

# 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](mailto:registrar@adelphi.edu).

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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

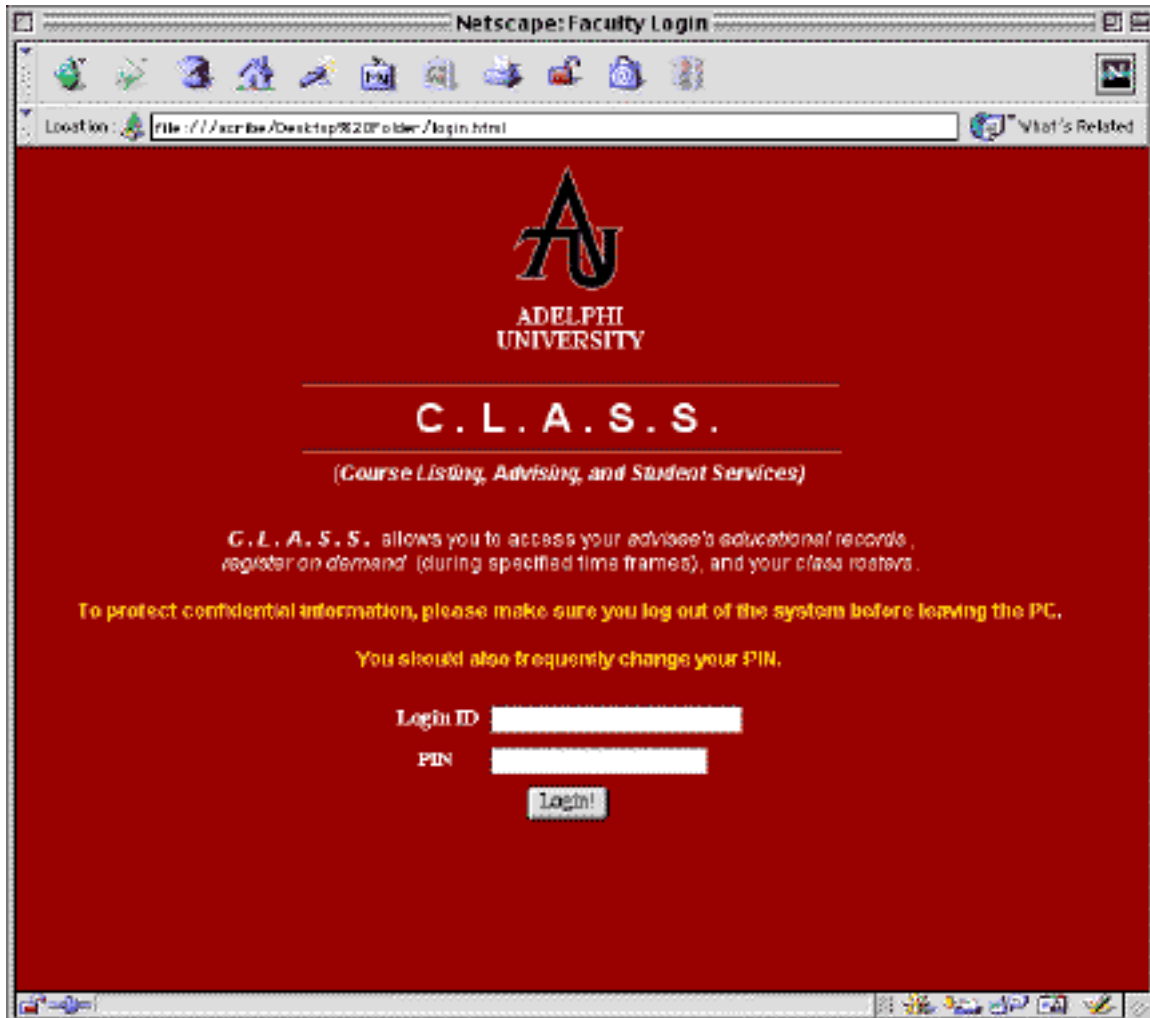
## Overview

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

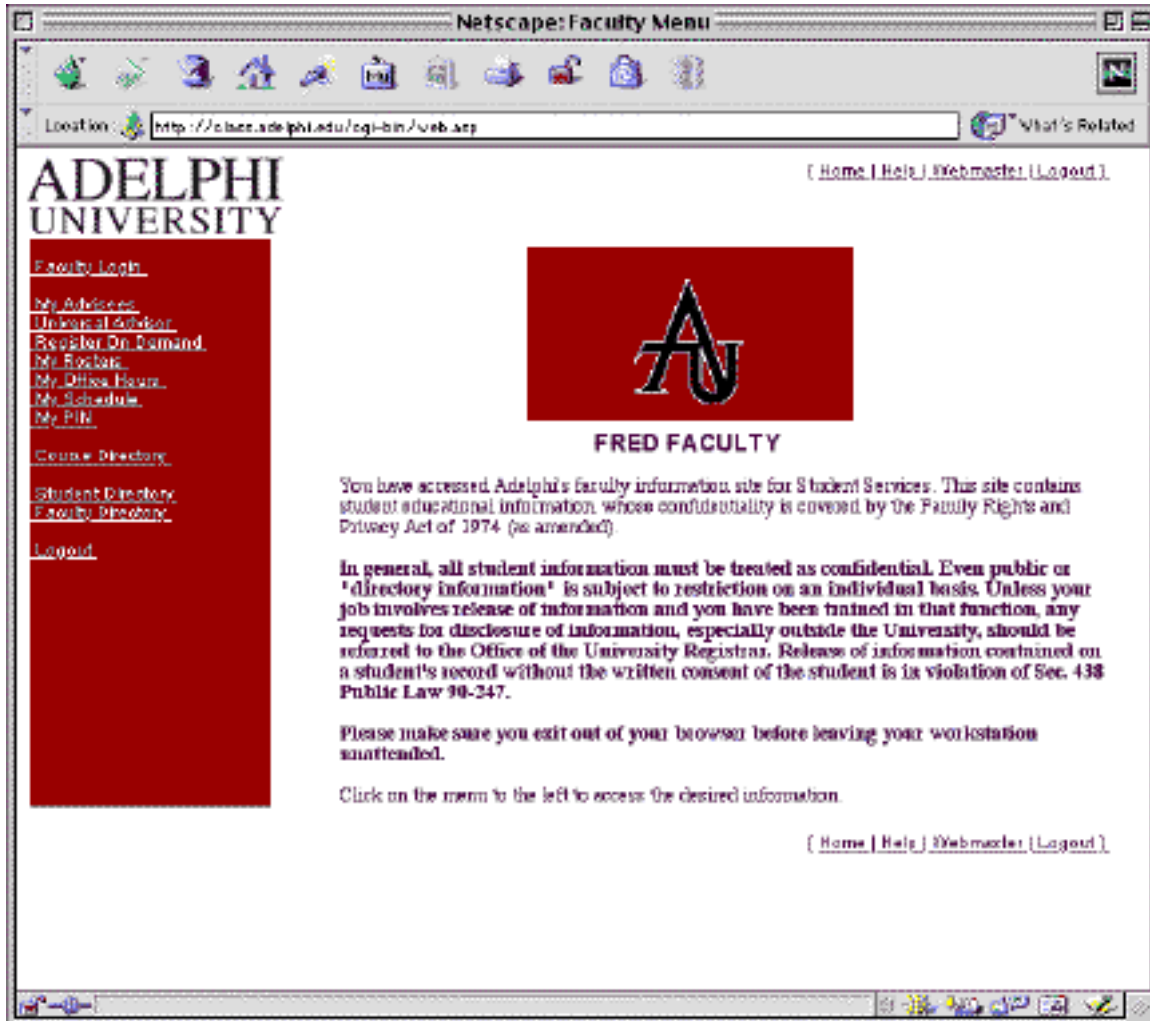
## Login

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.

The screenshot shows a Netscape browser window titled "Netscape: Advisee List". The address bar shows the URL: <http://class.adelphi.edu/cgi-bin/web.asp?web=ADVISEE.LIST>. The page content includes the Adelphi University logo and a navigation menu on the left with links such as "Faculty Login", "My Advisees", "Universal Advisor", "Register On Demand", "My Rosters", "My Office Hours", "My Schedule", "My PIN", "Course Directory", "Student Directory", "Faculty Directory", and "Logout".

### 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.

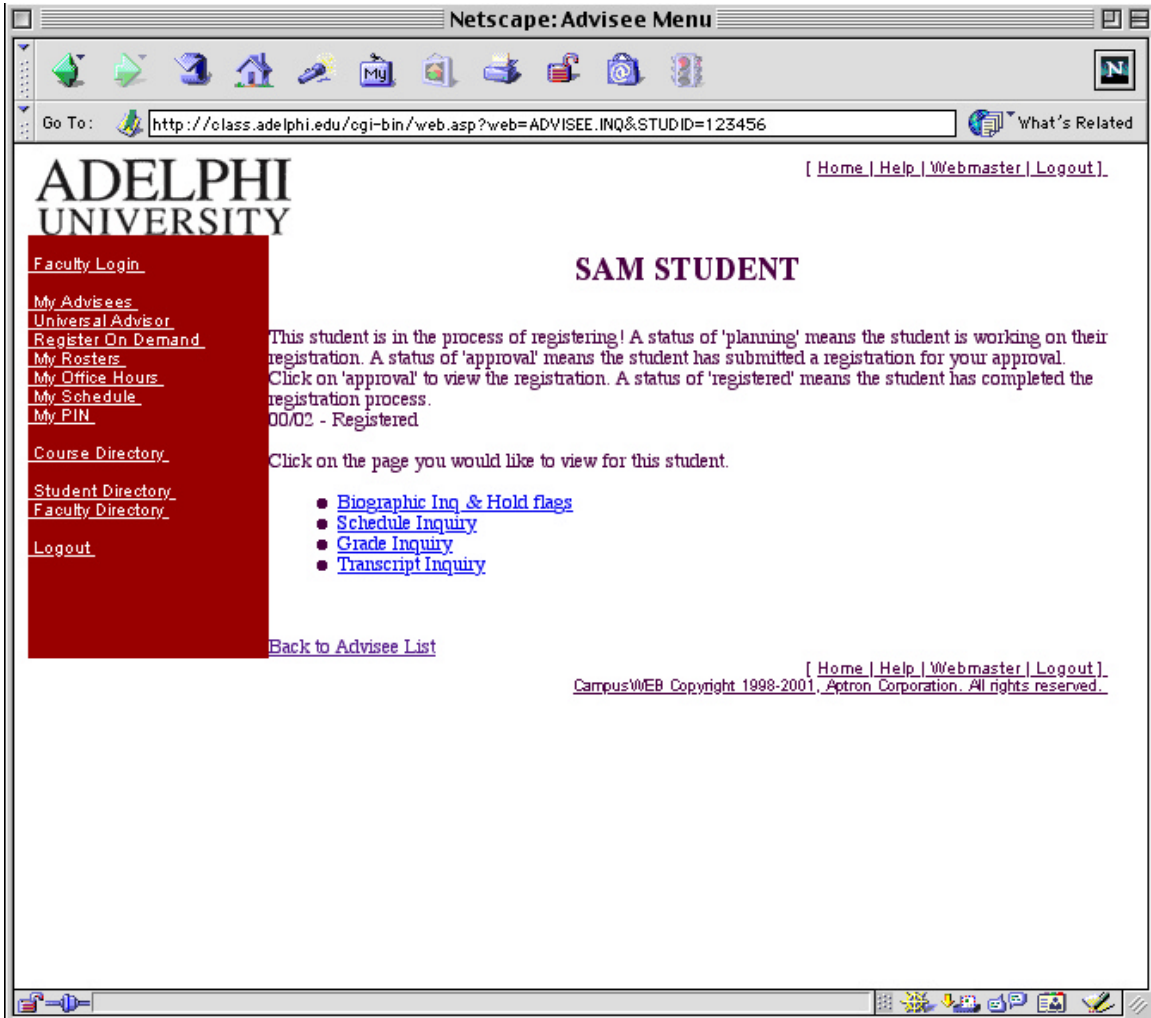
| Name                               | Email                 | Class | Prog | Major      | Registration Status                |
|------------------------------------|-----------------------|-------|------|------------|------------------------------------|
| <a href="#">STUDENT, SAM</a>       | <a href="#">Email</a> | SO    | 12   | ART        | 00/02 - <a href="#">Registered</a> |
| <a href="#">TESTNAME5, SEAN A</a>  | <a href="#">Email</a> | JR    | 32   | ACCOUNTING | 00/02 - <a href="#">Registered</a> |
| <a href="#">TESTNAME8, STANLEY</a> | <a href="#">Email</a> | SO    | 52   | PSYCHOLOGY | 00/02 - <a href="#">Approval</a>   |

[Email all advisees](#)



## 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.





## 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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The screenshot shows a Netscape browser window titled "Netscape: Student Biographic Inquiry". The address bar contains the URL: <http://class.adelphi.edu/cgi-bin/web.asp?web=ADVISEE.BIO&STUDID=123456>. The page header includes the Adelphi University logo and navigation links: [ Home | Help | Webmaster | Logout ].

The main heading is "Biographic Inquiry" for "SAM STUDENT". A status message reads: "This student is cleared for registration. (No Holds.)"

On the left, a red sidebar contains a menu of links: [Faculty Login](#), [My Advisees](#), [Universal Address](#), [Register On Remind](#), [My Books](#), [My Office Hours](#), [My Schedule](#), [My PIN](#), [Course Directory](#), [Student Directory](#), [Faculty Directory](#), and [Logout](#).

The main content area displays the following information:

| Local Address:     |  | Permanent Address: |  |
|--------------------|--|--------------------|--|
| 150 BAILEY AVENUE  |  | 150 BAILEY AVENUE  |  |
| HOMETOWN, NY 11600 |  | HOMETOWN, NY 11600 |  |
|                    |  | 516-888-0222       |  |

|             |            |                 |                     |
|-------------|------------|-----------------|---------------------|
| Gender:     | Male       | Program:        | PE-SR A & S         |
| Student ID: | 123456     | Degree:         | BACHELOR OF SCIENCE |
| Birthdate:  | 05/26/1980 | Classification: | Sophomore 30-59 hrs |
| Ethnic:     |            | Major(s):       | ART                 |
| Start Term: | 98/09      | Minor(s):       |                     |

|               |       |           |  |
|---------------|-------|-----------|--|
| Cur. Term:    | 00/09 | Cum. Att: |  |
| Cur. Credits: | 16.00 | Cum. Exp: |  |
|               |       | Cum. GPA: |  |

At the bottom right, there are navigation links: [ Home | Help | Webmaster | Logout ].

## 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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Netscape: Student Schedule Inquiry

Go To: <http://class.adelphi.edu/cgi-bin/web.asp?web=STUD.SCHED&TERM=99/02&STUDID=123456> What's Related

ADELPHI UNIVERSITY [ Home | Help | Webmaster | Logout ]

[Faculty Login](#)  
[My Address](#)  
[Universal Address](#)  
[Register On Remand](#)  
[My Books](#)  
[My Office Hours](#)  
[My Schedule](#)  
[My PIN](#)  
[Course Directory](#)  
[Student Directory](#)  
[Faculty Directory](#)  
[Logout](#)

### Class Schedule

Click on the term you would like to display.

[00/02](#) [00/02](#)

TERM 99/02 - SPRING 1999

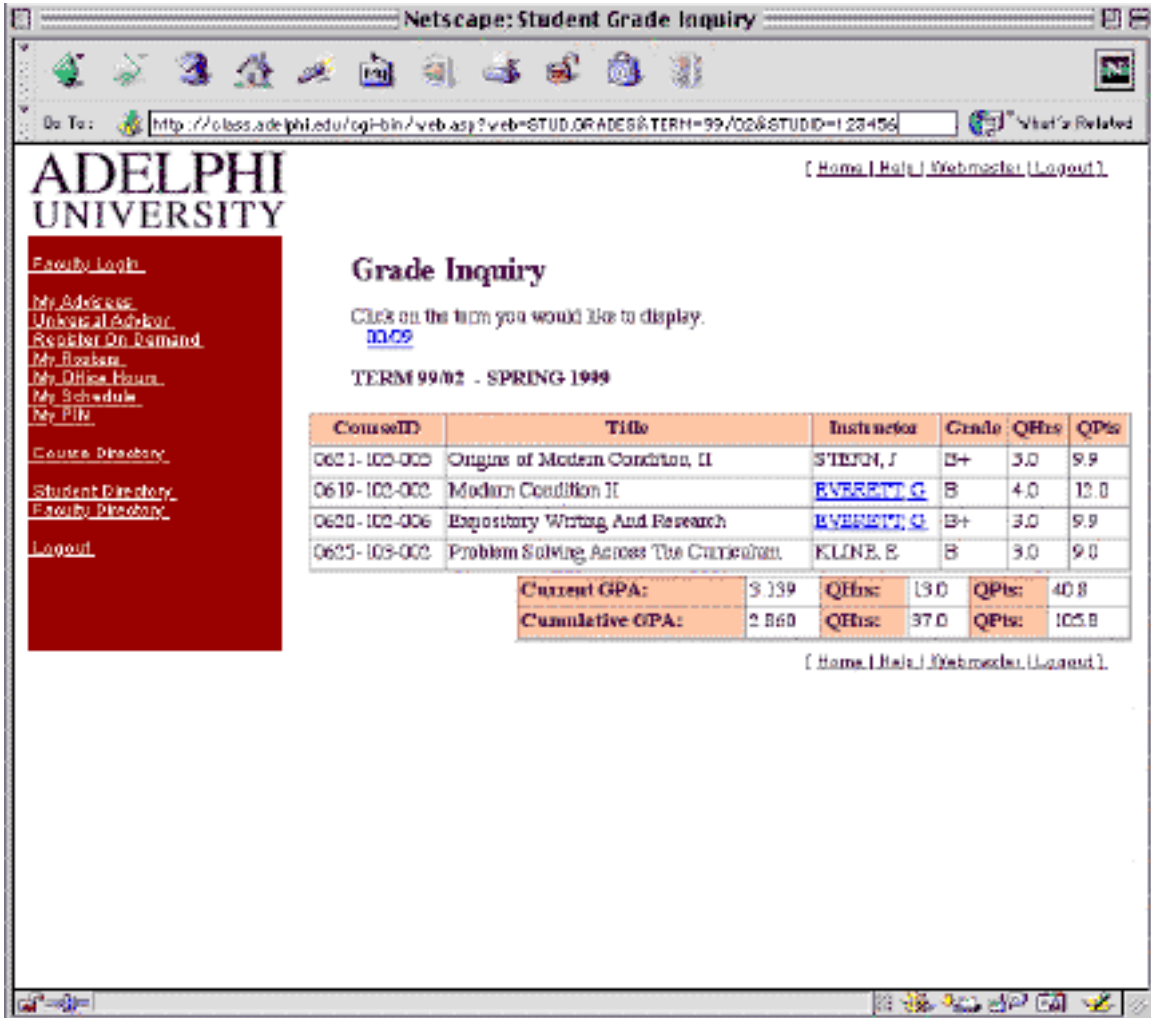
| Course ID/<br>Instr                        | Title<br>Days / Time  | Hlgh/<br>Reest | Credits | Status   |
|--|---|----------------|---------|----------|
| <a href="#">0623-103-005</a><br>STERN, J   | Origins of Modern Condition II<br>M/W/F 11:00am-11:50am     | BUS*216        | 3.00    | Enrolled |
| <a href="#">0620-103-006</a><br>EVERETT, G | Expository Writing And Research<br>M/W/F 12:00pm-12:50pm    | BUS*114        | 3.00    | Enrolled |
| <a href="#">0622-103-002</a><br>KLINE, E   | Problem Solving Across The Curriculum<br>TR 10:50am-12:05pm | BUS*100        | 3.00    | Enrolled |
| <a href="#">0619-103-000</a><br>EVERETT, G | Modern Condition II,<br>TR 12:15pm-01:30pm                  | BUS*110        | 4.00    | Enrolled |

[ Home | Help | Webmaster | Logout ]

## 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.



**Unofficial Transcript**

| Term                 | Course Id    | Title                                 | Credits | Grade | Term Hours Earned | Term GPA | Tot Hours Earned | Cum GPA |
|----------------------|--------------|---------------------------------------|---------|-------|-------------------|----------|------------------|---------|
| <b>UNDERGRADUATE</b> |              |                                       |         |       |                   |          |                  |         |
| SPRING 1999          | 0601-105-005 | Origins of Modern Civilization II     | 3.00    | B+    |                   |          |                  |         |
|                      | 0619-102-002 | Modern Civilization II                | 4.00    | B     |                   |          |                  |         |
|                      | 0630-102-006 | Expository Writing And Research       | 3.00    | B+    |                   |          |                  |         |
|                      | 0625-103-002 | Problem Solving Across The Curriculum | 3.00    | B     | 13.00             | 3.1385   | 13.00            | 3.1385  |

## 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.*

Netscape: Class Registration

Go To: [http://class.adelphi.edu/cgi-bin/web.asp?web=REG\\_PROCESS](http://class.adelphi.edu/cgi-bin/web.asp?web=REG_PROCESS)

[ Home ] [Help](#) [ Webmaster ] Logout ]

# ADELPHI UNIVERSITY

[Faculty Login](#)

[My Advisees](#)

[Universal Adviser](#)

[Register On Demand](#)

[My Roster](#)

[My Office Hours](#)

[My Schedule](#)

[My PIN](#)

[Course Directory](#)

[Student Directory](#)

[Faculty Directory](#)

[Logout](#)

[STANLEY TESTNAMES](#)

SPRING 2000 - Priority Registration

Program: 53 Major: PIA Class: 50

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

**Total Credits: 13**

Click on 'Submit' to post your responses.

[Back to Advisee List](#)

[ Home ] [Help](#) [ Webmaster ] Logout ]

## 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.*



Netcape: Class Registration

Location: [http://class.adelphi.edu/cgi-bin/web.asp?web=REG\\_PROCESS&SELECTED\\_TERM=00/09](http://class.adelphi.edu/cgi-bin/web.asp?web=REG_PROCESS&SELECTED_TERM=00/09)

Home | Help | Webmaster | Logout

**ADELPHI UNIVERSITY**

**SAM STUDENT  
FALL 2009**

Faculty Login  
My Address  
My Personal Record  
Registration Request  
My Records  
My Office Hours  
My Advisable  
My PIN  
Course Schedule  
Student Schedule  
Faculty Schedule  
Logout

| Course  | Title                                   | Day & Time<br>Instructor                    | Grade<br>Option | Credits | Alternate<br><input type="checkbox"/> yes | Status              | Drop?<br><input type="checkbox"/> drop |
|---|---|---|-----------------|---------|---|---------------------|--|
| 0003-210-003                                    | Honors -<br>Honors<br>Condition I       | TR<br>01:40pm-02:55pm<br>Gamer, R.          | PIB             | 3.00    | <input type="checkbox"/>                  | Registered          | <input type="checkbox"/>               |
| 0105-111-010                                    | Biological<br>Concepts and<br>Methods I | MWF<br>09:00am-09:50am<br>W 16 00am-12:30pm | PIB             | 5.50    | <input type="checkbox"/>                  | Registered          | <input type="checkbox"/>               |
| 0128-421-001*<br>*including preseq:<br>0128-102 | Level III<br>Preach                     | MWF<br>10:00am-10:50am<br>Vezquez, M        | Normal          | 3.00    | <input type="checkbox"/>                  | Advisor<br>rejected | <input type="checkbox"/>               |

Total Credits: 11.5

Click on a course to email (optional):  
[FACULTY](#)

Click on the 'Submit' button to post this registration.

If you know the class you want to add, enter it here and click 'Add'.

|               |                          |
|---------------|--------------------------|
| Department    | Choose Department        |
| Course Number | <input type="text"/>     |
| Section       | <input type="text"/>     |
| Alternate     | <input type="checkbox"/> |

To search for a class to add, enter part or all of the search information and click 'Search'.

|                           |                      |
|---------------------------|----------------------|
| Department                | Choose Department    |
| Start Time                | Choose Time          |
| Instructor<br>(Last Name) | <input type="text"/> |

Home | Help | Webmaster | Logout



## 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

The screenshot shows a Netscape browser window titled "Netscape: Class Roster". The address bar displays the URL: <http://class.adelphi.edu/cgi-bin/web.asp?web=ROSTER.LIST>. The page content includes the Adelphi University logo and a navigation menu on the left. The main content area features a table of classes with the following data:

| Term | Course Id                    | Title   |
|------|------------------------------|---|
| 0009 | <a href="#">0302-764-001</a> | Advanced Health Assessment                                    |
|      | <a href="#">0302-765-001</a> | Clinical Practice Specialization I                            |
| 0009 | <a href="#">0302-764-010</a> | Advanced Health Assessment                                    |
| 0002 | <a href="#">0302-375-001</a> | Alterations in Physiological Integrity I: A Holistic Approach |
|      | <a href="#">0302-766-001</a> | Preicum Specialization I                                      |
|      | <a href="#">0302-795-010</a> | Independent Study PAC CLIN I & II                             |
| 9909 | <a href="#">0302-322-001</a> | Pathophysiology Medical Surgical I                            |
|      | <a href="#">0302-764-001</a> | Advanced Health Assessment                                    |
|      | <a href="#">0302-765-001</a> | Clinical Practice Specialization I                            |

Navigation links at the bottom right include: [\[ Home \]](#), [\[ Help \]](#), [\[ Webmaster \]](#), [\[ Logout \]](#).

## My Roster Display

Netscape: Class Roster

Go To: <http://class.adelphi.edu/cgi-bin/web.asp?web=ROSTER.LIST&SAVE&CLASS=00/09M03022764M001> What's Related

**ADELPHI UNIVERSITY** [ Home | Help | Webmaster | Logout ]

[Faculty Login](#)  
[My Address](#)  
[Universal Address](#)  
[Register On Demand](#)  
[My Roster](#)  
[My Office Hours](#)  
[My Schedule](#)  
[My PIN](#)

[Course Directory](#)  
[Student Directory](#)  
[Faculty Directory](#)  
[Logout](#)

Click on a student's name to send an individual email. Use the 'Email to Class' link to email the entire class.

FALL 2000 0302-764-001 Advanced Health Assessment

| Id Number   | Student Name                      | Course Id               | Program          | Major | Phone        |
|-------------|-----------------------------------|-------------------------|------------------|-------|--------------|
| 1580888     | <a href="#">STUDENT SAM</a>       | Sophomore 30-59<br>cus  | FR-SR A & S      | ART   | 516-888-0033 |
| 1567490     | <a href="#">TESTHAMES SEAN A</a>  | Junior 60-89<br>credits | FR-SR<br>NURSING | BAA   | 516-775-6451 |
| 1378573     | <a href="#">TESTHAMES STANLEY</a> | Sophomore 30-59<br>cus  | FR-SR IAPS       | PIA   | 710-522-3358 |
| TOTAL COUNT |                                   | 3                       |                  |       |              |

[Email to Class](#)

[ Home | Help | Webmaster | Logout ]

## 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.

**ADDELPHI UNIVERSITY**

[Faculty Login](#)  
[My Address](#)  
[Unlink w/ Adelphi](#)  
[Register On Demand](#)  
[My Faculty](#)  
[My Office Hours](#)  
[My Schedule](#)  
[My PIN](#)

[Course Directory](#)  
[Student Directory](#)  
[Faculty Directory](#)  
[Logout](#)

### My Schedule

Click on the term you wish to display. Click on number in class to display the roster for that class.

[00/00](#) [00/05](#) [00/02](#) [99/00](#)

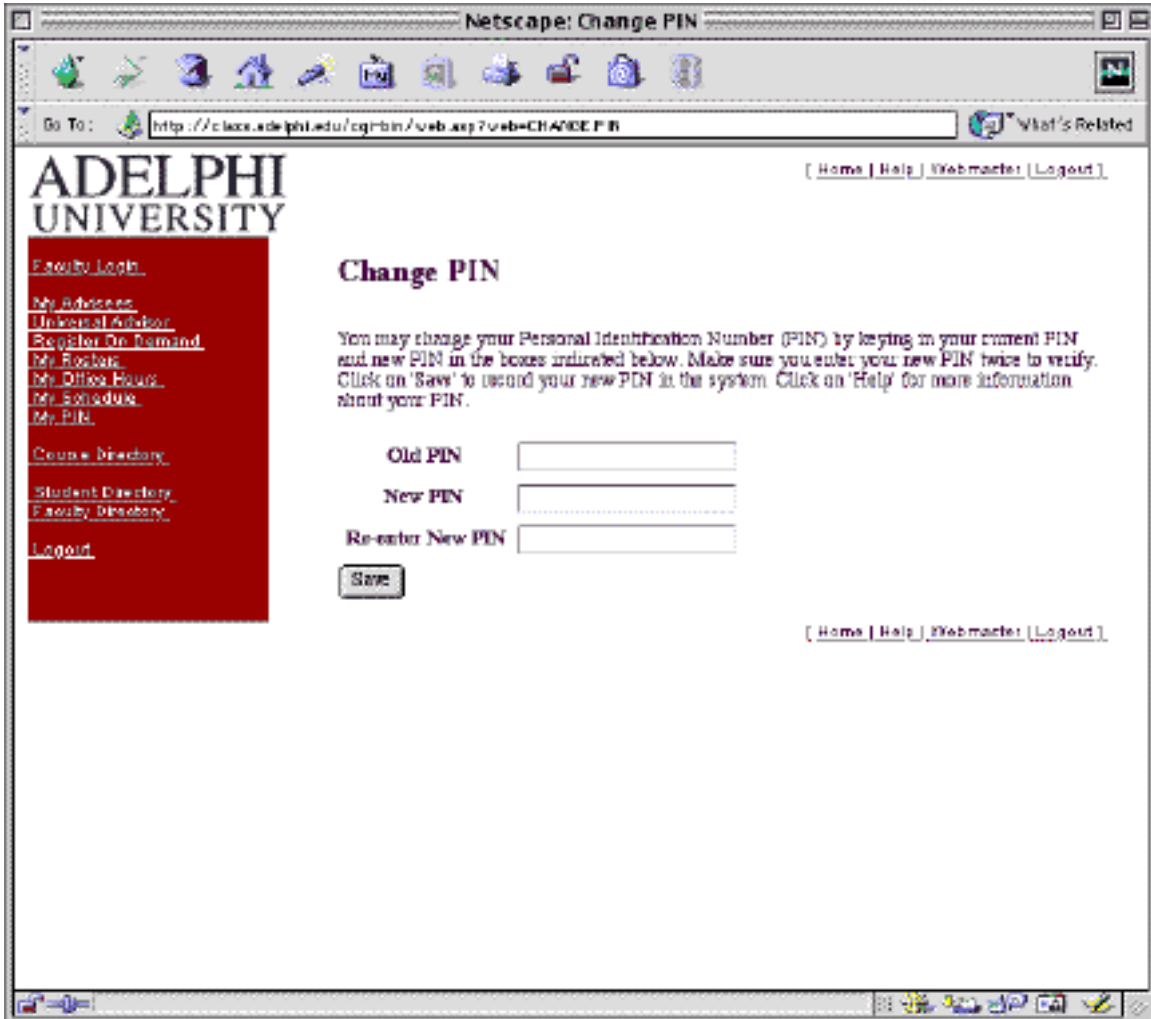
**TERM 01/02 - SPRING 2001**

| Days / Time       | Course Id    | Title                            | Credits | Building / Room | Num in Class            |
|-------------------|--------------|----------------------------------|---------|-----------------|-------------------------|
|                   | 0302-639-010 | Adult Health Nursing (I) Seminar | 2.00    |                 | <a href="#">6 / 8</a>   |
| R 06:00PM-09:50PM | 0302-764-001 | Advanced Health Assessment       | 4.00    | ALU*228         | <a href="#">10 / 20</a> |
| T 06:00PM-08:50PM | 0302-638-001 | Adult Health Nursing (I) Theory  | 3.00    | ALU*225         | <a href="#">12 / 25</a> |

[ Home | Help | Webmaster | Logout ]

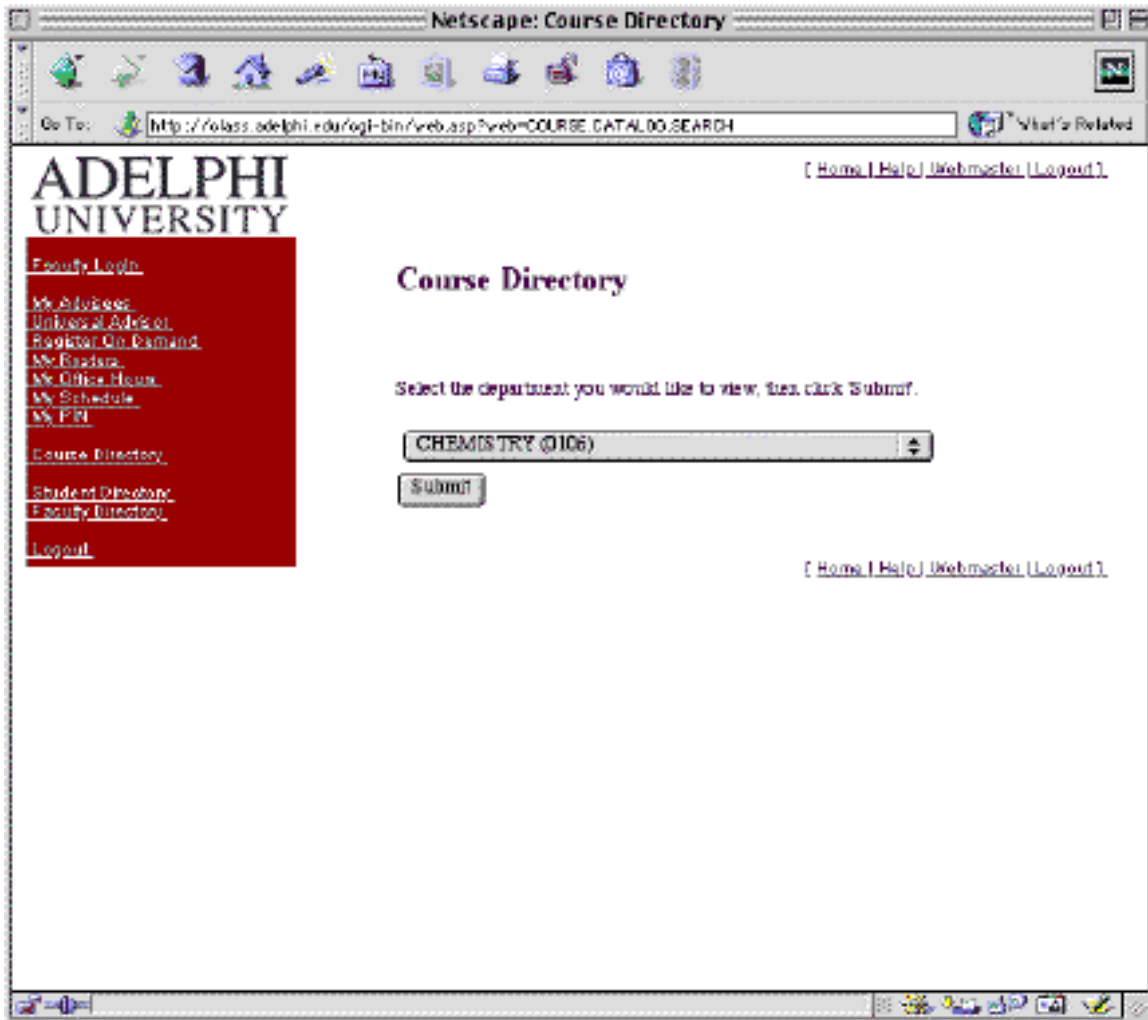
## My PIN

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

**ADELPHI UNIVERSITY**

Department: CHEMISTRY

Click on a course number to see the schedule for that class:

| Course Number            | Title                       | Division         |
|--------------------------|-----------------------------|------------------|
| <a href="#">0106-100</a> | Chemistry Modern Society    | CHE<br>CHEMISTRY |
| <a href="#">0106-103</a> | Project Chemistry           | CHE<br>CHEMISTRY |
| <a href="#">0106-107</a> | Essentials of Chemistry I,  | CHE<br>CHEMISTRY |
| <a href="#">0106-108</a> | Essentials of Chemistry II, | CHE<br>CHEMISTRY |
| <a href="#">0106-111</a> | General Chemistry I,        | CHE<br>CHEMISTRY |
| <a href="#">0106-112</a> | General Chemistry II,       | CHE<br>CHEMISTRY |
| <a href="#">0106-113</a> | General Chemistry I Lab,    | CHE<br>CHEMISTRY |
| <a href="#">0106*115</a> | General Chemistry           | CHE<br>CHEMISTRY |
| <a href="#">0106*200</a> | Chemistry Electives         | CHE<br>CHEMISTRY |
| <a href="#">0108-222</a> | Organic Chemistry           | CHE<br>CHEMISTRY |
| <a href="#">0108-251</a> | Organic Chemistry I,        | CHE<br>CHEMISTRY |

**Faculty Login**  
[My Address](#)  
[Link to Addecal](#)  
[Register On Demand](#)  
[My Courses](#)  
[My Office Hours](#)  
[My Schedule](#)  
[My PPI](#)  
[Course Directory](#)  
[Student Directory](#)  
[Faculty Directory](#)  
[Logout](#)



## 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.

The screenshot shows a Netscape browser window titled "Netscape: Class Schedule". The address bar contains the URL: <http://class.adelphi.edu/cgi-bin/web.asp?web=CLASS.SCHED&COURSE#01064107&TERM=00/00>. The page header features the Adelphi University logo and navigation links: [ Home | Help | Webmaster | Logout ].

On the left side, there is a red navigation menu with the following links: [Faculty Login](#), [My Address](#), [Universal Student](#), [Register On Demand](#), [My Register](#), [My Office Hours](#), [My Schedule](#), [My PIN](#), [Course Directory](#), [Student Directory](#), [Faculty Directory](#), and [Logout](#).

The main content area is titled "Class Schedule" and "FALL 2000". It contains a table with the following data:

| Course Number            | Sect | Title                           | Day/Time             | Building/Room | Instructor   | Seats Left |
|--------------------------|------|---------------------------------|----------------------|---------------|--------------|------------|
| <a href="#">0106-107</a> | 001  | Essentials of Chemistry I, Lec. | T<br>06:30PM-09:00PM | SCI*309       | LANDEBERG, J | 36         |
|                          | 002  | Essentials of Chemistry I, Lec. | W<br>03:00PM-07:30PM | SCI*309       | LANDEBERG, J | 13         |
|                          | 013  | Essentials of Chemistry Lab     | W<br>11:00AM-01:30PM | SCI*340       | WINDWER, S   | 0          |
|                          | 014  | Essentials of Chemistry Lab     | R<br>06:30PM-09:00PM | SCI*340       | RUDMAN, R    | 10         |
|                          | 021  | Essentials of Chemistry I.      | R<br>12:15PM-01:30PM | ERL*3         | TBA          | 39         |
|                          | 022  | Essentials of Chemistry I.      | T<br>05:00PM-06:15PM | ERL*3         | TBA          | 41         |
|                          | 023  | Essentials I, Recitation        | W<br>01:40PM-02:55PM | ERL*3         | TBA          | 31         |

At the bottom of the page, there are additional navigation links: [ Home | Help | Webmaster | Logout ].

## 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

Netscape: Student Directory

Go To: <http://class.adelphi.edu/cgi-bin/web.asp?web=STUDENT.DIRECTORY> What's Related

**ADELPHI UNIVERSITY** [ Home | Help | Webmaster | Logout ]

[Faculty Login](#)  
[My Address](#)  
[Universal Adaptor](#)  
[Register On Demand](#)  
[My Records](#)  
[My Office Hours](#)  
[My Schedule](#)  
[My PIN](#)  
[Course Directory](#)  
[Student Directory](#)  
[Faculty Directory](#)  
[Logout](#)

## Student Directory

Enter all or part of a student's name, then click on Search to display a directory of students who match the names entered. For example, enter "A" in Last Name for a directory of students with a last name starting with "A" or enter "SMITH" in Last Name for a directory of students with a last name starting with "SMITH". Leave the name fields blank for a directory of all students.

Last name  First name

Major

Program

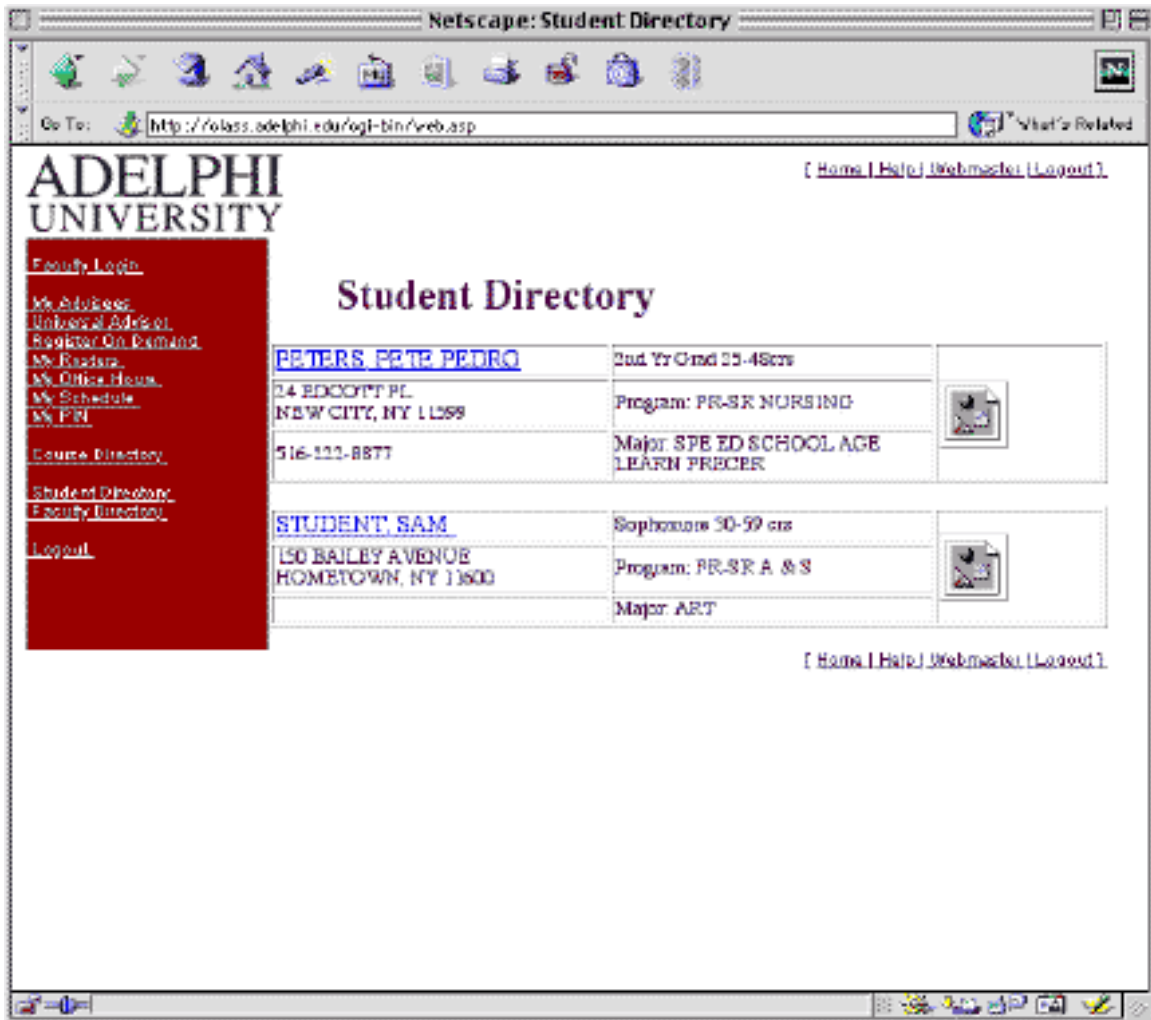
Class

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[ Home | Help | Webmaster | Logout ]

# Student Search Directory Information

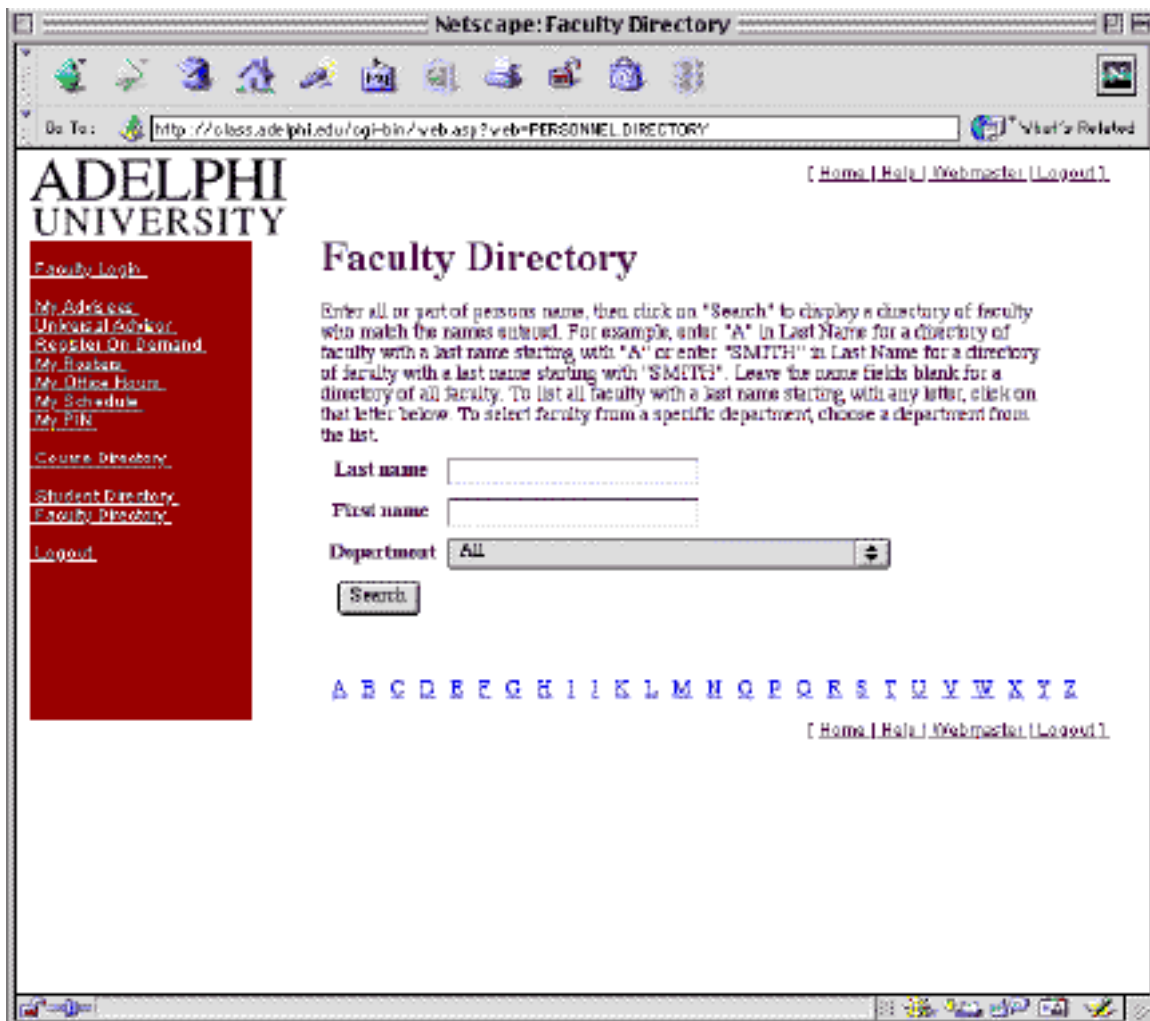
BE  
FERPA  
AWARE



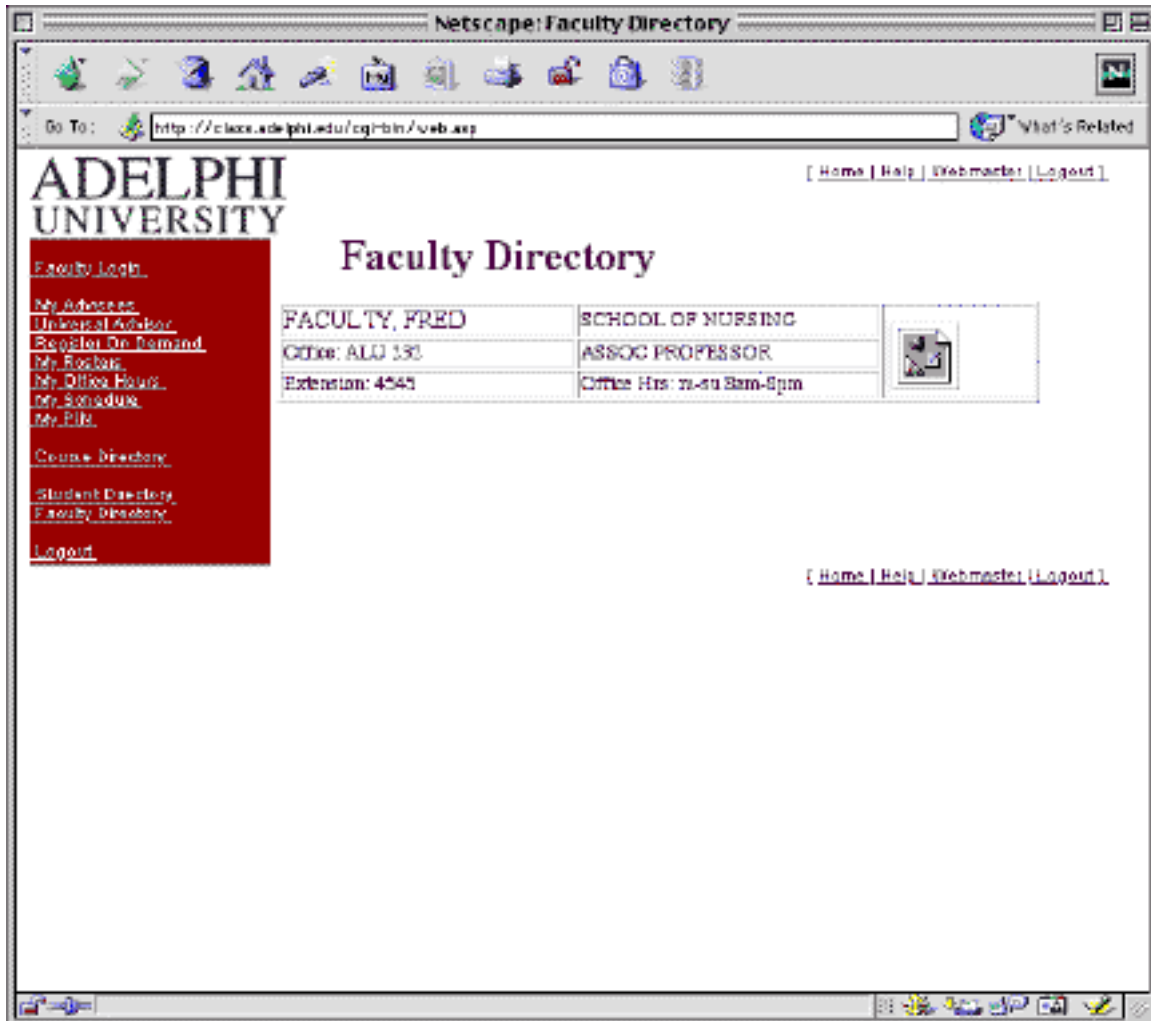
## Faculty Search (Directory)

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.

