C.L.A.S.S.

(Course Listing, Advising, and Student Services)

Reference Manual

http://class.adelphi.edu

CLASS allows you to access your advisee's educational records, register on demand (during specified time frames), and your class rosters.

Please be aware: The information contained within this module has its confidentiality insured by FERPA - the Family Rights and Privacy Act of 1974 (as amended). By obtaining a PIN and using this module, you agree to abide by these regulations. Any questions about this federal regulation, should be directed to registrar@adelphi.edu.

ADELPHI UNIVERSITY
GARDEN CITY, NY 11530

FACULTY ACCESS

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Chapter 1: Introduction

Faculty Access

Faculty and other academic individuals can access information about their advisees and classes. They can also look up students and faculty in a directory, and perform other routine operations.

- Advisee inquiry
  - Class schedules
  - Grades
  - Transcripts
- Register On Demand
- Class rosters
- Office hours
- Your teaching schedule
- Name and address update
- Course directory (includes seats available)
- Student directory
- Faculty directory

Student Access

The Student Access Module allows current students to view their personal academic, biographic and financial information and request changes to their records. It allows students to quickly answer questions like "What are my grades?", "What is my GPA", "What is my schedule?", "What is the status of my semester bill", and more.

- faculty directory
- course confirmation
- billing inquiry
- financial aid inquiry
- grade inquiry
- transcript inquiry
- change pin number
- course directory (including seats available)
- make a payment
- registration

Chapter 2:Faculty Access Module

Overview

The Faculty Access Module provides access to a specific instructor's class and student information on a restricted, need-to-know basis. Using the Faculty Access Module an authorized staff member may view information about his or her students and classes as well as request changes to their personal database. The following capabilities are provided:

- Login   Login to Faculty Access Site
- My Advisees   Display list of instructor's advisees
- Universal Advisor   Special access for Advising
- Register on demand   Student registration during "rolling registration" period
- My Rosters   Display roster for an instructor's class
- My Office Hours   Display instructor's office hours and submit changes
- My Schedule   Display a schedule of instructor's classes
- My PIN   Change Personal Identification Number (PIN)
- Course Directory   Display course offerings and seats available
- Student Search   Display directory information for selected students
- Faculty Search   Display directory information for selected faculty
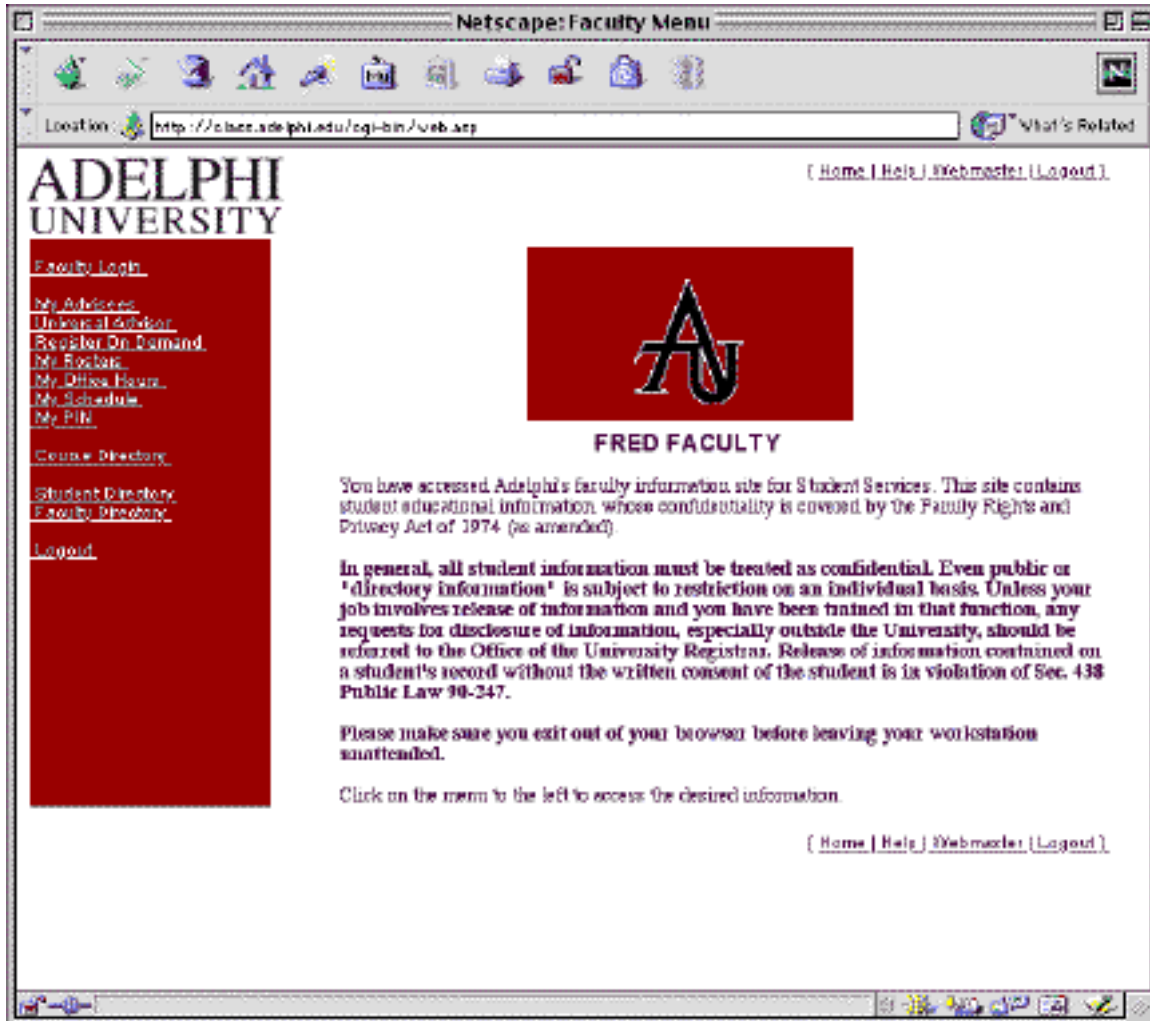- Logout   Exit the Faculty Access Site

Login

The Faculty Login Page requests the instructor's login ID and password (PIN) so that only authorized users may access information.
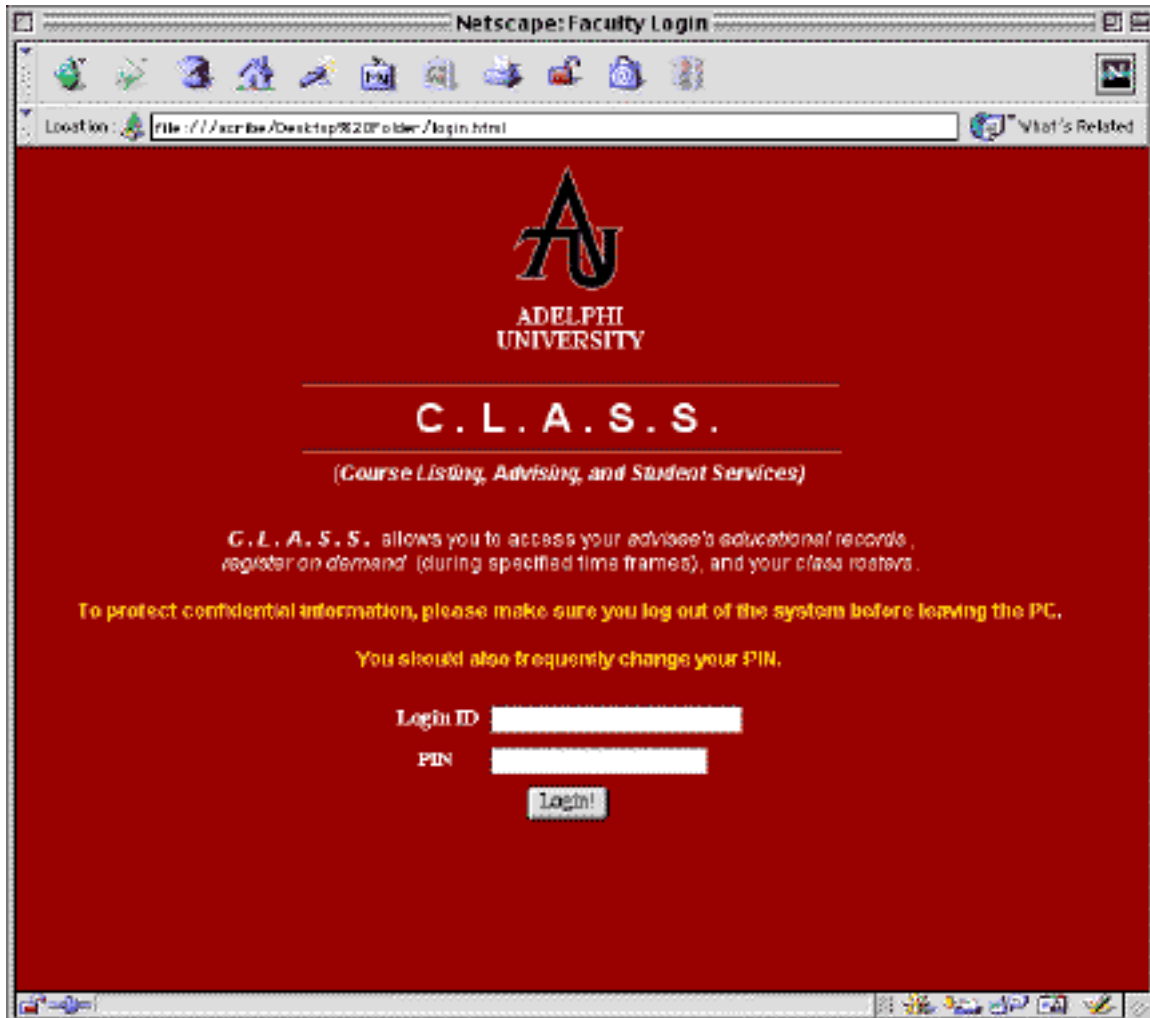
Faculty Menu

The Faculty Menu page displays the various options available to a faculty member. An instructor may choose any option or click on "Logout" to exit the site.

My Advisees

The My Advisees page displays a list of the instructor's current advisees along with their names, classes, programs and majors. If a student is currently involved in a registration period, their registration status will also appear (see **My Advisees Registration Status)**. An instructor can send an email to a specific student by clicking on the "Email" link next to the student's name.

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 Clicking on a student's name allows the instructor to "drill down" to more detailed information about the student by using the **My Advisees Menu**.   For each advisee listed, the advisor can view biographic data as well as information on the student's registration status, hold flags, class schedule, semester grades and transcript.

Netscape: Advisee List

Go To: http://class.adelphi.edu/cgi-bin/web.asp?web=ADVISEE.LIST   What's Related

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Faculty Login

My Advisees
Universal Advisor
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My Rosters
My Office Hours
My Schedule
My PIN

Course Directory

Student Directory
Faculty Directory

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Advisee List

Click on the word 'email' next to a student to send electronic mail to an individual student. Click on a student's name to view more information about that student. The registration status column lists the current registrations in process. A status of 'planning' means the student is working on their registration. A status of 'approval' means the student has submitted their registration for your approval. Click on 'approval' to view the registration. A status of 'registered' means the student has completed the registration process.
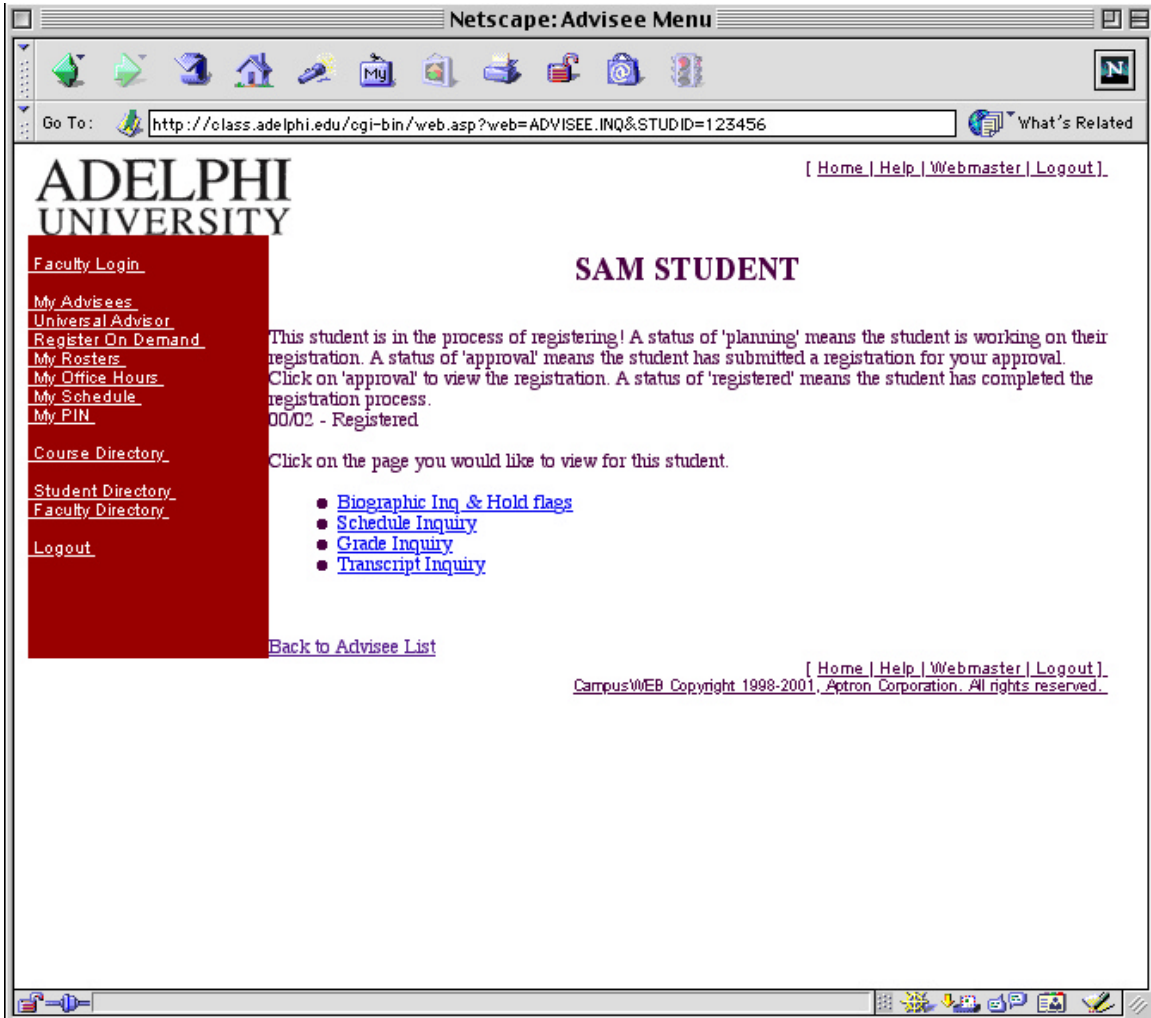
Name	Email	Class	Prog	Major	Registration Status
STUDENT, SAM	Email	SO	12	ART	00/02 - Registered
TESTNAME5, SEAN A	Email	JR	32	ACCOUNTING	00/02 - Registered
TESTNAME8, STANLEY	Email	SO	52	PSYCHOLOGY	00/02 - Approval

Email all advisees

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My Advisees Menu

For each advisee you can view biographic data as well as information on the student's class schedule, semester grades, transcript and registration status information.

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Netscape: Advisee Menu

Go To: http://class.adelphi.edu/cgi-bin/web.asp?web=ADVISEE.INQ&STUDID=123456   What's Related

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SAM STUDENT

This student is in the process of registering! A status of 'planning' means the student is working on their registration. A status of 'approval' means the student has submitted a registration for your approval. Click on 'approval' to view the registration. A status of 'registered' means the student has completed the registration process.
00/02 - Registered

Click on the page you would like to view for this student.

- Biographic Inq & Hold flags
- Schedule Inquiry
- Grade Inquiry
- Transcript Inquiry

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My Advisees Biographic Data

The Advisee Biographic page displays name, address and other important information about each advisee. An advisee's hold flags are displayed at the top of the page under his or her name.

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My Advisees Student Schedule

The Advisee Class Schedule page shows the advisee's schedule for a particular term that the advisee attended, including the course number, title, credit hours, meeting times, location and instructor for each class.   Near the top of the page is a list of term links allow the user to display the schedule for other terms. The first term displayed is the most recent.

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My Advisees Grade Inquiry

The Advisee Grade Inquiry page shows the advisee's grades for a particular term that the advisee attended, including the Course Number, Title, Instructor, and Final Grade. Near the top of the page is a list of term links allow the user to display the grades for other terms.

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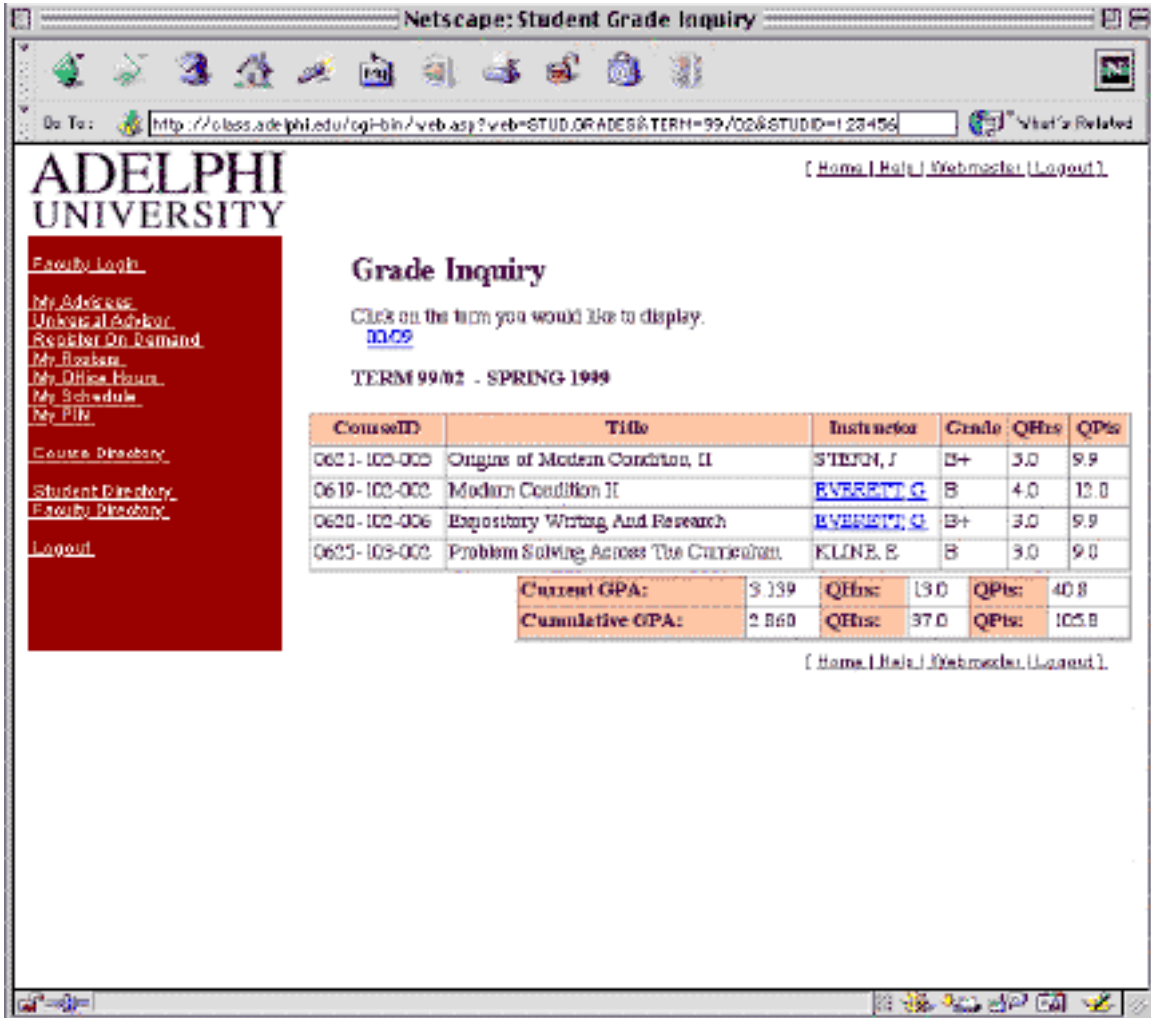
My Advisees Transcript Inquiry

The Advisee Transcript Inquiry page shows the advisee's entire academic record by term with a summary of Grade Point information at the end of each term and overall.

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My Advisees Registration Status

If a registration period is flagged as needing advisor approval, the advisor will be able to click on the registration term for their advisee to approve or reject their registration.

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There are two stages to this procedure:

Planning Stage- this timeframe begins approximately two weeks before priority registration begins. Your advisee will select the courses they want for the semester. They will also indicate the special grading option available, (normal, pass/fail, audit) and even select alternates for your approval (in case a course they've selected isn't available). Once they're finished with selecting, they will click on "*Submit*". When you view your individual advisee's schedule, you'll see a highlighted registration status listed as "Approval". This is where/when you review their choices and list them as YES approved, or NO, not approved.

Priority Registration - Once you've click on "Submit", the reviewed schedule is available for your advisee. They will login in at their appointed time and submit their registration to the system.

This module is only available at certain times during the year. Before using this module, you must contact the Faculty Development Lab for training.

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STANLEY TESTNAME8
SPRING 2000 - Priority Registration

Program: 52   Major: PIA   Class: SO

Course Id	Title	Day & Time Instructor	Grade Option	Credits	Alt	Status	Approve
0122-107-002	Art&Craft Writing	MWF 10:00am-10:50am Webb, I		3.00		Pending	◯ Yes ◯ No
0172-113-002	Spanish Level II	TR 09:25am-10:40am Carbo, N		3.00		Pending	◯ Yes ◯ No
0170-201-001	Social Research Methods	TR 01:40pm-02:55pm Cho, S		4.00		Pending	◯ Yes ◯ No
0128-113-001	French Level II	MWF 12:00pm-12:50pm Vazquez, M		3.00		Pending	◯ Yes ◯ No

Total Credits: 13

Click on 'Submit' to post your responses. [Submit]

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Register on demand

These screens allow an advisor to sit with a student and select and register the appropriate course schedule for the student's major.

One can add a course by course number or search for a class by department or by start time. Once satisfied with the classes selection, click on the Submit button to create the registration for the selected semester.

This module is only available at certain times during the year. Before using this module, you must contact the Faculty Development Lab for training.

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My Roster

This page displays the faculty member's currently active classes and, upon selection, generates the list of students in each class. Roster information includes Student ID, Name Class, Program, Major(s) phone and email. The number of students currently registered in a class is displayed on the last line under the "Class" Column.

The instructor may email to an individual student by clicking on the student's name. An entire class may be emailed by clicking on the "Email to Class" link.

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My Roster Selection

My Roster Display

My Office Hours

The My Office Hours page enables a faculty member to setup and maintain his or her office hours for display in the on-line faculty directory.

My Schedule

The Faculty Teaching Schedule page displays, for a particular term, a chronological list of the classes an instructor is teaching including day, time, course number, section, title, credits, building, room, number of students in class and the maximum number of students permitted. The instructor may display the roster of students in a class by clicking on the NUM IN CLASS.   A list of term links appears near the top of the page to display schedules for other terms.

My PIN

Initial Personal Identification Numbers (PIN's) can be chosen the first time the faculty member uses the system. Thereafter, an instructor can use The "My Pin" page to change his or her PIN.   To change your PIN you need to enter your old PIN once and your new PIN twice for verification.
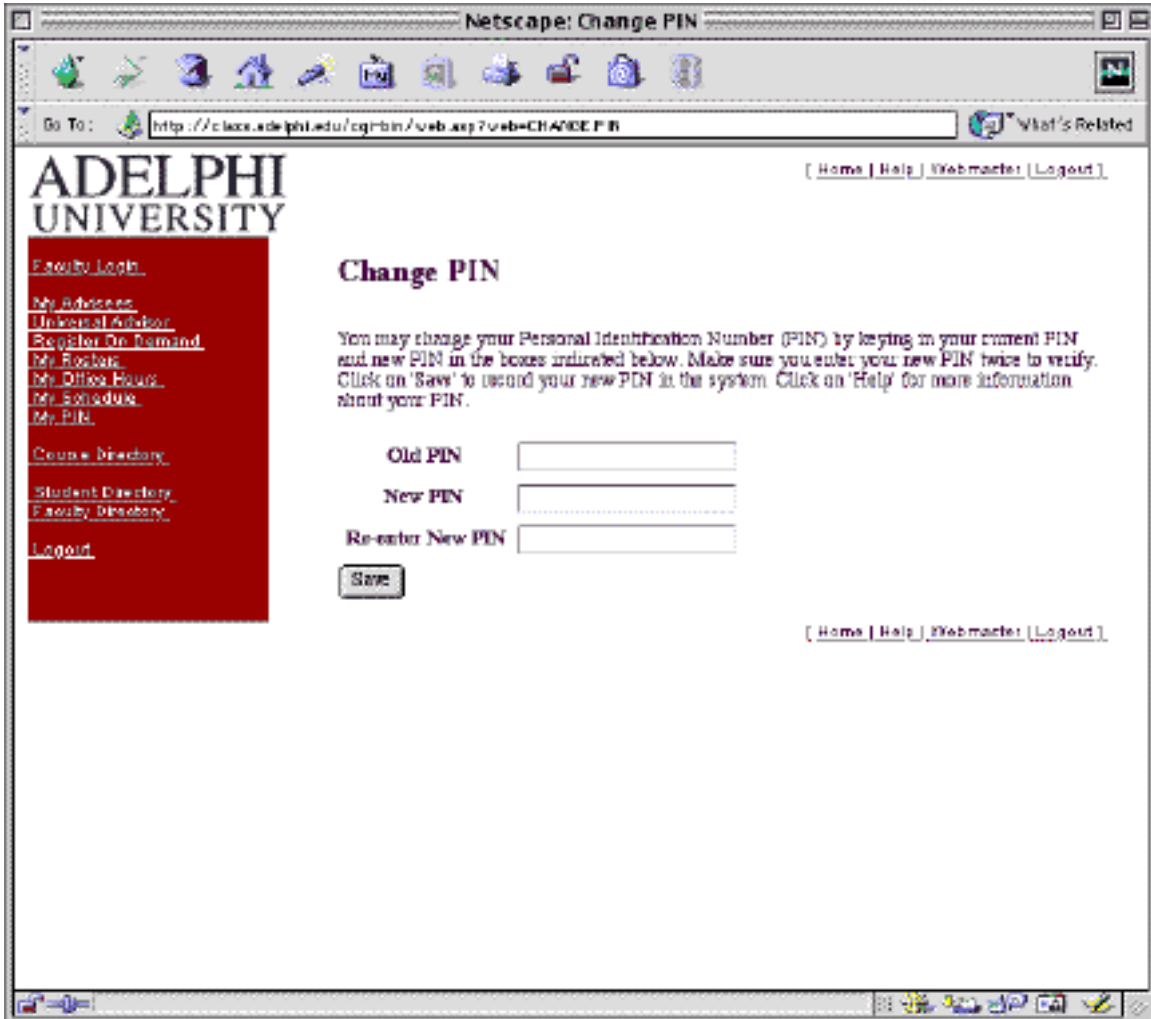
Course Directory

The Course Directory capability provides an on-line list of all courses currently offered by your institution with information about each class. The first page selects the department to be displayed..
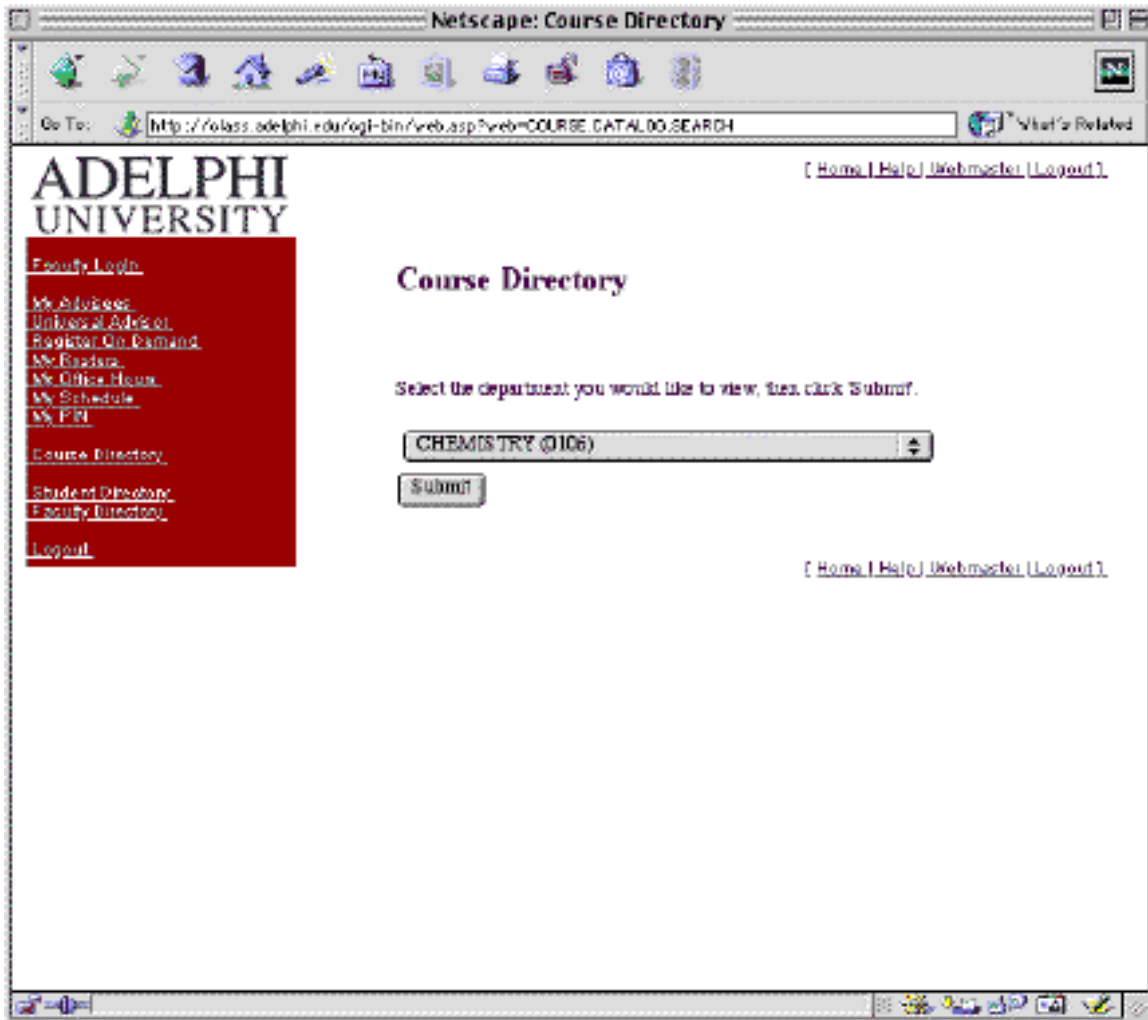
The second page displays the courses. The user can "link" to the scheduled classes for a course from the display page to view seats available, instructor and scheduled days and time

Class Schedule Display

The class schedule display page shows the Course Number, Section, Title, Day/Time, Building, Instructor and current number of seats remaining for a class.

Netscape: Class Schedule

http://class.adelphi.edu/cgi-bin/web.asp?web=CLASS.SCHED&COURSE=0106*107&TERM=00/09

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Class Schedule

FALL 2000

Course Number	Sect	Title	Day/Time	Building/Room	Instructor	Seats Left
0106-107	001	Essentials of Chemistry 1,Lec,	T 06:30PM-09:00PM	SCI*309	LANDESBERG, J	36
	003	Essentials of Chemistry 1,Lec,	W 05:00PM-07:30PM	SCI*309	LANDESBERG, J	13
	013	Essentials of Chemistry Lab	W 11:00AM-01:30PM	SCI*340	WINDWER, S	0
	014	Essentials of Chemistry Lab	R 06:30PM-09:00PM	SCI*340	RUDMAN, R	10
	021	Essentials of Chemistry 1,	R 12:15PM-01:30PM	ERL*3	TBA	39
	022	Essentials of Chemistry 1,	T 05:00PM-06:15PM	ERL*3	TBA	41
	023	Essentials 1,Recitation,	W 01:40PM-02:55PM	ERL*3	TBA	31

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Student Search (Directory)

The Student Search page will display a directory of students with a last and first name starting with those letters entered in the last and first name fields of the selection page. The selection page provides links to perform the search for a particular letter of the alphabet. Students can be listed by selecting major, program or class. Information displayed includes name, local address, local telephone number, class, program and major.   If student images are stored, they will display also. Information identified as "hidden" has been restricted from general access by the individual student. The user may send email to a student by clicking on the student name.

Student Search Selection Page

Student Search Directory Information

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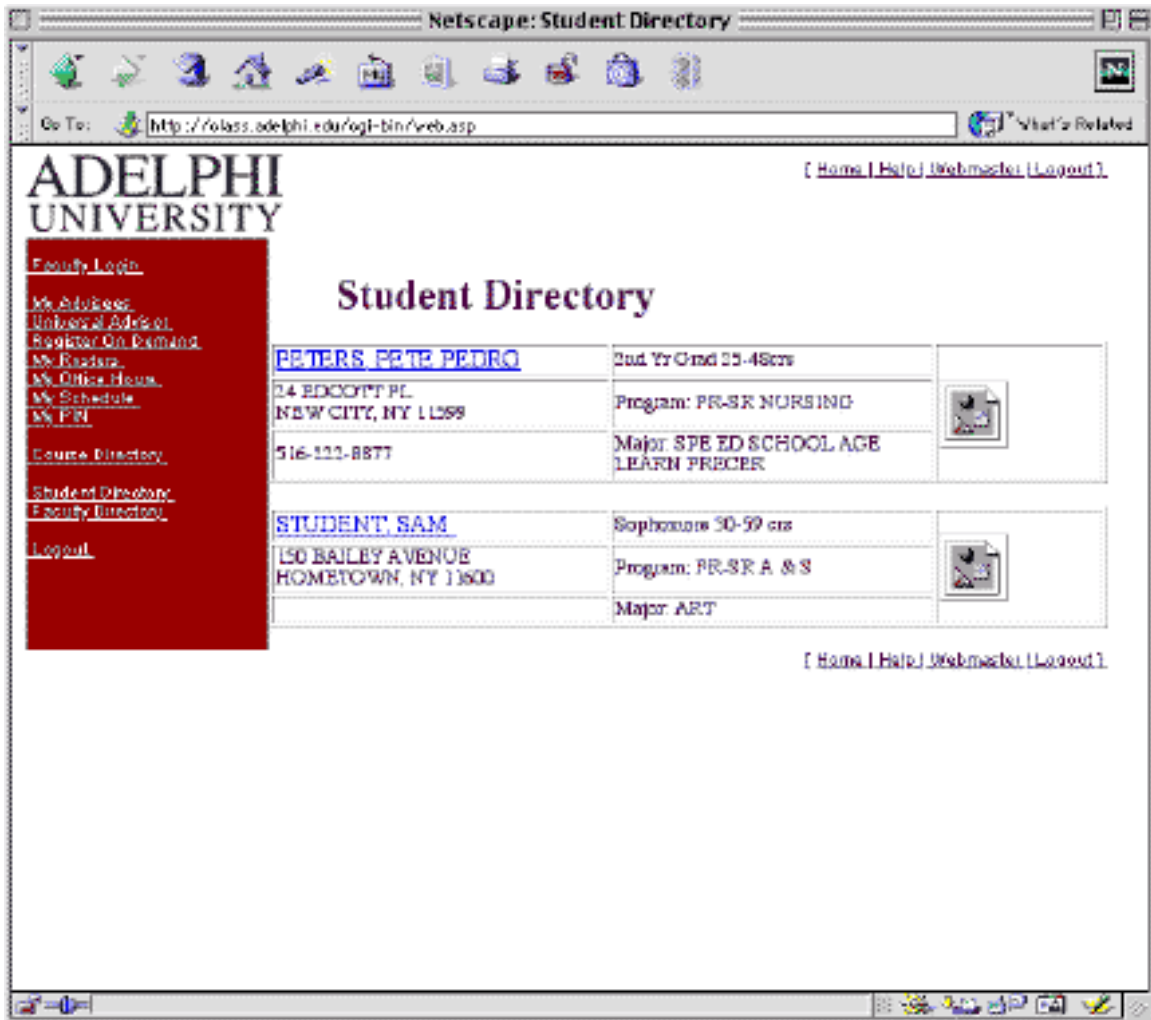
Faculty Search (Directory)

The Faculty Search page will display a directory of faculty. A selection page allows the user to search the database for people whose names start with the letters entered in the last and first name fields. The selection page also provides links to perform the search for a particular letter of the alphabet or by department. Information displayed includes name, office, campus telephone number, department, title and office hours. If personnel images are stored, they will display also. The user may send email to a person by clicking on the name.

Faculty Search Selector
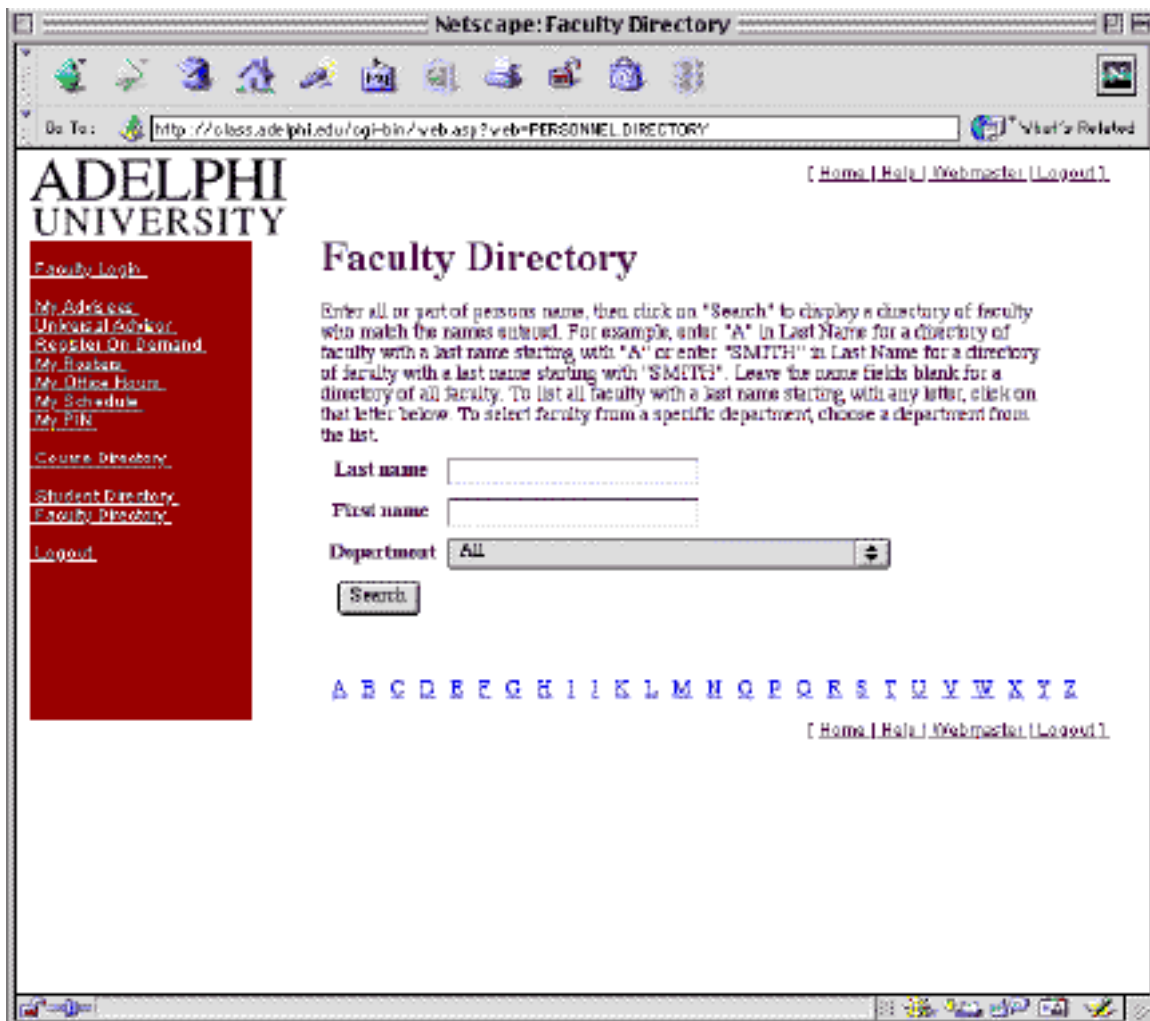
Faculty Search – Directory Display
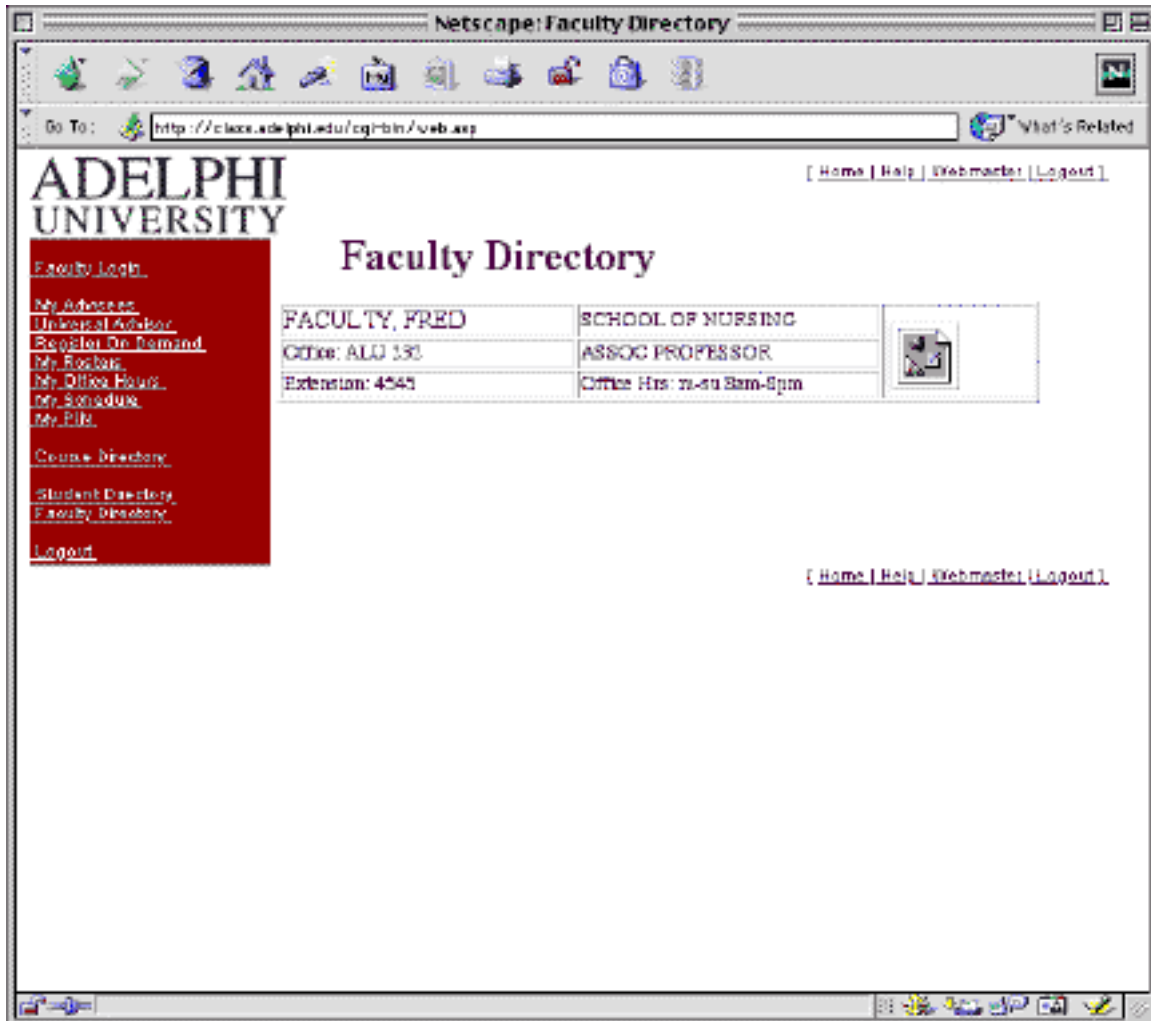
Logout

After clicking on the Logout link from any page, the system displays the following logout page.