C.L.A.S.S.

What is CLASS?
Course Listing, Advising, and Student Services offers online access to important academic, biographic and financial information. It can be used from any computer, anywhere, that has Internet access.

To access CLASS, go to ecampus.adelphi.edu and click the SERVICES tab, then select CLASS. After logging in to eCampus and selecting CLASS, you may view and change information in your own personal database.

Save CLASS to your my Favorite Services panel so that you can easily access anytime you are on the eCampus homepage.

Functions of CLASS include:

- ACES online course evaluations
- Full Course Catalog - Gen Eds
- My Adviser
- My Registration
- My Registration Holds
- My Course Confirmation
- My Checklist
- My Parking Decal
- My Financial Aid
- My Billing
- Make a Payment
- My Housing Deposit
- Request a Refund
- Request a Bill
- My Grades
- My Transcript
- My Graduation and Commencement
- My Health Records
- Nursing Health Clearance
- Meningitis: Am I Compliant?
- Course/Department Directory
- Faculty Directory
- My Time Cards
- 1098T Supplemental Statement
- My Sallie Mae

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http://infotech.adelphi.edu/services/manuals.php
Accessing CLASS

Logging In
The easiest way to access CLASS is by logging in to eCampus.
Note: You can also go to class.adelphi.edu but that requires an additional login with your seven digit student ID and PIN, therefore we recommend you always log in through ecampus.adelphi.edu.

1. Go to ecampus.adelphi.edu and click the red LOG IN button at the top right of your screen.

2. Once you are logged in, click the SERVICES tab.

3. On the SERVICES screen, click on CLASS.

Tip: If you want CLASS as one of your five FAVORITE SERVICES available on you’re my ECAMPUS homepage, click the heart symbol under the CLASS icon.

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4. Below is an example of the CLASS home screen you should see once you are successfully logged in.

When you are finished with your session, make sure to click Logout and close your browser for your information security.

The next section will review the various functions available on the left menu in CLASS.

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CLASS FEATURES

ACES Online Course Evaluations

In the two-week period before finals, you have the opportunity to anonymously evaluate your courses and instructors using a basic online survey. The evaluation should take about five minutes per class. During the open evaluation period, when you click ACES in the CLASS menu, you will see options for the courses you are eligible to evaluate. You participation is vital as it informs administration on how to improve courses.

Full Course Catalog - Gen Eds

Search the course catalog to find classes that will fulfill your General Education reCapstone Courses, Learning Goals, and Distribution Requirements.

To SEARCH for a course choose at least one criteria and click 'Search'.

<table>
<thead>
<tr>
<th>Department</th>
<th>Choose Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>(3 digits)</td>
</tr>
<tr>
<td>Capstone</td>
<td>Check to view only Capstone Courses</td>
</tr>
<tr>
<td>LearningGoals</td>
<td>Choose Learning Goal</td>
</tr>
<tr>
<td>DistributionRequirement</td>
<td>Choose Distribution Requirement</td>
</tr>
</tbody>
</table>

My Adviser

The My Advisor page displays contact information for your advisor. If you have set up an email client on your browser, you can send an email to your advisor by clicking on the highlighted name.

My Registration

The “My Registration” page will allow you to register, add or drop classes for a term. For most situations, you can select your courses, notify your advisor, receive approval from him/her, register, and submit drops and adds online without having to come to the Registrar’s Office.

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The two main ‘stages’ of the procedure are the following:

**Planning** - this timeframe begins approximately two weeks before priority registration begins. You’ll select the courses appropriate to your major, indicate the special grading option available, (normal, pass/fail, audit) and even select alternates for your advisor to approve (in case a course you’ve selected isn’t available). Once you’re finished with your selection, click on “Submit” and your advisor is notified.

**Priority Registration** - Once you receive your advisor’s approval, log in at your appointed time and submit your registration to the system. You’ll immediately be able to see your course confirmation, listing your courses and their location.

Notes:
- On the undergraduate level, academic advising is required of all majors. Graduate students should check with their departments for required approvals.
- Be prepared - don’t wait until the last minute

You can register for (add) a course by course number, department, instructor, keywords and more. Once you are satisfied with the classes you have added, click on the “Submit” button. This will make your registration available to your advisor.

Periodically check the system to see if your advisor has evaluated your choices.

Once your advisor electronically approves your courses, they will become available to you.

At your appointed time, you can then enter the system and submit them to finalize your semester registration.

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Initial selection screen below for planning or registration phases.

To SEARCH for courses choose at least one of the following Criteria and click 'Search'

- Department
- Course (3 digits)
- Meeting Type
- Start Time
- Instructor (Last Name)
- Capstone
- Learning Goals (Fall 2011 Freshmen)
- Distribution Requirements (Fall 2011 Freshmen)
- Keyword Search (Not Case Sensitive)

Search

To SELECT a course using the Course Id, enter information below and click 'Add'

- Department
- Course (3 digits)
- Section (2 or 3 digits)
- Alternate

Add

Example of screen once registration is successful.

Full or partial financial liability may be incurred for any drops/withdrawals once the semester has begun. Consult the university refund policies and procedures.

Students who drop all courses before the start of the semester will be responsible for a $100 University Fee.

| Course Id   | Title                          | Day & Time   | Grade Option | Credits | Alternate | Status     | Drop? | Option |
|-------------|{mass communication in health} | 09:00am-09:50pm, Monday, Tuesday, Wednesday, Thursday, Friday | Normal 3.00 | Registered | View Textbooks |

Total Credits: 3

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

Remember to check before beginning of classes - classrooms and faculty are subject to change.

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My Registration Holds
View any blocks that might affect future registrations.

My Course Confirmation
See your schedule for any semester. Displays course ID and title, instructor name, class days and time, location, course credits and enrollment status.

You can display other terms by clicking on the term links at the top of the page.

Click on the term you would like to display.

12/02  11/09  11/05  11/02  10/09  10/02  09/09  09/05
TERM 12/09 - FALL 2012  Graphic display

<table>
<thead>
<tr>
<th>Course Id/ Instr</th>
<th>Title Days / Time</th>
<th>Bldg/ Room</th>
<th>Credits</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0834-654-002</td>
<td>Mass Communication in,Health R</td>
<td>08:00pm-09:50pm</td>
<td>WDH*176</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Classrooms and faculty are subject to change - please check back before the beginning of classes.

My Checklist
Shows dates of actions taken and student status.

My Parking Decal
Online registration form for campus parking. Students must be registered to receive a parking decal.

My Financial Aid
The “My Financial Aid” page displays a list of the student’s grants, scholarships and loans by term. For each item, the amount awarded to the student is displayed along with the status of the award.

Choose an academic year and select 'awards' or 'loans'

- 2011-2012 (Prior Year)
- 2012-2013 (Current Year)
- 2013-2014 (Next Year)

- AWARDS
- LOANS
- SELECT
My Billing
The “My Billing” page displays the charges and credits that have been posted to your account, along with a subtotal by term. Your summary (by term) is displayed at the top of the screen, with the ability to either scroll down or click on a term for more details.

Make a Payment
By choosing this menu option, your current account balance will be displayed. Click on the ‘Make a Payment’ button. You will be directed to our Bill Payment System where you will use a secure form to enter your checking account information or use your Visa, MasterCard or Discover Card information to make a payment to your student account.

My Housing Deposit
Pay your housing deposit for the next semester.

Request a Refund
Request a refund if you have a credit balance.

Request a Bill
Reflects all charges, payments, and aid posted to your account.

My Grades
The “My Grades” page displays all grades that have been recorded for you for a particular term. This page also displays the course number, title, instructor, Quality Hours and Quality Points as well as the semester and cumulative GPA. You may display other term’s grades by clicking on a term link at the top of the page.

Click on the term you would like to display.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Instructor</th>
<th>Grade</th>
<th>EHrs</th>
<th>QPts</th>
</tr>
</thead>
<tbody>
<tr>
<td>0834-501-002</td>
<td>Dynamics of Substance Abuse</td>
<td>SULINSKI, D</td>
<td>A</td>
<td>3.0</td>
<td>12.0</td>
</tr>
<tr>
<td>Current GPA:</td>
<td>4.000</td>
<td>EHrs:</td>
<td>3.0</td>
<td>QPts:</td>
<td>12.0</td>
</tr>
<tr>
<td>Cumulative GPA:</td>
<td>3.940</td>
<td>EHrs:</td>
<td>30.0</td>
<td>QPts:</td>
<td>118.2</td>
</tr>
</tbody>
</table>

My Transcript
The “My Transcript” page allows you to display your entire academic record (by term) with a semester summary at the end of each term and with a cumulative summary overall. Detailed transcript of your classes, grades, and GPA information

My Graduation and Commencement
Apply for Graduation (to receive your degree/diploma) and Commencement (to attend the Ceremony)

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My Health Records
Check the status of your health clearance requirements for Last Physical Date, Measles Mumps Rubella Compliance, and Meningitis Compliance.

Nursing Health Clearance
Nursing students must meet additional health clearance requirements.

Meningitis: Am I Compliant?
Read and responded to the documents regarding Meningitis compliance and access additional information regarding Meningococcal Disease.

Course/Department Directory
Browse course offerings and seats available.

Select the department you would like to view, then click 'Submit'.

**Alpha Search:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY (0105)</td>
<td></td>
</tr>
</tbody>
</table>

**Numeric Search:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0083 (HONORS)</td>
<td></td>
</tr>
</tbody>
</table>

Faculty Directory
The “Faculty Search” page will display a directory of faculty. A selection page allows you 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. You may send email to a person by clicking on the name.

My Time Cards
Students who work for campus offices must submit their timecards online.

M 1098T Supplemental Statement
Amounts billed for qualified tuition and related expenses, scholarships or grants, and payments applied.

My Sallie Mae
Select how you want to receive your refund, if applicable.

If you have additional questions, please contact helpdesk@adelphi.edu or call ext. 3340.

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