Last Day to Enroll	08/03/2015
Last Day to Drop a Course	08/03/2015
Last day to W/draw from course (W grade)	08/13/2015
Official Grades Posted	08/26/2015
Graduation Date	08/22/2015

The myWCU logo is also the Home link

myWCU

Favorites | [Main Menu](#)  
[Personalize](#)

**Faculty Li**

- Faculty/Adm. Self-Serv
- Campus Commun
- Manage Student Records
- WCU Inventory System
- Personal Information
- Student Affairs
- Library Links
- My Content
- Portal Administration
- 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
- FAQs for myWCU
- WCU Homepage

**Academic**

Sun

2			
9			
16			
23			
30			

Full Page

Sat

1			
8			
15			
22			
29			

You can also navigate by using the drop down menu:  
 Click on Main Menu -> click on the Folder or Transaction Name

**Faculty Center:**

**myWCU**

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

Faculty Center | my schedule | Advisor Center | class roster | Search | grade roster

**Faculty Center**

**My Schedule**

2015 Spring | West Chester University [change term](#)

**Other Links**

- [Display All](#)
- [WCU Advisor Scheduling Flag](#)
- [View Data for Other Students](#)
- [View Personal Data Summary](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

**My Teaching Schedule > 2015 Spring > West Chester University**

	Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
	<a href="#">GEO 310-01 (7487)</a>	Population Geography (Lecture)	32	TuTh 2:00PM - 3:15PM	Anderson	219	Jan 20, 2015- May 4, 2015
	<a href="#">GEO 424-01 (7503)</a>	GIS Applications (Lecture)	21	TuTh 11:00AM - 12:15PM	Ruby Jones	006	Jan 20, 2015- May 4, 2015
	<a href="#">GEO 425-03 (7567)</a>	GIS: Business Apps (Lecture)	24	TuTh 12:30PM - 1:45PM	Anderson	219	Jan 20, 2015- May 4, 2015
	<a href="#">GEO 600-01 (7509)</a>	Indep Research (Lecture)	2	TBA			Jan 20, 2015- May 4, 2015
	<a href="#">GEO 610-01 (12252)</a>	Thesis (Lecture)	1	TBA			Jan 20, 2015- May 4, 2015
	<a href="#">GEO 610-02 (7513)</a>	Thesis (Lecture)	1	TBA			Jan 20, 2015- May 4, 2015
	<a href="#">GEO 615-01 (11817)</a>	Internship Plannin (Lecture)	1	TBA			Jan 20, 2015- May 4, 2015
	<a href="#">GEO 615-02 (11818)</a>	Internship Plannin (Lecture)	1	TBA			Jan 20, 2015- May 4, 2015

[View Weekly Teaching Schedule](#)

Faculty Center | Advisor Center | Search | My Schedule | [Class Roster](#) | [Grade Roster](#)

Click here to change the term

Easy access links

Click this icon to access a grade roster

Click this icon to access a class roster

## Class Roster

You can view your roster by clicking the Class Roster icon on the Faculty Center page:  Class Roster



Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

### Class Roster

2015 Fall | Regular Academic Session | West Chester University | Undergraduate

▼ **GEO 325 - 01 (4646)** [change class](#)

Intro Business GIS (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Anderson Hall 220	Matin Katirai	08/24/2015 - 12/07/2015

\*Enrollment Status

Enrollment Capacity 20      Enrolled 20

Download the Roster to Excel

Enrolled Students								Find   	First	1-20 of 20	Last
Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Clearances Expire On:				
<input type="checkbox"/>	0796109	<a href="#">Bubba, Sarah E.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Geography: Environmental/Business Geography MINOR	Senior					
<input type="checkbox"/>	0803258	<a href="#">Casta, Britany L.</a>	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore					
<input type="checkbox"/>	0796106	<a href="#">Droogen, Chelsea E.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior					
<input type="checkbox"/>	0798771	<a href="#">Figueroa, Andrew L.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior					
<input type="checkbox"/>	0793330	<a href="#">Garnier, Rebecca A.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior					
<input type="checkbox"/>	0811148	<a href="#">Harachi, Nicholas E.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Polit Sci : Int'l Relations BA	Junior					
<input type="checkbox"/>	0793196	<a href="#">Kutowski, Zachary S.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Management BS	Junior					
<input type="checkbox"/>	0796885	<a href="#">Larkin, David J.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior					
<input type="checkbox"/>	0790714	<a href="#">Larsen, Trevor E.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS/Philosophy MINOR	Senior					
<input type="checkbox"/>	0790469	<a href="#">Mahan, Justin</a>	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior					
<input type="checkbox"/>	0797167	<a href="#">Minner, Kelsea W.</a>	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior					

## Emailing Students from the Class Roster:

Enrolled Students								Find	First	1-20 of 20	Last
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Clearances Expire On:			
1	<input type="checkbox"/>	0790189	Bubba, Sarah E.	Graded	3.00	UGRD Bus. & Public Affairs - Geography: Environmental/Business Geography MINOR	Senior				
2	<input type="checkbox"/>	0800258	Coats, Brittany L.	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore				
3	<input type="checkbox"/>	0790196	Crossen, Chelsea E.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior				
4	<input type="checkbox"/>	0790771	Faloutsos, Andrew L.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior				
5	<input type="checkbox"/>	0790390	Gormley, Rebecca A.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior				
6	<input checked="" type="checkbox"/>	0811148	Herschel, Nicholas E.	Graded	3.00	UGRD Bus. & Public Affairs - Polit Sci : Int'l Relations BA	Junior				
7	<input type="checkbox"/>	0790196	Kaslovec, Zachary E.	Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Management BS	Junior				
8	<input type="checkbox"/>	0790485	Leonia, David J.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior				
9	<input type="checkbox"/>	0790756	Levenson, Tristan E.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS/Philosophy MINOR	Senior				
10	<input checked="" type="checkbox"/>	0790400	Mahan, Jador	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior				
11	<input type="checkbox"/>	0790147	Werner, Alexa M.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior				
12	<input type="checkbox"/>	0790796	Martinez, Tyler E.	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore				
13	<input type="checkbox"/>	0804717	Murphy, John E.	Graded	3.00	UGRD Arts and Sciences - Liberal Studies: Profession BS/Business Geography MINOR/Info. Tech. MINOR	Sophomore				
14	<input type="checkbox"/>	0790982	Raufield, Ryan E.	Graded	3.00	UGRD Bus. & Public Affairs - Marketing BS	Senior				
15	<input checked="" type="checkbox"/>	0804440	Rodriguez, Josiah, Jose J.	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore				
16	<input type="checkbox"/>	0790010	Schubert, Alexander E.	Graded	3.00	UGRD Bus. & Public Affairs - Finance BS	Senior				
17	<input type="checkbox"/>	0790134	Saylor, Sean E.	Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Marketing BS	Junior				
18	<input type="checkbox"/>	0790482	Watson, Chadwick E.	Graded	3.00	UGRD Arts and Sciences - Liberal Studies: Profession BS/International Business MINOR/Professional Education MINOR	Senior				
19	<input type="checkbox"/>	0790289	Wintona, Cathleen M.	Graded	3.00	UGRD Bus. & Public Affairs - Geography:Urban/Regional Pl BA/Elementary Education MINOR	Senior	08/02/2014			
20	<input type="checkbox"/>	0790104	Wright, Jaime L.	Graded	3.00	UGRD Bus. & Public Affairs - Marketing BS/Info. Tech. MINOR	Senior				

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

↑  
‘Notify Selected Students’ check box.

To email students from your class roster, check the box in the notify column next to the student’s name, then click the “Notify Selected Students” button to send an email to the students you select. You can also click the ‘Notify All Students’ button to email all students in the class.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

## Class Roster

### Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Matin Katirai

**From:** [REDACTED]@wcupa.edu

**To:** [REDACTED]@wcupa.edu

**CC:**

**BCC:** [REDACTED]@wcupa.edu, [REDACTED]@wcupa.edu, [REDACTED]@wcupa.edu

---

**Subject:** <From the desk of Matin Katirai>

**Message Text:**

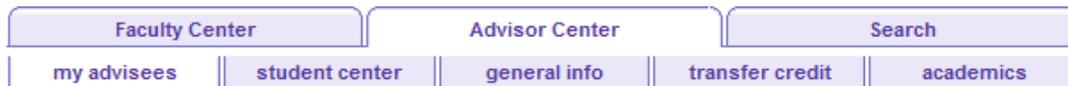
[Return to Class Roster](#)

The note is sent from faculty member's email account and to the faculty member's email account. Students receive the email as a BCC (blind carbon copy) so their information remains confidential.

## View Advisees:

You can view your Advisees from the Advisor Center tab on the Faculty Center page:

- “View Student Details” link will take you to the Student Center page for the student you select. You may request a Degree Progress Report from the Student Center page.
- “View Data for Other Students” button at the bottom of the page allows you to view information for students who are not one of your Advisees or on your Class Roster.



### My Advisees

Find				
	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	<a href="#">Neumilova, Irina A.</a>	0802404	<a href="#">View Student Details</a>
2	<input type="checkbox"/>	<a href="#">Azoff, Alexis C.</a>	0740483	<a href="#">View Student Details</a>
3	<input type="checkbox"/>	<a href="#">Bavarian, Paulah</a>	0733000	<a href="#">View Student Details</a>
4	<input type="checkbox"/>	<a href="#">Berman, Michael T.</a>	0730435	<a href="#">View Student Details</a>
5	<input type="checkbox"/>	<a href="#">Bersohn, Elizabeth</a>	0800879	<a href="#">View Student Details</a>
6	<input type="checkbox"/>	<a href="#">Blyden, Christian J.</a>	0730345	<a href="#">View Student Details</a>
7	<input type="checkbox"/>	<a href="#">Bradley, Kaitlin M.</a>	0800980	<a href="#">View Student Details</a>
8	<input type="checkbox"/>	<a href="#">Brewer, Jeffrey G.</a>	0740330	<a href="#">View Student Details</a>
9	<input type="checkbox"/>	<a href="#">Brooks, Matthew B.</a>	0737304	<a href="#">View Student Details</a>
10	<input type="checkbox"/>	<a href="#">Carril, Lisa M.</a>	0740444	<a href="#">View Student Details</a>
11	<input type="checkbox"/>	<a href="#">Clark, Emily B.</a>	0730483	<a href="#">View Student Details</a>
12	<input type="checkbox"/>	<a href="#">Crosby, Anna B.</a>	0670487	<a href="#">View Student Details</a>
13	<input type="checkbox"/>	<a href="#">Dallo, Louis G.</a>	0780026	<a href="#">View Student Details</a>

notify selected advisees

notify all advisees

[VIEW DATA FOR OTHER STUDENTS](#)

Email Advisees by following the same procedure as emailing students on your class roster.

## View Student Details (Student Center Page):

When you click on the link “View Student Details” for one of your advisees you will automatically be directed to the Student Center page for that particular student.

Faculty Center	Advisor Center	Search
my advisees	student center	general info
	transfer credit	academics

### Advisee Student Center

\*Change Advisee

Use the green Change button to select a different advisee.

**Academics**

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

Deadlines URL Gradebook

**This Week's Schedule**

	Class	Schedule
	BIO 310-21 LEC (2033)	MoTuWeTh 8:30AM - 10:25AM Anderson Hall 017
	BIO 310-51 LAB (2034)	MoTuWeTh 10:30AM - 12:00PM Anderson Hall 017

[weekly schedule](#)

**Personal Information**

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

**Contact Information**

<b>Home</b> Lancaster, PA 17601 36	<b>Billing Address</b> Withheld
<b>Home Phone</b> 717/666-	<b>Campus Email</b> @wcupa.edu

**Holds**

Do not send bill.  
Do not cancel Summer1 classes.  
Do not cancel Spring classes.  
Do not cancel Fall classes.

[details](#)

**Enrollment Dates**

[Open Enrollment Dates](#)

**Advisor**

**Program Advisor**  
One Pagan

[details](#)

Quick links for getting additional info on the student:

- Degree Progress Report
- Unofficial Transcript
- Transfer Credit Report
- Grades
- Class Schedule, etc.

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

To exit the Student Center and return to the Faculty Center, click the Faculty Center tab at the top of the page.

## Advisor Scheduling Flag:

After reviewing and approving the student's schedule, click the "Allow Scheduling" box to permit the student to schedule classes.



Remove All     Select All

Advisee List		Find	First	1-63 of 63	Last
T199	UGRDTUART English TCHGCERT	<input checked="" type="checkbox"/>	Allow Scheduling	<a href="#">Advisee Schedule</a>	
Term: 2015 Fall    Appointment Begins: MARCH 15, 2015 - 04:00 PM					
T182	GRAD TGART English TCHGCERT	<input type="checkbox"/>	Allow Scheduling	<a href="#">Advisee Schedule</a>	
Term: 2015 Fall    Appointment Begins: MARCH 10, 2015 - 08:00 AM					
E146	GRAD TGART Secondary Education MED	<input type="checkbox"/>	Allow Scheduling	<a href="#">Advisee Schedule</a>	
Term: 2015 Fall    Appointment Begins: MARCH 10, 2015 - 08:00 AM					

## Class Permissions:

Navigation: Manage Student Records - > Class Management - > Create Class Permissions

The screenshot shows the myWCU navigation menu. The 'Class Management' folder is expanded, and the 'Create Class Permissions' option is circled in red. An 'Academic Calendar' for July 2015 is visible in the background.

July 2015				
Sun	Mon	Tue	Wed	Thu
			1	2
		7	8	9
		14	15	16
		21	22	23
		28	29	30

The screenshot shows the 'Class Permissions' search page. The breadcrumb trail is 'Manage Student Records > Class Management > Create Class Permissions'. The search criteria are filled out as follows:

- Academic Institution: WCUPA
- Term: 2155
- Subject Area: CRJ
- Catalog Nbr: begins with 110
- Academic Career: [blank]
- Campus: begins with [blank]
- Description: begins with [blank]
- Course ID: begins with [blank]
- Course Offering Nbr: = [blank]
- Academic Organization: begins with [blank]

The 'Search' button is circled in red. Other buttons include 'Clear', 'Basic Search', and 'Save Search Criteria'.

Enter information for the class in which you would like to enter permissions and click the Search button.

The Permissions page has two tabs: Permission to Add / Permission to Drop



Under the General Info tab, enter the student's ID number and press the Tab key. Set the expiration date. The system automatically sets the expiration date as the last day of the drop / add period. Administrators can decide to move the date ahead.



Course ID: 031570 Course Offering Nbr: 1  
Academic Institution: West Chester University  
Term: 2015 Fall Undergrad  
Subject Area: CRJ Criminal Justice  
Catalog Nbr: 110 Intro Crim Justice

Class Section Data  
Session: 1 Regular Academic Session Class Nbr: 4336 Class Status: Active  
Class Section: 01 Campus: MAIN Class Type: Enrollment Section  
Component: Lecture Instructor: ZSTAF CBA,ZSTAF CBA

Student Specific Permissions

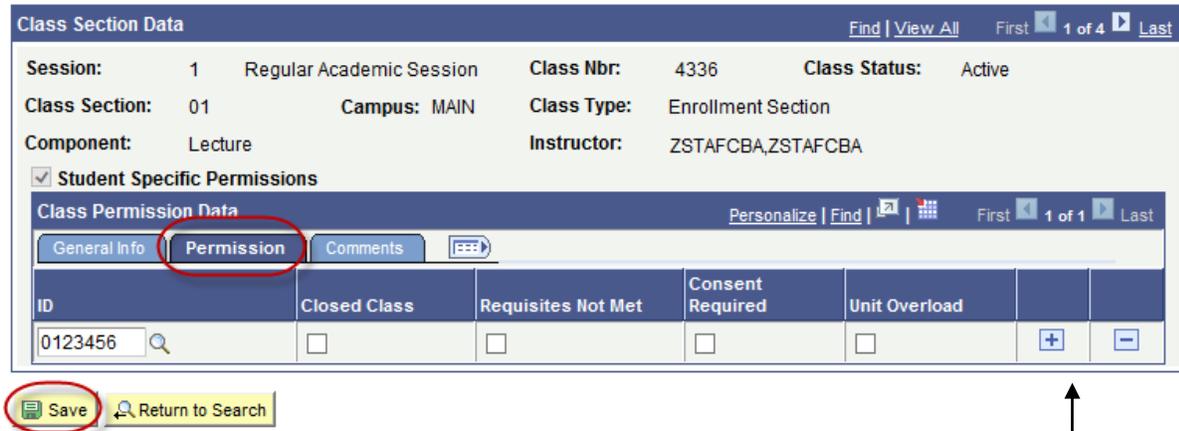
Class Permission Data  
General Info | Permission | Comments

ID	Name	Issued By	Creation Date	Last Updated By	Last Upd Date	Status	Permission Use Date	Expiration Date
0123456			07/23/2015		07/23/2015	Not Used		08/31/2015

Save Return to Search

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

Click the Permissions tab. Select the type of permission being provided and click SAVE



Class Section Data  
Session: 1 Regular Academic Session Class Nbr: 4336 Class Status: Active  
Class Section: 01 Campus: MAIN Class Type: Enrollment Section  
Component: Lecture Instructor: ZSTAF CBA,ZSTAF CBA

Student Specific Permissions

Class Permission Data  
General Info | **Permission** | Comments

ID	Closed Class	Requisites Not Met	Consent Required	Unit Overload		
0123456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Save Return to Search

To enter additional permissions, click the plus (+) sign. Click the minus (-) sign to delete the row.

## Recording Grades:

Enter your grades and “Save, Approve, Save”

- Enter your grades
- “Save” the grade roster in “Not Reviewed” status
- Change status to “Approved”
- “Save”!

Spring | Regular Academic Session | West Chester University | Undergraduate

▼ **ENG 400 - 81 (1989)** change class

RESEARCH SEMINAR (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TuTh 2:00PM-3:15PM	Recitation Hall 305	Cheryl Wanko	01/28/2015 - 05/10/2015	18th-cent crime & punishment

**Display Options:**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed ▼ save

Student Grade		Transcript Note						
ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level		
1	Bell, Jenna A.	A ▼		GRD	UGRD Arts and Sciences - English BA: Writings	Senior		
2	Brown, Jacqueline D.	C ▼		GRD	UGRD Arts and Sciences - English BSED: Literature	Senior		
3	Dunbar, Michelle L.	▼		GRD	UGRD Arts and Sciences - English BA: Literature/Dance (Performance) MINOR	Senior		
4	Gustafson, Sean R.	A A- B B+ B- C C+ C- D D+ D- F IP NG Z		GRD	UGRD Arts and Sciences - English BA: Literature	Senior		
5	Harris, Lisa Monique J.			GRD	UGRD Arts and Sciences - English BA: Literature	Senior		
6	Karenita, Tristan J.			GRD	UGRD Arts and Sciences - English BA: Literature	Senior		
7	Linnell, Kaitlin E.			GRD	UGRD Arts and Sciences - English BSED: Literature	Senior		
8	McCullough, Kathleen A.		W	ADM	UGRD Arts and Sciences - English BA: Writings	Senior		
9	Roberts, Daniel P.			GRD	UGRD Arts and Sciences - English BA: Writings	Senior		
10	Rogers, Cheryl L.			GRD	UGRD Arts and Sciences - English BSED: Literature	Senior		
11	Rossell, Gabrielle R.			GRD	UGRD Arts and Sciences - English BA: Writings/Journalism MINOR	Senior		
12	Roth, Victoria B.			GRD	UGRD Arts and Sciences - English BA: Writings	Senior		
13	Sedler, Amy B.			GRD	UGRD Arts and Sciences - English BSED: Literature	Senior		

You must select a grade from the drop down menu; you cannot type in a grade

After you have selected a grade for all students on your roster:



The screenshot shows two panels. The left panel, titled "Display Options:", contains a dropdown menu for "\*Grade Roster Type" set to "Final Grade" and a checkbox for "Display Unassigned Roster Grade Only" which is unchecked. The right panel, titled "Grade Roster Action:", contains a dropdown menu for "\*Approval Status" set to "Not Reviewed" and a green "save" button. A red circle highlights the "save" button.

1. **“Save”** the grade roster in “Not Reviewed” status.



The screenshot shows the same two panels as above. In the right panel, the "\*Approval Status" dropdown menu is open, showing "Approved" selected and "Not Reviewed" below it. A red circle highlights the "save" button.

2. Using the drop down menu, change status to **“Approved”**

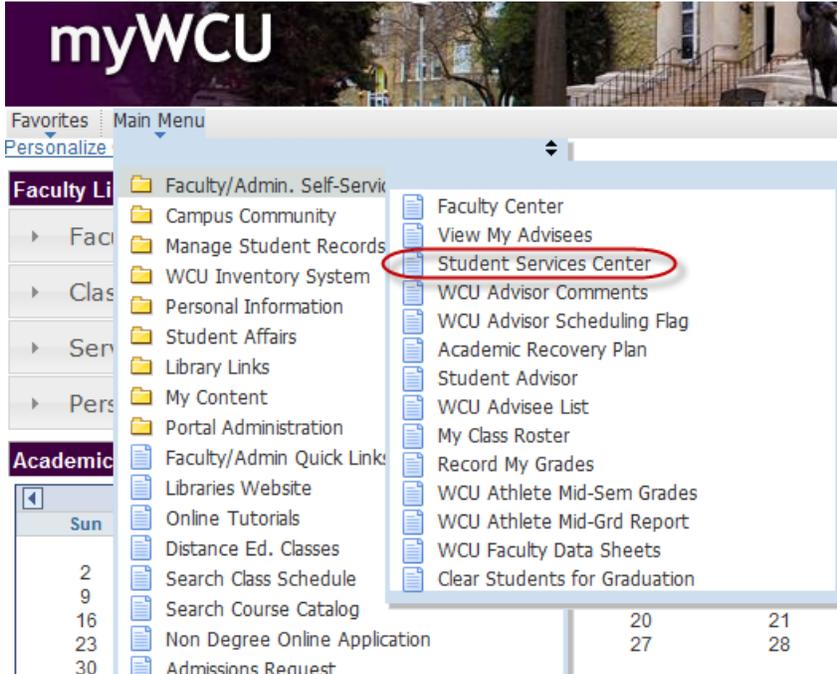


The screenshot shows the same two panels as above. In the right panel, the "\*Approval Status" dropdown menu is closed and set to "Approved". A red circle highlights the "save" button.

3. **“Save”** the grade roster in “Approved” status.

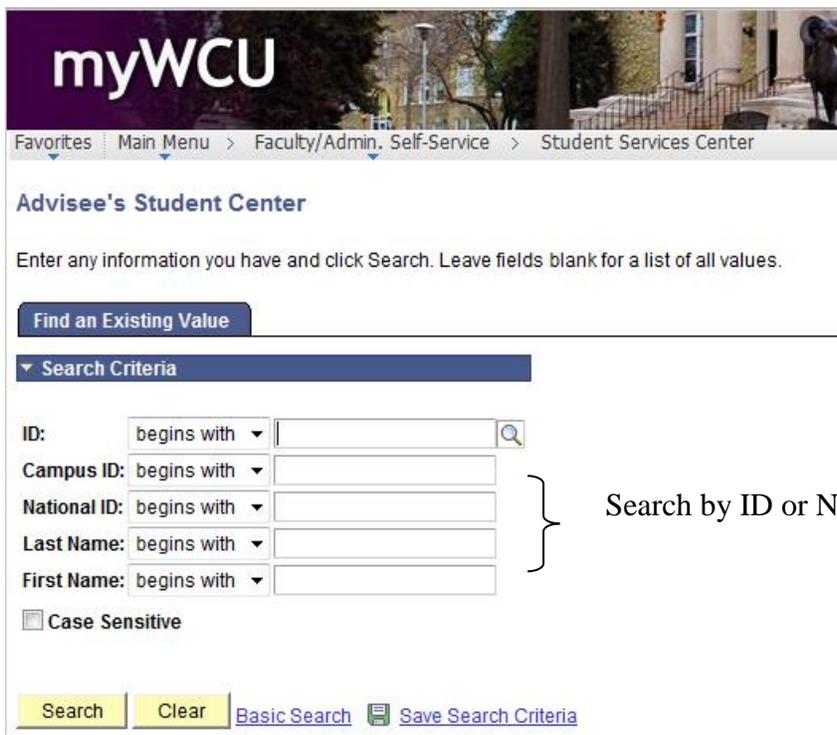
**You will receive a confirmation email upon successful submission of each grade roster.**

## Student Services Center:



The screenshot shows the myWCU website's navigation menu. The 'Student Services Center' option is circled in red. Below the menu, a calendar for the month of June is visible, showing dates from Sunday to Saturday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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 screenshot shows the 'Advisee's Student Center' search interface. It includes a search criteria section with fields for ID, Campus ID, National ID, Last Name, and First Name, each with a 'begins with' dropdown and a search button. A 'Case Sensitive' checkbox is also present. Below the search fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A bracket on the right side of the search fields is labeled 'Search by ID or Name'.

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

Campus ID = SAP id

National ID = Social Security number



## 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 Summer 2nd 5-Week Session	Undergraduate	West Chester University
<input type="radio"/> 2015 Summer Post Session	Undergraduate	West Chester University
<input checked="" type="radio"/> 2015 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

2015 Fall | Undergraduate | West Chester University [change term](#)

[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	<a href="#">82</a>	Lecture	Th 8:00PM - 10:00PM	Recitation Hall 213	ZSTAFCED ZSTAFCED	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	<a href="#">80</a>	Lecture	Th 4:25PM - 7:10PM	Mitchell Hall 102	William Corbitt	08/24/2015 - 12/07/2015

## Course History:

### Credit Summary Box:

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

**Advisee Course History**

---

Credit Summary								
UGRD	Admitted	Holds	CumGPA	TranCr	<b>CumCr + UngCr - (Remed + DupCr) = AdjCr</b>			
UGRD	2125		3.755	84.00	190.00	11.00	0.00	201.000

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by ▼

Then by ▼

sort

You can sort the results:

---

✔ Taken    
 ← Transferred    
 ◆ In Progress

Course	Description	Term	Grade	Units	Status	Repeat Code	Attributes
PSC 340	<a href="#">Lat Am Cult/Polit</a>	2015 Spring	A	3.00	✔		(F)Foreign Language Culture Cluster
SPA 331	<a href="#">Spanish-American Narrative</a>	2015 Spring	B+	3.00	✔		
EDS 306	<a href="#">Tchg Prin/Fld Exp</a>	2015 Spring	A	3.00	✔		(W)Writing Emphasis
SPA 365	<a href="#">Spanish Phonetics</a>	2015 Spring	A-	3.00	✔		
EDM 349	<a href="#">Tech Tools Teaching/Learning</a>	2015 Spring	A	1.00	✔		
SPA 330	<a href="#">Spanish Narrative</a>	2015 Fall		3.00	◆		
LAN 401	<a href="#">Tch Mod Langs K-12</a>	2015 Fall		3.00	◆		
EDA 303	<a href="#">Spec Ed: Processes/Procedures</a>	2015 Fall		2.00	◆		
SPA 444	<a href="#">Proficiency Devel.</a>	2015 Fall		3.00	◆		
SPK 208	<a href="#">Public Speaking</a>	2014 Summer 2nd 5-Week Session	B+	3.00	✔		

## Advisor Comments:

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

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

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

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

To insert a new comment, select "Add a New Value".

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

Sequence Number: =

Last Name: begins with

First Name: begins with

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

## WCU Advisor Comments

[Find an Existing Value](#)

[Add a New Value](#)

ID:

0123456



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

Sequence Number:

0



Ignore the Sequence Number field.

Add

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

## WCU Advisor Comment

ID:



Comment DateTime:

07/23/2015 8:32:37AM

\*Administrative Function:

GEN

General

\*Academic Institution:

West Chester University



\*Comment Category:

ADVIS

### Comment Data

Comment ID:

Comment Date:

07/23/2015

Comments

Enter your comments here, then click the Save button.



Type your comments and click the "Save" button.

Comment Length

00000

Advisor Comment must be less than 256 characters.

Save

Add

Update/Display

## Student Advisor:

Navigation: Faculty/Admin Self Service - > Student Advisor

Enter the Student's ID or search by name:

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

### Student Advisor

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

Find an Existing Value

#### Search Criteria

ID: begins with

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

### Student Advisor

★

Find | View All First 1 of 5 Last

\*Academic Institution:  West Chester University

\*Effective Date:

Find | View All First 1 of 1 Last

\*Advisor Role:  \*Advisor Number:

\*Academic Career:  Undergraduate

\*Academic Program:  UGRD Arts and Sciences

Academic Plan:  Spanish BA

Academic Advisor:  Varricchio, Andrea

Advisor Percentage:

Committee:

Advised by Committee  Must Approve Enrollment

Must Approve Graduation  Graduation Approved

Save Return to Search Update/Display Include History

## Instructor Work Schedule:

To view your teaching assignment for a different semester, click the Change Term button.

Faculty Center my schedule	Advisor Center class roster	Search grade roster
-------------------------------	--------------------------------	------------------------

### Faculty Center

#### My Schedule

2015 Fall | West Chester University

[change term](#)

#### Other Links

[Display All](#)  
[WCU Advisor Scheduling Flag](#)  
[View Data for Other Students](#)  
[View Personal Data Summary](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

#### My Teaching Schedule > 2015 Fall > West Chester University

Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
<a href="#">GEO 325-01 (4646)</a>	Intro Business GIS (Lecture)	20	TuTh 9:30AM - 10:45AM	Anderson	220	Aug 24, 2015- Dec 7, 2015
<a href="#">GEO 325-05 (4672)</a>	Intro Business GIS (Lecture)	20	TuTh 12:30PM - 1:45PM	Anderson	220	Aug 24, 2015- Dec 7, 2015
<a href="#">GEO 412-01 (10601)</a>	GIS Applications in Health (Lecture)	5	We 4:25PM - 7:10PM	Anderson	219	Aug 24, 2015- Dec 7, 2015
<a href="#">GEO 502-80 (4906)</a>	Topical Seminar (Lecture)	6	We 4:25PM - 7:10PM	Anderson	219	Aug 24, 2015- Dec 7, 2015
<a href="#">GEO 525-01 (10230)</a>	Urban/Region Plan (Lecture)	13	We 7:15PM - 10:00PM	Ruby Jones	102	Aug 24, 2015- Dec 7, 2015

[View Weekly Teaching Schedule](#)

Select the appropriate semester and click Continue:

### Faculty Center

#### Select Term



[View FERPA Statement](#)

[CONTINUE](#)

Select a term then click Continue.	
Term	Institution
<input checked="" type="radio"/> 2016 Spring	West Chester University
<input type="radio"/> 2015/2016 Winter Session	West Chester University
<input type="radio"/> 2015 Fall	West Chester University
<input type="radio"/> 2015 Summer 1st 5-Week Session	West Chester University
<input type="radio"/> 2015 Spring	West Chester University

The teaching assignment for the semester you selected will be displayed:

## Faculty Center

### My Schedule

2016 Spring | West Chester University

[change term](#)

#### Other Links

- [Display All](#)
- [WCU Advisor Scheduling Flag](#)
- [View Data for Other Students](#)
- [View Personal Data Summary](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

#### My Teaching Schedule > 2016 Spring > West Chester University

Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
<a href="#">GEO 310-01 (4524)</a>	Population Geography (Lecture)	0	TuTh 11:00AM - 12:15PM			Jan 19, 2016- May 2, 2016
<a href="#">GEO 331-01 (7657)</a>	Transportation Planning (Lecture)	0	We 7:15PM - 10:00PM			Jan 19, 2016- May 2, 2016
<a href="#">GEO 424-01 (4538)</a>	GIS Applications (Lecture)	0	TuTh 9:30AM - 10:45AM			Jan 19, 2016- May 2, 2016
<a href="#">GEO 531-80 (7658)</a>	Transportation Planning (Lecture)	0	We 7:15PM - 10:00PM			Jan 19, 2016- May 2, 2016

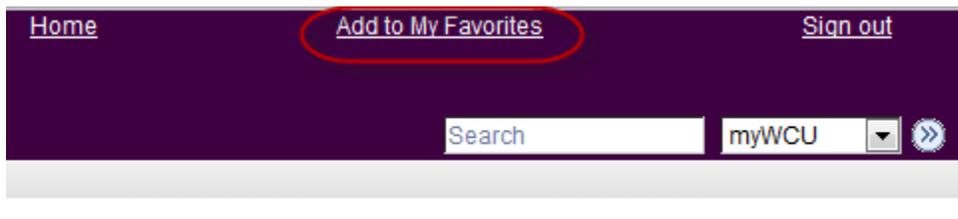
[View Weekly Teaching Schedule](#)

## Setting PS Favorites:

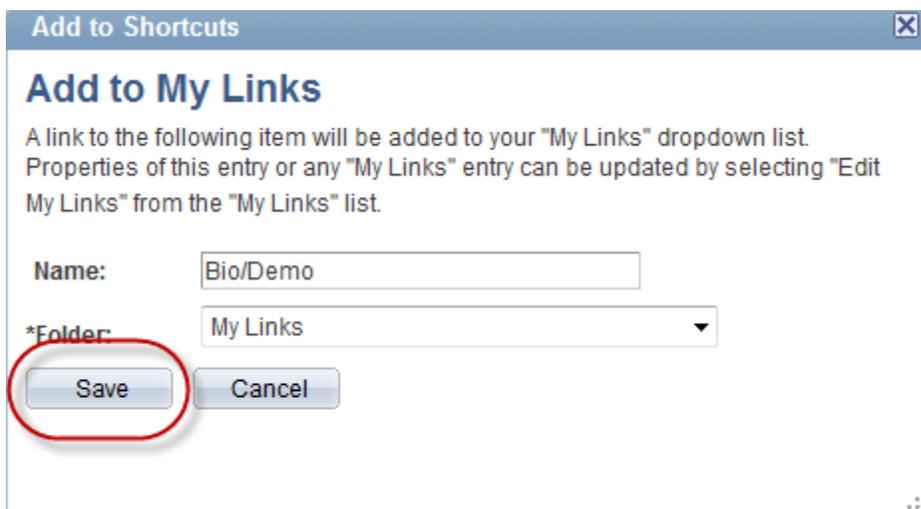
PeopleSoft allows you to set Favorites so that you do not need to remember the navigation every time you want to access a page.

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

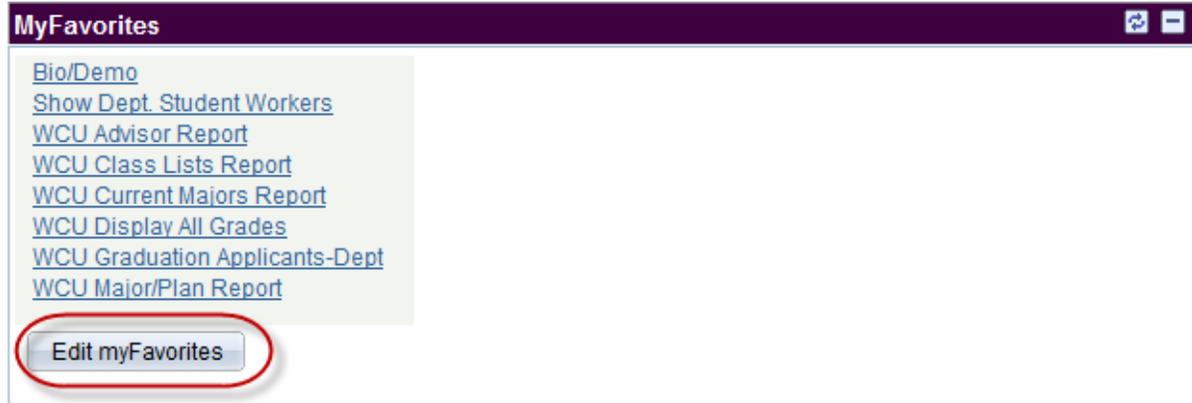
1. Access the search page you want to bookmark and then click the Add to My Favorites link at the top of the page.



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



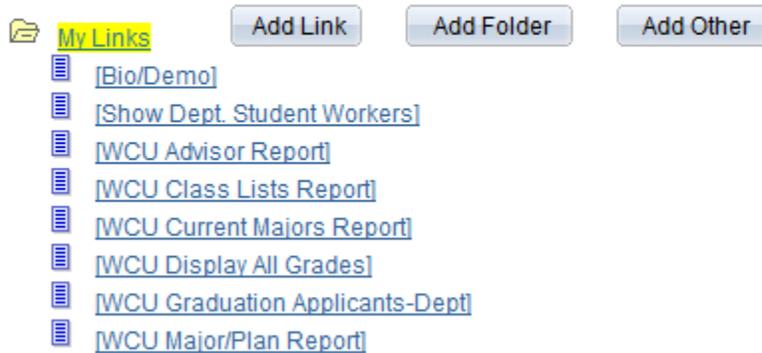
The page is saved to your MyFavorites pagelet and you can navigate from there in the future.



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 
- Academic Organization = Academic Department
- Career = Undergraduate or Graduate (UGRD or GRAD)
- EmplID = WCU ID w/ a leading zero (7 digits)
- 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)
- Include History = Always check this box to get the full history
- Hide the URL bar by hitting the F11 key on your keyboard
- 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. 