
WEST CHESTER UNIVERSITY OF PENNSYLVANIA



PEOPLESOFT STUDENT RECORDS PROJECT

Faculty Training Guide:

myWCU Navigation

Table of Contents

West Chester University's Home Page

Accessing myWCU	3
Logging In	3

Faculty/Admin. Self-Service

Faculty Center	4
Class Roster	5
Email Students from Class Roster	5
View Advisees	6
View Student Details	7
Scheduling Flag	8
Recording Grades	9

Student Services Center

Access and Search	10
Student Center Page	11
Class Schedule	12
Course History	13
Information Tabs	13

Additional Links and Searches

Advisor Comments	14
Student Advisor	15
Instructor Work Schedule	16
Class Roster	17
Faculty Workload	17

Setting PS Favorites

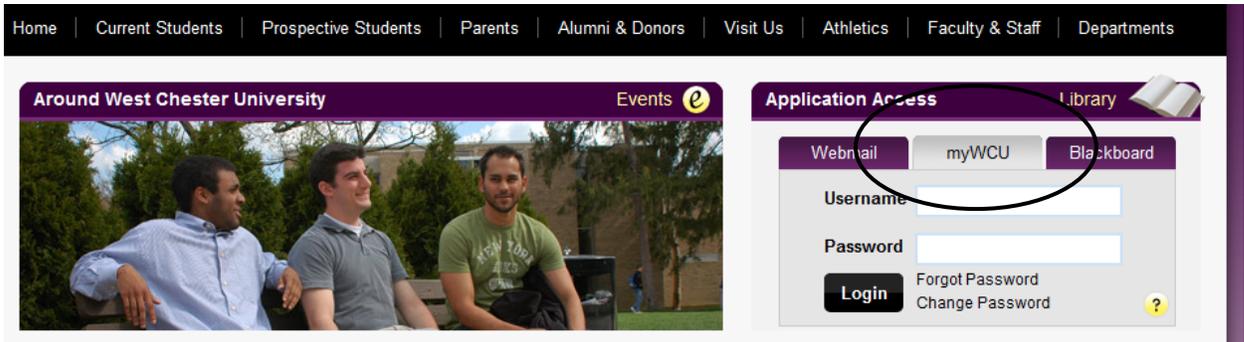
“Bookmark” frequently used pages	18
----------------------------------	----

myWCU Navigation

Important PS Tips	19
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Open the WCU Home Page <http://www.wcupa.edu>

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



Faculty/Admin. Self-Service

The image shows a screenshot of a web interface. On the left, there is a purple header 'Enterprise Menu' with a list of links: Faculty/Admin. Self-Service, Campus Community, Student Admissions, Manage Student Records, Manage Student Financials, Personal Information, Library Links, Reporting Tools - SA, Faculty/Admin Quick Links, Search Class Schedule, Search Course Catalog, Admissions Request, Information Request, Work Order Request, WCU Transfer Equivalencies, Blackboard, Campus Events Calendar, Cultural Events Calendar, The Learning Connection, Library Catalog Search, E-Reserves, FAQs for myWCU, and WCU Homepage. An arrow points from the 'Faculty/Admin. Self-Service' link to the text on the right. On the right, there is a purple header 'WCU Announcements' with a link 'This Week at WCU' and two bullet points: 'New myWCU Student Documentation' and 'New myWCU Faculty On-line Grading'. Below these are links for 'More...', 'This Week at WCU', and 'Alerts'.

Navigate to the Faculty Center page from here

Faculty Center

[faculty center](#) [class search](#) [browse catalog](#) [faculty search](#)

Faculty Center

[View My Advisees](#)

[View Personal Data Summary](#)

Other Links

[Display All](#)

[WCU Advisor Scheduling Flag](#)

[View Data for Other Students](#)

Check out these easy access links

2006 Spring | West Chester University

[change term](#)

Click here to select the correct term

Select display option:

Show All Classes

Show Enrolled Classes Only



Class Roster



Grade Roster

My Teaching Schedule > 2006 Spring > West Chester University

	Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
	ENG 583-80 (1206)	Sec Lang Acq (Lecture)	9	Tu 4:15PM - 7:00PM	Old Library	006	Jan 17, 2006-May 3, 2006
	LAN 401-80 (3851)	Tch Mod Langs K-12 (Lecture)	3	Th 4:15PM - 7:00PM	Main Hall	215	Jan 17, 2006-May 3, 2006
	LAN 411-01 (5216)	Topical Seminar (Lecture)	1	TBA			Jan 17, 2006-May 3, 2006
	LAN 503-80 (3852)	Tech 2d Lang Tchg (Lecture)	10	Th 4:15PM - 7:00PM	Main Hall	215	Jan 17, 2006-May 3, 2006
	LAN 580-01 (5218)	Sem 2d Lang Educ (Lecture)	1	TBA			Jan 17, 2006-May 3, 2006
	LAN 583-80 (3980)	Sec Lang Acq (Lecture)	6	Tu 4:15PM - 7:00PM	Old Library	006	Jan 17, 2006-May 3, 2006
	SPA 102-07 (3848)	Elem Spanish II (Lecture)	31	TuTh 2:00PM - 3:15PM	Main Hall	212	Jan 17, 2006-May 3, 2006

Download to Excel

[View Weekly Teaching Schedule](#)

[Go to top](#)

Click to access a grade roster

Click to access a class roster

Please note: If you prefer, you may still access your rosters using the navigation:
Faculty/Admin Self Service > My Class Roster (see page 17)
Faculty/Admin Self Service > Record My Grades (see page 17)

Class Roster

View your roster by clicking the Class Roster icon on the Faculty Center page:



CRJ 210 - 01 **Theories Crime/Del**

Lecture (7980)

2009 Fall | Regular Academic Session | West Chester University | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	Ruby Jones Hall 202	Brian O'Neill	08/31/2009 - 12/14/2009

*Enrollment Status Enrolled change

Enrollment Capacity 35 Enrolled 43

Download the Roster to Excel

[View FERPA Statement](#)

Enrolled Students		Customize Find		First	1-43 of 43	Last
Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>			Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Sophomore
<input type="checkbox"/>		Students' names and IDs appear here	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Freshman
<input type="checkbox"/>			Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Freshman
<input type="checkbox"/>			Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Freshman

Email students from the Class Roster:

<input type="checkbox"/>	34		Graded	3.00	UGRD Arts and Sciences - Sociology BA	Sophomore
<input type="checkbox"/>	35		Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Sophomore
<input type="checkbox"/>	36		Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Sophomore
<input type="checkbox"/>	37		Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Sophomore
<input type="checkbox"/>	38	Names and IDs appear here	Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Freshman
<input type="checkbox"/>	39		Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Sophomore
<input type="checkbox"/>	40		Graded	3.00	UGRD Arts and Sciences - Liberal Studies: Profession BS	Sophomore
<input type="checkbox"/>	41		Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Freshman
<input type="checkbox"/>	42		Graded	3.00	UGRD Bus. & Public Affairs - Criminal Justice BS	Sophomore
<input type="checkbox"/>	43		Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Freshman

[NOTIFY SELECTED STUDENTS](#)

[NOTIFY LISTED STUDENTS](#)

[PRINTER FRIENDLY VERSION](#)

[Return to Faculty Center](#)

“Notify” check box.

Check this box and click “notify selected students” to send an email to one or more students you select. You can also click ‘notify listed students’ to email all students in the class.

View Advisees

From the Faculty Center page click the “View My Advisees” link.

- “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. This will allow you to request a Degree Progress Report for students who are not your advisees.



View My Advisees

Advisee Roster

 [View FERPA Statement](#)

The screenshot shows a web interface for viewing advisees. At the top, there are navigation tabs: "my advisees", "student center", "general info", "transfer credit", and "academics". Below these is the "View My Advisees" section, which includes the "Advisee Roster" and a "View FERPA Statement" link. The roster is a table with columns for "Notify", "ID", "Name", and "View Student Details". The table contains 10 rows, each with a "Notify" checkbox, an "ID" field, a "Name" field, and a "View Student Details" link. A text annotation "Students' ID number and name appear here" points to the "ID" and "Name" columns. Below the table are two buttons: "notify selected advisees" and "notify all advisees". A green button labeled "VIEW DATA FOR OTHER STUDENTS" is also visible. At the bottom of the interface, there are navigation links: "My Advisees", "Student Center", "General Info", "Transfer Credit", and "Academics".

	Notify	ID	Name	View Student Details
1	<input type="checkbox"/>			View Student Details
2	<input type="checkbox"/>			View Student Details
3	<input type="checkbox"/>			View Student Details
4	<input type="checkbox"/>			View Student Details
5	<input type="checkbox"/>			View Student Details
6	<input type="checkbox"/>			View Student Details
7	<input type="checkbox"/>			View Student Details
8	<input type="checkbox"/>			View Student Details
9	<input type="checkbox"/>			View Student Details
10	<input type="checkbox"/>			View Student Details

notify selected advisees notify all advisees

VIEW DATA FOR OTHER STUDENTS

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

Email advisees

View Student Details

When you select “View Student Details” it will take you to the **Student Center** page for that particular student:

Student's Name ID: | ★

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

April's Student Center

Academics

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

[Deadlines](#) [URL](#) [Gradebook](#)

This Week's Schedule

	Class	Schedule
	ARH 101-01 LEC (3919)	TuTh 12:30PM - 1:45PM Mitchell Hall 201
	ENG 368-01 LEC (2301)	MoWeFr 8:00AM - 8:50AM Anderson Hall 201
	ERU 309-01 LEC (2872)	MoWeFr 1:00PM - 1:50PM Recitation Hall 301
	GEO 303-01 LEC (3778)	MoWeFr 12:00PM - 12:50PM Ruby Jones Hall 204
	GER 404-01 LEC (4335)	Th 4:15PM - 7:00PM Main Hall 215

[weekly schedule ▶](#)

Holds
No Holds.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Margarete Landwehr
610/436-2465 Ext 2465
Charles Grove
610/436-2700 Ext 2700
[details ▶](#)

Personal Information

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

Contact Information

Home	Billing Address None
Home Phone	Campus Email

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

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

To exit the Student Center Page and return to the Faculty Center, you must navigate from the Enterprise Menu (left navigation menu).

Advisor Scheduling Flag

Advisor permits the students to schedule. Access this page from the link on the Faculty Center page.

Remove All Select All

Advisee List		Find	First	1-14 of 14	Last
<input type="checkbox"/>	UGRD UARTS	<input checked="" type="checkbox"/> Allow Scheduling			
S118	Computer Science BS	Advisee Schedule			
<input type="checkbox"/>	UGRD UARTS	<input checked="" type="checkbox"/> Allow Scheduling			
S118	Computer Science BS	Advisee Schedule			
<input type="checkbox"/>	UGRD UARTS	<input checked="" type="checkbox"/> Allow Scheduling			
S322	Liberal Studies: Profession BS	Advisee Schedule			
<input type="checkbox"/>	UGRD UARTS	<input checked="" type="checkbox"/> Allow Scheduling			
S118	Computer Science BS	Advisee Schedule			

Recording Grades -- Click the Grade Roster icon on the Faculty Center page: 

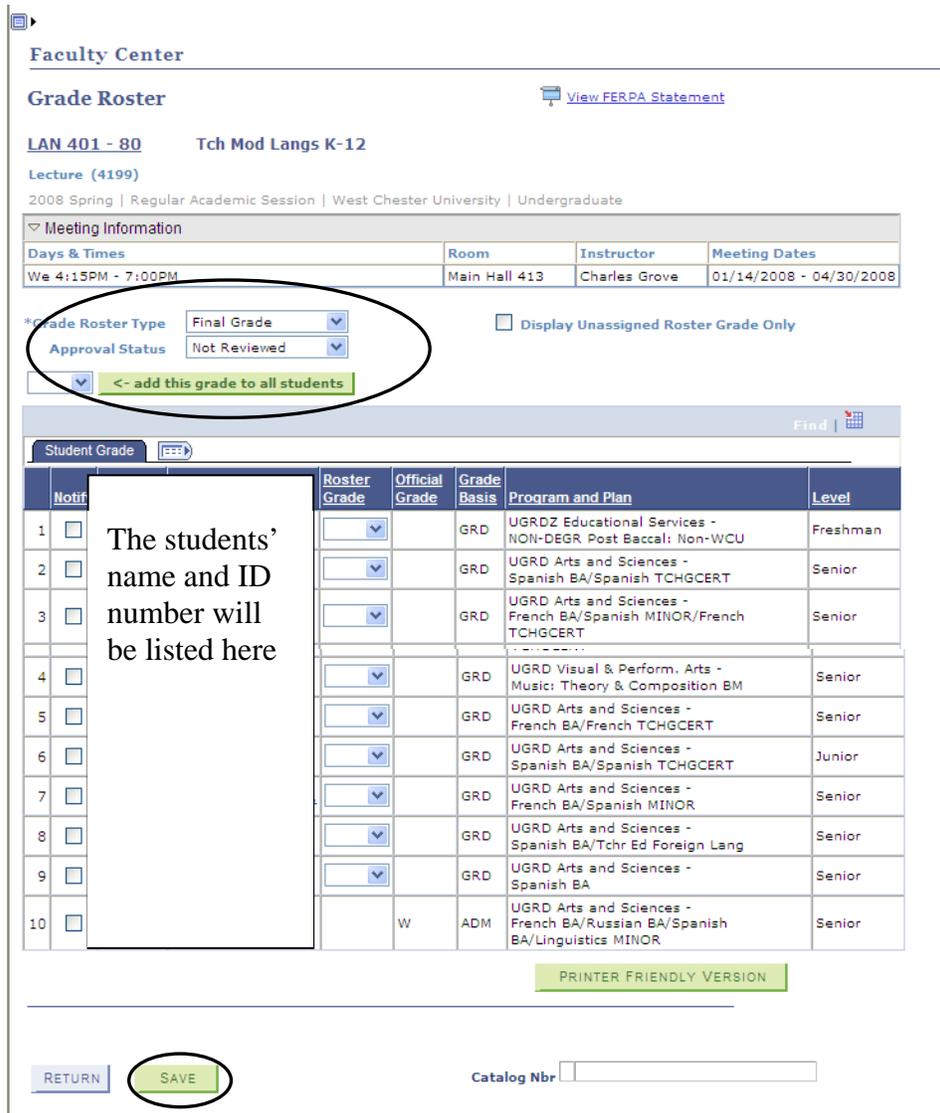
Some updates to the Grade Roster:

- A button to “add this grade to all students”
- You must select a grade, you cannot type in a grade

You must still enter your grades and “Save, Approve, Save”

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

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



Faculty Center

Grade Roster [View FERPA Statement](#)

LAN 401 - 80 Tch Mod Langs K-12

Lecture (4199)

2008 Spring | Regular Academic Session | West Chester University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 4:15PM - 7:00PM	Main Hall 413	Charles Grove	01/14/2008 - 04/30/2008

Grade Roster Type: Final Grade
Approval Status: Not Reviewed

<- add this grade to all students

Student Grade

Notif	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRDZ Educational Services - NON-DEGR Post Baccal: Non-WCU	Freshman
2 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRD Arts and Sciences - Spanish BA/Spanish TCHGCERT	Senior
3 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRD Arts and Sciences - French BA/Spanish MINOR/French TCHGCERT	Senior
4 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRD Visual & Perform. Arts - Music: Theory & Composition BM	Senior
5 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRD Arts and Sciences - French BA/French TCHGCERT	Senior
6 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRD Arts and Sciences - Spanish BA/Spanish TCHGCERT	Junior
7 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRD Arts and Sciences - French BA/Spanish MINOR	Senior
8 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRD Arts and Sciences - Spanish BA/Tchr Ed Foreign Lang	Senior
9 <input type="checkbox"/>	<input type="button" value="v"/>		GRD	UGRD Arts and Sciences - Spanish BA	Senior
10 <input type="checkbox"/>		W	ADM	UGRD Arts and Sciences - French BA/Russian BA/Spanish BA/Linguistics MINOR	Senior

PRINTER FRIENDLY VERSION

RETURN SAVE

Catalog Nbr

Student Services Center:

To access Student Information, click on the Student Services Center link from the Enterprise Menu (left navigation menu).

The screenshot shows two main sections: 'Enterprise Menu' and 'WCU Announcements'. The 'Enterprise Menu' is a purple header with a list of links. The 'WCU Announcements' section is also purple and contains links for 'This Week at WCU' and 'Alerts'. An arrow points from the 'Student Services Center' link in the Enterprise Menu to the text 'Click to access the Student Services Center'.

Enterprise Menu

- Faculty/Admin. Self-Service
 - Faculty Center
 - View My Advisees
 - Student Services Center**
 - WCU Advisor Comments
 - WCU Advisor Scheduling Flag
 - Student Advisor
 - WCU Advisee List
 - My Class Roster
 - Record My Grades
- Campus Community
- Student Admissions
- Manage Student Records
- Manage Student Financials
- Personal Information
- Library Links
- Reporting Tools - SA
- Faculty/Admin Quick Links

WCU Announcements

[This Week at WCU](#)

- [New myWCU Student Documentation](#)
- [New myWCU Faculty On-line Grading](#)

[More...](#)

[This Week at WCU](#) | [Alerts](#)

Click to access the 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:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

} Search by ID or Name

Student Center

Get additional information on this student

Student Name ID: | ★

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

April's Student Center

Academics

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

[Deadlines](#) [URL](#) [Gradebook](#)

This Week's Schedule		
	Class	Schedule
	ARH 101-01 LEC (3919)	TuTh 12:30PM - 1:45PM Mitchell Hall 201
	ENG 368-01 LEC (2301)	MoWeFr 8:00AM - 8:50AM Anderson Hall 201
	ERU 309-01 LEC (2872)	MoWeFr 1:00PM - 1:50PM Recitation Hall 301
	GEO 303-01 LEC (3778)	MoWeFr 12:00PM - 12:50PM Ruby Jones Hall 204
	GER 404-01 LEC (4335)	Th 4:15PM - 7:00PM Main Hall 215

[weekly schedule ▶](#)

Holds

No Holds.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

Margarete Landwehr
610/436-2465 Ext 2465

Charles Grove
610/436-2700 Ext 2700

[details ▶](#)

Personal Information

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

Contact Information	
Home	Billing Address None
Home Phone	Campus Email

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

Class Schedule – to view the student’s class schedule for a specific semester

My Class Schedule

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2008 Summer 2nd 5-Week Session	Undergraduate	West Chester University
<input type="radio"/>	2008 Summer Post Session	Undergraduate	West Chester University
<input checked="" type="radio"/>	2008 Fall	Undergraduate	West Chester University

Select a Term Click Continue

My Class Schedule

Select Display Option List View Weekly Calendar View

2008 Fall | Undergraduate | West Chester University

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes

CSC 220-01 - Foundations of CSC * Status: Enrolled * Units: 3 * Grading: Graded

Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date	Grade	Deadlines
3095	Lecture	TuTh 4:15PM - 5:30PM	25 University Avenue 120	Elaine Milito	08/25/2008 - 12/08/2008		

CSC 317-01 - Visual Prog * Status: Enrolled * Units: 3 * Grading: Graded

Course History

My Course History

Credit Summary							
Admitted	Holds	CumGPA	TranCr	CumCr + UngCr	(Remed + DupCr)	= AdjCr	
2055		3.678	0.00	90.00	21.00	3.00	0.00 108.000

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

sort

✔ Taken ← Transferred ◆ In Progress

Course	Description	Term	Grade	Units	Status
ARH 101	Art Appreciation	2007 Spring	A	3.00	✔
BIO 100	Basic Biol Science	2008 Spring	C+	3.00	✔
CSC 141	Computer Sci I	2005 Fall	A	3.00	✔
CSC 142	Computer Sci II	2006 Spring	A	3.00	✔
CSC 220	Foundations of CSC	2008 Fall		3.00	◆
CSC 240	Computer Sci III	2006 Fall	A	3.00	✔
CSC 241	Data Structures	2007 Fall	C+	3.00	✔

Information Tabs

my advisees
student center
general info
transfer credit
academics

<p><u>Service Indicators</u></p> <p><u>Student Groups</u></p> <p><u>National ID</u></p> <p><u>Addresses</u></p> <p><u>Email Addresses</u></p>	<p><u>Initiated Checklists</u></p> <p><u>Personal Data</u></p> <p><u>Names</u></p> <p><u>Phones</u></p>
--	---

COLLAPSE ALL
EXPAND ALL

Additional Links and Searches:

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](#)

ID:

Sequence Number:

Last Name:

First Name:

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

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

Keep default settings

Search students by name or ID

ID:

Comment DateTime: 05/02/2008 4:20:18PM

*Administrative Function: General

*Academic Institution:

*Comment Category:

Comment Data

Comment ID:

Comment Date:

Comments

Grad Anlyst Comnt for GenEds: Dorothy met w/Stu-needs 6 crdts Writing Emphasis 3@ 300-400 level (taking CSC490 & ENG371in 2085) & 3 crs Science (taking BIO100 in 2081)

Comment Length 00167 Advisor Comment must be less than 256 characters.

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

ID:

Campus ID:

National ID:

Last Name:

First Name:

Include History Case Sensitive

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

Always check this box to get a full history of the student's advisors.

Student Advisor

Find | View All ★ First 1 of 3 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 Bus. & Public Affairs

Academic Plan: Criminal Justice BS

Academic Advisor:

Committee:

Advised by Committee Must Approve Enrollment
 Must Approve Graduation Graduation Approved

This student has had 3 advisors. Click the highlighted arrow to view the history of advisors.

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

EmpID:

Term:

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

Click the magnifying glass to access the search window. Enter EmpIID and Term.

Search by Name or ID:

Look Up EmpIID

ID:

Campus ID:

National ID:

Last Name:

First Name:

[Basic Lookup](#)

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

Results:

Faculty Workload Schedule									
Term: 2095 2009 Fall									
Name: {									
EmpID: SAP Cost Center: 7511002121									
Code	Description	Activity	Facility ID	Time	CntrHr	SAP TaskCctr	Schd	Paid	
11	Intro Comp Prgrmg	CSC115 07	AND019	MWF 01:00-01:50PM	3.000	7511002121	25	25	
11	Computer Sci I	CSC141 01	UNA125	MWF 11:00-11:50AM	3.000	7511002121	27	27	
NON	Computer Sci I	CSC141 01	UNA141	MWF 11:00-11:50AM		7511002121	27	27	
11	Co-op Programming	CSC300 01		12:00-12:00AM	1.500	7511002121	6	5	
11	Co-op Specialty	CSC400 01		12:00-12:00AM	1.500	7511002121	2	2	
11	Database Systems	CST221 01	AND025	TR 11:00-12:15PM	3.000	7511002121	18	17	
Total Contract Hours:				12.000					
Pct:				100.00					

Faculty/Admin. Self-Service > My Class Roster

You may also access the roster by clicking the Class Roster Icon on the Faculty Center page:

Wcu Class Roster

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

Find an Existing Value

Term:	begins with ▼	<input type="text"/>	
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](#)

Faculty/Admin. Self Service > Record My Grades

You may also access the roster by clicking the Grade Roster Icon on the Faculty Center page

Record Grades

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

Find an Existing Value

Academic Institution:	begins with ▼	<input type="text"/>	
Term:	begins with ▼	<input type="text"/>	
Class Nbr:	= ▼	<input type="text"/>	

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

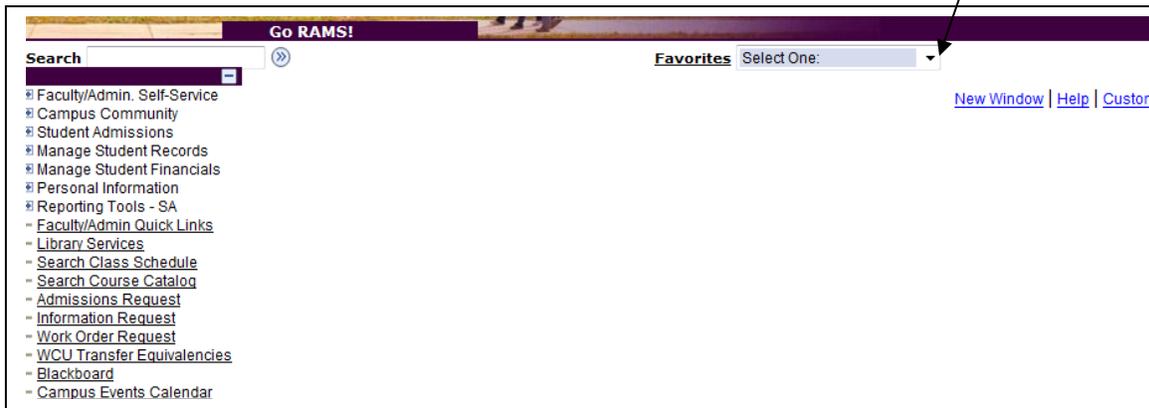
Setting PS Favorites

The most difficult part about learning the PS database is knowing the navigation.

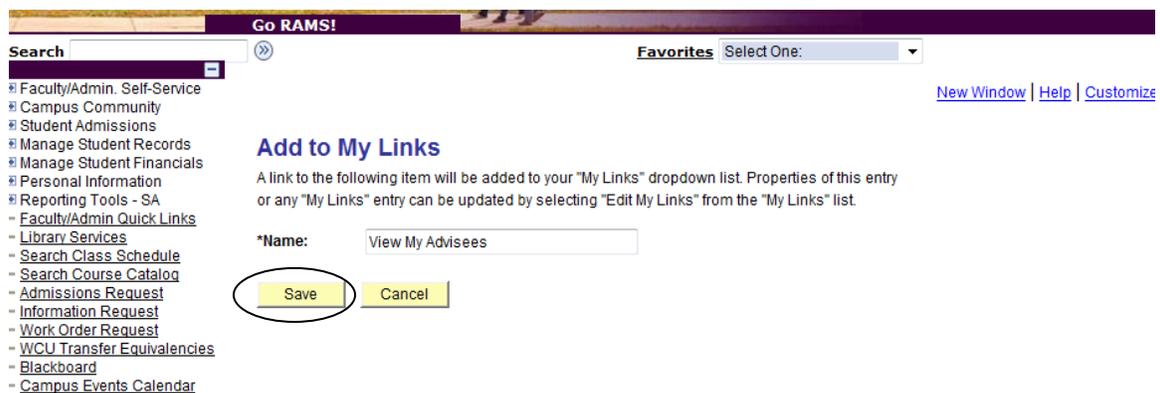
PS allows you to set your PS Favorites so that you do not need to remember the navigation every time you want to access a page.

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

1. Access the search page and click on the down arrow in the Favorites box.
Click on "Add to My Links".



2. You will get this confirmation screen. Click on SAVE



Now this page will be saved in alpha order in your PS Favorites box and you can navigate from there in the future.

myWCU Navigation

Important PS Tips

- Allows you to download to an Excel spreadsheet 
- Magnifying Glass signifies a search key 
- TERM is a four-digit number arranged as follows:
 - 2 – for the millennium year 2000
 - 09 – for the calendar year 2009
 - 1 = for the Spring semester
 - 2, 3, or 4 = for the three Summer Sessions
 - 5 = for the Fall semesterFor example: 2095 = Fall 2009 -- and -- 2101 = Spring 2101
- EmplID = WCU ID w/ a leading zero (7 digits)
- Academic Organization = Academic Department
- Career = Undergraduate or Graduate (UGRD or GRAD)
- Hide the URL bar by hitting the F11 key on your keyboard
- Hide your navigation menu by clicking on the “-“ key
- Include History = always check this box to get the full history
- Plan = Academic Major (e.g. A196 Undeclared)
- Program = Combination of Career and School or College (e.g. UBUSP)
- 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