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.
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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
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.

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.
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.
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.
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.
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.
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.

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.
### ADELPHI UNIVERSITY

#### STANLEY TEST NAMES

**SPRING 2000 - Priority Registration**

**Program:** M  
**Major:** MIA  
**Class:** 50

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Day &amp; Time Instructor</th>
<th>Grade Option</th>
<th>Credits</th>
<th>All</th>
<th>Status</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>0122-107-002</td>
<td>Art &amp; Craft Writing</td>
<td>MWF 10:00am-10:50am Webb, J</td>
<td>3.00</td>
<td>Pending</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0172-113-002</td>
<td>Spanish Level II</td>
<td>TR 8:30am-10:45am Carbo, N</td>
<td>3.00</td>
<td>Pending</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0176-321-001</td>
<td>Social Research Methods</td>
<td>TR 11:30am-12:45pm Cho, B</td>
<td>4.00</td>
<td>Pending</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>0128-115-001</td>
<td>Spanish Level II</td>
<td>MWF 10:00am-10:50am Vazquez, M</td>
<td>3.00</td>
<td>Pending</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:** 15

- Click on 'Submit' to post your response.
- Back to Advance List

[Submit]
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.
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.

My Roster Selection

![Image of My Roster Selection](Image)
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.
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
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.

![Logout Page]

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... C.L.A.S.S. is dismissed!

Please be sure to close your browser window to protect confidential information!

Click [Home] to get back to the Adelphi University home page.