

Technology Help Desk 412-62**4-HELP** [4357] technology.pitt.edu

Getting Started with PeopleSoft Faculty Center

A guide for faculty at the University of Pittsburgh

Overview

The PeopleSoft Faculty Center with Advisor Center is the central online location for accessing course management and academic advising information. The **Faculty Center** tab enables you to view your teaching schedule, check class rosters, record grades, and much more. **Advisor Center** presents contact information and quick access to your advisee's academic record. The **Search** page provides access to teaching schedules for fellow faculty members and course information for University classes.

What's New?



Student photos now appear on your My Advisees list. See Advisor Center, below.

Access Your Faculty Center

To access your Faculty Center, follow these steps:

- 1. Log in to **My Pitt** (my.pitt.edu) with your University Computer Account username and password
- 2. Click Faculty Center Login 🖓 🖴

The left navigation menu automatically collapses when you select any link from your PeopleSoft Home Page.

Click **Self Service**, and then *under Faculty Center* click **My Schedule**.



Note: To return to My Pitt, click Sign out or minimize this browser window.

Breadcrumb Trail

The top left of your screen displays a breadcrumb trail, where the navigation selections you make are pinned to the page. Use these to quickly move from folder to folder and page to page, back and forth through the menu. Each level separated by a > provides a dropdown list of selections that you have access to:

Favorites Main Menu > Self Service > Faculty Center > My Schedule

Click any *folder icon* to display the folder's contents on your main page, as shown below. Click any *folder name* to expand that folder and display its contents to the right of the breadcrumbs dropdown list.

		Favorites Main Menu > Self Service > Advisor Center
		Main Menu > Self Service >
S	elf Service > Faculty Center > My Schedule	💋 Advisor Center
	Advisor Center	Use the Faculty center to manage all your advisee related activities. My Advisees Advisee Student Center Advisee Student Center
1	Campus Personal Information	Access your advisee roster and view details including This is the student's view of the Student Center View Student Demographic Information
1	Faculty Center	actions financial caracterization acgree progrees
1	🔁 Search 🔸	
I	Browse Course Catalog	Advisee Transfer Credit
1	Class Search	Your a addon a standor oron administry Your a addon a dodonic strumation

Your Favorites

When you click the Favorites link at the root of your breadcrumb trail, a dropdown list includes pages you have recently navigated to, a link to results lists for which you have recently searched, and your favorite pages that you previously bookmarked.

Use these page links to quickly navigate too!

Once you navigate to a page, click **Add to Favorites** in this box or in the navigation header to create a bookmark.

Click **Edit Favorites** to change the sort order, rename a bookmark, or delete bookmarked pages.



Your Faculty Center

The **Faculty Center** is organized by three subtabs: **my schedule**, **class roster**, and **grade roster**. Subtabs make it easy to navigate to the area that you wish to view. Active tabs are shown in white, while inactive tabs are shaded. Below, the **Faculty Center – my schedule** page is active.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Note: The Advisor Center tab only displays if you have been assigned to academically advise a student in *PeopleSoft.*

Viewing Schedules

When you click the Faculty Center tab, the **my schedule** tab becomes the active page by default. This page contains your teaching schedule and your final exam schedule.

My Teaching Schedule

My Teaching Schedule contains your scheduled class enrollment information—such as course ID, session, and enrollment information—as well as links to class and grade rosters where available. Refer to the *Viewing Rosters* section below for details.

My	Теа	aching Schedu	ule > Fall Term 2011-2	2012 > Ur	iversity of Pittsburgh		^[2]
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
â	3	<u>MATH 0010-</u> 7010 (12167)	COLLEGE ALGEBRA PART 1 (Lecture)	13	Tu 6:00PM - 8:30PM	ТВА	Aug 29, 2011- Dec 17, 2011
88		<u>MATH 0025-</u> 1050 (11168)	APPLIED COLLEGE ALGEBRA (Recitation)	12	Mo 6:00PM - 6:50PM	A522 Public Health- Crabtree/Pa	Aug 29, 2011- Dec 17, 2011
88	3	MATH 0031- 1010 (10008)	ALGEBRA (Lecture)	5	TuTh 9:00AM - 9:50AM	627 Thackeray Hall	Aug 29, 2011- Dec 9, 2011
		MATH 0031- 1025 (12002)	ALGEBRA (Recitation)	0	We 8:00AM - 8:50AM	1020 Benedum Hall	Aug 29, 2011- Dec 9, 2011
ñ	3	<u>MATH 0413-</u> <u>1060</u> (11797)	INTRO THEORETICAL MATHEMATICS (Lecture)	26	TuTh 6:00PM - 7:15PM	627 Thackeray Hall	Aug 29, 2011- Dec 17, 2011

Note: In most cases, if you cannot view your schedule, your department has not yet assigned you to the class or classes. Please contact your departmental administrator.

My Exam Schedule

If final exams have been scheduled for your classes, they are displayed in Faculty Center below your Teaching Schedule for the current term. Use the **Change Term** button at the top of the page to view exams for another term.

My Exam Schedule > Fall Term 2010-2011 > University of Pittsburgh								
Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled			
MATH 1180-1030 (12534)	LINEAR ALGEBRA 1 (Lecture)	12/18/2010, Saturday	12:00PM - 1:50PM	627 Thackeray Hall	1			
<u>MATH</u> <u>1180-1050</u> (14198)	LINEAR ALGEBRA 1 (Lecture)	12/19/2010, Sunday	8:00AM - 9:50AM	A215 Public Health- Crabtree/Pa	18			
View We	ekly Exam Schedule		Go	to top				

Note: *Hold down the Ctrl key and click Download to display your Teaching and Exam Schedules in Excel.*

Viewing Rosters

Rosters appear as subtabs under the Faculty Center tab. Class rosters become available as soon as students register in the class. Grade rosters are available as identified on the calendar which is available on the Academic Resources portal page.

Note: If you have trouble accessing a roster, contact your departmental administrator.

Class Rosters

As students enroll into your classes, the class roster icon appears to the left of the class on your Faculty Center. You can zoom in on the list of enrolled students, as shown in step 6, below, or view photographs of the students registered for your class. *See Viewing Student Photos in the next section.*

1. To view a roster, click the **Class Roster** icon ^{an} next to a class displayed in your Teaching Schedule or click the **class roster** subtab under Faculty Center.

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	Der	a and	Comes.	Room		Inst	restor	Dates	
	TuT	h 9:00	AM-9:50AM	627 Thackeray	Hall	Pitta	burgh Faculty	08/29/2011 - 12/09/2011	
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Note: If your Class Roster does not appear, that most likely means that your department has not yet assigned you to your class or classes. Please contact your departmental administrator.

- 2. Click **change class** to return to Faculty Center. Then click ⁶⁶ to view another roster.
- 3. If any students have dropped this class, select the **Dropped** option from the **Enrollment Status** dropdown menu to view them.
- 4. To sort the roster in ascending order by any column title, click that column header such as *Name*. Click **Name** again to sort the roster in descending order by student name.
- 5. Display the roster in Excel by holding down the Ctrl key and clicking **Download**

- 6. Click 🖾 to zoom in on the list of enrolled students. This feature shades out the roster page and enlarges the student list prominently on the page. Click **Return** at the bottom left of the roster to close the zoom list and return to the Class Roster page.
- 7. To print your class roster, click **Printer Friendly Version** and select the **Print** option from your browser window.

Grade Rosters

Grade Rosters are generated near the end of the term. You must be assigned to the class as primary instructor, secondary instructor, special, or teaching assistant by your departmental administrator in order for the **grade roster** to appear.

Access grade rosters from your Teaching Schedule or the grade roster subtab.

1. To view a grade roster, click a next to the class you wish to grade in your Teaching Schedule or click the grade roster subtab under Faculty Center.

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- 2. Click **change class** to return to Faculty Center, and then click a different class to access that roster.
- 3. To view the list of enrolled students in ascending or descending order specific to student detail, click the column header above the detail type.
- 4. Click **View All** to see all students in a long roster.
- 5. View your grade roster in Excel by holding down the Ctrl key and clicking Download.
- 6. To print your grade roster, click **Printer Friendly Version** and select the **Print** option from your browser window.

Recording Grades

Refer to the updated *Recording Final Student Grades Online* document and video in My Pitt. Click Learn More just below Faculty Center Login 🖉 🖨

Viewing Student Photos

Student photographs display on the class and advisee rosters. The Class Roster includes a section for **Enrolled Students**, where you have the option to view links to student photos next to each student ID number or to expand the list to include thumbnail images (where available) of each student. • When the **Link to Photos** (default) option is selected, click **(b)** to view a thumbnail image (if available) of that student.

Se	lect dis	play o	ption:	• Link to Photos	🔘 Include photos in list			
E	nrolled	Stud	lents				Find 🖾 🛗 🛛 First 🚺 1-2	of 2 🚺 Last
	Notify	Phot	T CD	Name	Grade Basis	Units	Program and Plan	Level
1		<u>E</u> q	3438961	Student,New B	LG	3.00	College of General Studies - Natural Sciences Area	Senior
2		<u>8</u> 9	3752129	<u>Student,Pittsburgh</u>	LG	3.00	School of Arts and Sciences - Mathematics	Freshman

• Select **Include photos in list** for the student photos to appear in the roster list. Click View All to see all student thumbnails on the page or click the right and left arrows to scroll from student to student.

Select display option:	C Link to Photos	• Include photos in list		-
		F	ind View All	First 🚺 1 of 2 🕨 Last
	Notify			
	ID	3438961		
	Name	Student,New B		
No Photo On File	Grade Basis	LG		
	Units Taken	3.00		
	Program & Plan	College of General Studies	- Natural Scien	ces Area
	Level	Senior		
	Status	Enrolled	Status Note	

Notes:

- Student Photos come from the Panther Central system that generates the Pitt ID cards photos. If a student does not obtain an ID card, a photo will not be available and **No Photo on File** will display in place of the picture.
- Photographs are also available from the advisee roster by clicking the Advisor Center tab at the top of your Faculty Center or navigating to Self Service, Advisor Center, and My Advisees.

A Word about Student Privacy

Student photos are considered private, educational information by the Federal government and should not be posted on blogs, public web sites, or even in a secure learning management system. When in doubt, err on the side of caution and do not release student educational information. As student information, photos must be stored in a secured location that is protected from unauthorized access as required by the Federal Education Rights and Privacy Act of 1974 (FERPA).

Even though photos are defined as directory information at The University of Pittsburgh, the class roster may contain photos for students that have a FERPA restriction. Use photos to support your teaching (e.g. confirm attendance, match names and faces, etc.) but remember these photos are part of a student's record and must remain confidential at all times. They are for the sole use of the instructor and not for public display. The photos are not to be shared with others in any format, including members of the class. Upon completion of the class any printouts of the photographs should be destroyed.

More FERPA Info: For guidelines governing student photos in the class roster and educational records, please visit http://www.registrar.pitt.edu/ferpa.html and http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html. Specific questions about student privacy and FERPA can be directed to the Office of the Registrar on your campus.

Advisor Center

Your **Advisor Center** is available for faculty members who are also academic advisors in PeopleSoft. This tool puts student and academic records at your fingertips.

Access your Advisor Center from within your Faculty Center, or navigate there directly by clicking *Self Service*, then *My Advisees*.

From Faculty Center, click the **Advisor Center** tab for one-click access to your advisees and many of the pages from the previous *Student Services Center* page. Advisor Center has five subtabs: **my advisees**, **student center**, **general info**, **transfer credit**, and **academics**.

Faculty Cer	nter	Advisor Center		Search
my advisees	student center	general info	transfer credit	academics

my advisees

The **My Advisees** page inside the **Advisor Center** gives academic advisors a way to gather contact and academic information about students they are advising from one convenient place.

elect display option: ④ Link to Photos ① Include photos in list		
		Find 🗖 🛗
tify Photo Name	ID	View Student Details
Student, Jocelyn N	3625392	View Student Details
Student, Pittsburgh A	3752129	View Student Details
Student, Thomas M	3658480	View Student Details
tify selected advisees notify all advisees		

- To view a list of students whom you have been assigned to advise, click the **Advisor Center** tab. Notice that the **my advisees** subtab is automatically selected.
- Click the Name or ID column headers to sort your advisees by that item.
- To email all your advisees or a selected group of advisees, use the **notify** buttons at the bottom of the page.
- View Student Details is a convenient link to that advisee's Student Center page.
- Hold the Ctrl key and click it to download the list of your advisees into Excel.
- If available, click View Data for Other Students to view new or drop-in advisees.

• To see a picture of your student, click the photo icon to the left of the student's name. If no icon displays, no photo is available. To view the entire advisee roster with photographs included, click on any student photo or select the **Include photos in list** option above the roster and then select **View 100**.

		Find	View 1 First 🚺 1-3 of 3 🕨 Last	2m
	TD	3625392	Notify	
No Photo On File	Name	<u>Student, Jocelyn N</u>	<u>View Student Details</u>	
No Photo On File	Name	3752129 <u>Student,Pittsburgh A</u>	View Student Details	
]			

Notes:

- Student Photos come from the Panther Central system that generates the Pitt ID cards photos. If a student does not obtain an ID card, a photo will not be available and **No Photo on File** will display in place of the picture.
- Photographs are also available from the class roster by clicking the Faculty Center tab at the top of your page or navigating to Self Service, Faculty Center, and My Schedule.

A Word about Student Privacy

Student photos are considered private, educational information by the Federal government and should not be posted on blogs, public web sites, or even in a secure learning management system. When in doubt, err on the side of caution and do not release student educational information. As student information, photos must be stored in a secured location that is protected from unauthorized access as required by the Federal Education Rights and Privacy Act of 1974 (FERPA).

Even though photos are defined as directory information at The University of Pittsburgh, the class roster may contain photos for students that have a FERPA restriction. Use photos to support your teaching (e.g. confirm attendance, match names and faces, etc.) but remember these photos are part of a student's record and must remain confidential at all times. They are for the sole use of the instructor and not for public display. The photos are not to be shared with others in any format, including members of the class. Upon completion of the class any printouts of the photographs should be destroyed.

More FERPA Info: For guidelines governing student photos in the class roster and educational records, please visit http://www.registrar.pitt.edu/ferpa.html and http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html. Specific questions about student privacy and FERPA can be directed to the Office of the Registrar on your campus.

student center

The **student center** page provides advisors with access to what a student sees in his or her Student Center. If you have used **Student Services Center**, this page will look familiar to you. The available sections are as follows: Academics, Personal Information, Holds, To Do List, Enrollment Dates, and Advisor.

Note: The contact information on the Advisor – student center page is display-only for the advisor.

- 1. To view an advisee's Student Center, click the student center tab.
- 2. Click the down arrow to select another student, and then click **change**.

Advisee Student Cer	ıter			
Pittsburgh Student			View	FERPA Statement
*Change Advisee Student,Pit	ttsbu	gh A	✓ change	I
▼ Academics				▼ Holds
My Class Schedule	3	Deadlines 😡 URL		No Holds.
Mid-Term Grades	Fal	l Term 2010-2011 Schedule		▼ To Do List
		Class	Schedule	-
other academic 💌 📎	8	BIOSC 0150-1030 LEC (10528)	MoWe 6:00PM - 7:15PM L9 Clapp Hall	Enrollment Dates Open Enrollment Dates
	3	BIOSC 0150-1040 REC (11928)	Mo 7:30PM - 8:20PM L9 Clapp Hall	
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Faculty Center Advisor Cent	ter	Search		
My Advisees Student Center	Gel	neral Into <u>Transfer Credit</u> Ad	ademics	

general info

The **general info** page provides advisors with access to the student's holds, groups, and contact information. If you have used **Student Services Center**, this page will look familiar to you. The available sections are: Service Indicators, Initiated Checklists, Student Groups, Personal Data, National ID, Names, Addresses, Phone, and Email Addresses.

- 1. To view your advisee's personal information, click the general info tab.
- 2. To change the advisee, click the down arrow to select another advisee, and then click change.
- 3. Click the Collapse All and Expand All buttons to hide and display all sections of the page at once.
- 4. Click Edit Service Indicators to release an advisement hold so your student can register for classes in an upcoming term.

Note: *Name, birth date, and SSN cannot be changed on this page. Most information is display-only for advisors.*

Advisee General Info	
Pittsburgh Student	View FERPA Statement
*Change Advisee Student,Pittsburgh A	✓ change
Service IndicatorsInitiated ChecklistsStudent GroupsPersonal DataNational IDNamesAddressesPhonesEmail Addresses	COLLAPSE ALL EXPAND ALL
Service Indicators	edit service indicators
Initiated Checklists	
Student Groups	
Personal Data	edit personal data
▶ National ID	edit national ids
▶ Names	edit names
Addresses	edit addresses
Phones	edit phones
Email Addresses	edit email addresses
Faculty Center Advisor Center Search My Advisees Student Center General Info Transfer Credit Academics	

transfer credit

The **transfer credit** page provides advisors with access to the student's course, test, and other (for life or work experience) credits transferred into the University of Pittsburgh. If you have used **Student Services Center**, this page will look familiar to you.

- 1. To view an advisee's transfer credit, click the **transfer credit** tab.
- 2. To change the advisee, click the down arrow to select another advisee, and then click change.
- 3. Click the **Statistics** tab to view the amount of credit posted to your advisee's academic record. Or click **(Dec)** to expand the data from all columns, which collapses the tabs.

Ad	visee Trans	fer Credit					
Pit	tsburgh Stu	ıdent				View F	ERPA Statement
*Cha	ange Advisee St	tudent,Pittsburgh A				♥ change	
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	Comm Coll of Allegh Co	Undergraduate	Univer Pittsbu	sity of urgh	School of Art and Sciences	s Fall Term 2010-2011	Posted
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Ot	her Credits						
	No other cre	dits found.					
Facu	lty Center Adv	isor Center Search	1				

academics

The **academics** page puts the advisee's academic record at your fingertips! If you have used **Student Services Center**, this page will look familiar to you. There are two parts to this page: **Institution/Career/Program** and **Term Summary**.

- 1. To view an advisee's academic record, click the **academics** tab.
- 2. To change the advisee, click the down arrow to select another advisee, and then click change.

Institution/Career/Program

The top of the page provides at-a-glance information about your advisee's career track. This information includes when and where the student was admitted, where he or she intends to graduate from, what the student's current major is, what the students current academic load is, and whether the student has an area of concentration or emphasis within that track.

- 1. Click edit program data to view or update the student's career track, depending on your access.
- 2. If multiple programs (school or campus division) are displayed, click that term to view the student's academic record and cumulative progress through that term end date. *Below, this advisee's primary program UA-S represents the undergraduate School of Arts and Sciences on the Pittsburgh campus.*

Advisee Aca	demics			
Pittsburgh S	tudent	Ē	View FER PA S	Statement
*Change Advisee	Student,Pittsburgh A	💙cha	ange	
Institution / C	areer / Program			edit program data
UPITT - Unive	rsity of Pittsburgh	Program:	UA-S	School of Arts and Sciences
UGRD - Un	dergraduate	Student Career Nbr:	0	
<u>UA-S</u> -	School of Arts and Sciences	Status:	Active	as of 05/06/2010
		Admit Term:	2111	Fall Term 2010-2011
		Expected Graduation:	2154	Spring Term 2014-2015
		Approved Load:	Full-Time	
		Load Determination:	Base On L	Jnits
		Level Determination:	Base On U	Jnits
		Plan:	UNDCAS-U	INKUndeclared
		Requirement Term:	2111	Fall Term 2010-2011
		Sub-Plan:	MATH-IM	Mathematics
		Requirement Term:	2111	Fall Term 2010-2011

Term Summary

The lower part of the page provides at-a-glance information about your advisee's academic record by term. This includes information about his/her academic level and current term load, term schedule, and academic progress with grade point average. There are three sub-sections on this part of the page, which can be collapsed by clicking on these headers: Level/Load, Classes, and Statistics.

- 1. Click edit term data to view or update the student's term activation record, depending on your access.
- 2. If multiple terms are displayed, click that term to view the student's academic record and cumulative progress through that term end date.

- 3. Click any class title to view the **Class Detail** page for that section.
- 4. Click **Quick Enrollment** to register your student into classes for an upcoming term.
- 5. Click **Term History** to review your advisee's grade point average, term resignations, and academic standing.

Term Summary				edit	t term data			
UPITT - University of Pittsburgh UGRD - Undergraduate <u>2111 - Fall Term 2010-2011</u>	Fall Term 2010-2 Eligible to Enroll: Primary Program Academic Standir	011 Yes : UA- ng Status:	s	Scl Da	hool of Arts ; ta unavailab	and Scie	ences	
	✓ Level / Load							
	Academic Level - Academic Level -	Projected: Term Start: Term End:		Fresh Fresh Fresh	nman nman nman			
	Approved Academ Academic Load:	nic Load:		Full-1 Three	Time e Quarter Tii	me		
	✓ Classes							
	✓Enrolled		ed	∆w	ait Listed			_
	Class BIOSC 0150- 1030 (10528)	Description FOUNDATION BIOLOGY 1	IS OF	Units 3.00	Grading Letter Grade	Grade	Statu	5
	BIOSC 0150- 1040 (11928)	FOUNDATION BIOLOGY 1 (Recitation)	IS OF		Non- Graded Component	:	~	
	ENGCMP 0150- 1060 (15286)	WORKSHOP I COMPOSITIC (Seminar)	IN DN	3.00	Letter Grade		~	
	<u>MATH 1180-1030</u> (12534)	LINEAR ALGE 1 (Lecture)	BRA	3.00	Letter Grade		~	
	Statistics							
	Fall Term 2010-20	011	Fre Enrol	om Imen	From Transfer Credit	Combir Tern Tota	ned N	Cumulative Total
	Units Toward GPA Taken Passed	A:						
	In Progress			9.000	0	9.0	000	9.000
	Units Not for GPA Taken Passed	.:						
	In Progress Transfer Units				15.000	15.0	000	15.000
	GPA Calcu	lation						
	/ Units Taken To = GPA	s ward GPA						

Search

The **Search** tab conveniently combines three subtabs within your Faculty Center: **search for classes**, **browse course catalog**, and **faculty search** allowing you to conveniently find classes and colleagues in the student system.

Note: For more detailed instructions, please refer to the Searching for Classes and Course Information Online

help sheet located in My Pitt. Click Learn More just below Faculty Center Login $\mathbb{F}^2 \cong$.

search for classes

To search for classes by term, click the **Search** tab. Notice that the **search for classes** subtab is automatically selected. You must select a campus to and at least one other criterion to start your search. Narrow your search to basic criteria, such as subject and course number, or to more advanced criteria such as instructor name, meeting time, and/or date.

Faculty Center	Advisor Center	Search
search for classes	browse course catalog	faculty search

1. Select an **academic term**. The current term and the next two terms are displayed below the term field for your reference. An academic term code is required to search course/class information in your Faculty Center. Each code is a unique four-digit number that identifies the century, academic year, and term:

The first digit indicates the century :	1 for 1900 through 1999 and 2 for years 2000-2099
The second and third digits indicate the academic year :	11 for the academic year 2010-2011
The fourth digit indicates the term :	1 for fall, 3 for spring, and 7 for summer.

Note: The class search tool includes a *Term* and the *Search Criteria* section:

Enter Se	earch Criteria		
Institution	University of Pittsburgh	~	
Term	Fall Term 2010-2011	*	
Current &	& Upcoming Terms		
Term	Description		
2107	Summer Term 2009-2010		
2111	Fall Term 2010-2011		
2114	Spring Term 2010-2011		

2. Enter at least two search criteria.

Note: Campus is required.

Select at least 2 search	o criteria. Click Search to view your search results.
Class Search Criteria	
Course Subject	select subject
Course Number	is evently
Course Career	
	Show Open Classes Only
	E Show Open Classes Only
Use Additional Search C	riteria to narrow your search results.
Additional Search	Criteria
Meeting Start Time	greater than or equal to (example: 1:00PM)
Meeting End Time	less than or equal to 💙
Day of Week	include only these days 💌
	Mon Tues Wed Thurs Fri Sat Sun
Instructor Last Name	is exactly 🔽
Class Nbr	(example: 11360)
Course Title Keyword	(example: statistics)
Minimum Units	greater than or equal to 💟
Maximum Units	less than or equal to
Course Component	×
Session	×
*Campus	* Required Field
Location	×
	CLEAR CRITERIA SEARCH

3. Click **Search** to review your results.

 Note: For more detailed instructions, please refer to the Searching for Classes and Course Information

 Online help sheet located in My Pitt. Click Learn More just below

 Faculty Center Login Place

browse course catalog

The **browse course catalog** tool allows you to display course details from the catalog for courses offered in the term you have selected or for all courses in the catalog. To search for classes by term, click the **Search** tab, and then click **browse course catalog**.

Faculty Center	Advisor Center	Search
search for classes	browse course catalog	faculty search

The Course Catalog displays in alphabetical order by subject area, beginning with Accounting and ending with Writing.

1. Click a letter in the green box to skip to that subject area; such as M.

rowse	Course	Cat	alo	8																		
	ABC	DE	F (GH		J	К	LN	I N	0	Р	Q	R	зт	U	v	w	х	Y	z	٦	
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					_				~	-												
Solo	et cubicet	and a l	o di			r hi	da			nfo		-tio										
Sele	ct subject	code t	to dis	spla	y o	r hi	de	cou	rse i	info	rma	atio	n.									
Sele	ct subject	code t	to dis	spla	y o	r hi	de	cou	rse i	info	rma	atio	n.									
Sele	ct subject IATH - Ma	code t	to dis natio	spla	y o	r hi	de	cou	rse i	info	rma	atio	ın.									
Sele	ct subject 1ATH - Ma Course	code t athen Nbr	to dis natio	spla cs urs	y O e Ti	r hi itle	de	cou	rse i	info	rma	atio	n.									
Sele	ct subject 1ATH - Ma Course <u>000</u>	code t athen Nbr	to district to distribute to dis	spla cs urs 3EB	y o e Ti RA	rhi itle	de	cou	rse i	info	rma	atio	n.									
Sele	ct subject 1ATH - Ma Course 000 000	code t athen Nbr 1 2	co dis natio ALC CO	spla cs urs <u>3EB</u> LLE	e Ti RA GE	rhi itle <u>1</u>	de	COU	rse i	info	rma	atio	n.									
Sele	Course	code f athen Nbr 1 2 4	Con ALC CO PRE	spla cs <u>JEB</u> LLE	e Ti RA GE	r hi itle <u>1</u> <u>AL</u>		BRA 5: FI	JNC	TIC	rma	atio	ND	TRJ	160	DNC) M E	TR	Y			
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Sele	ct subject IATH - M <u>Course</u> <u>000</u> <u>000</u> <u>001</u> <u>002</u>	code t athen <u>Nbr</u> 1 2 4 0	Con ALC CO PRI CO ****	spla cs 3EB LLE E-C LLE * vi LLE * vi	y o e Ti RA GE ew GE ew	r hi itle 1 AL AL MU		BRA BRA BRA iple	JNC PA off	TIC RT erin RT	rma 0NS 1 1095 2	atio	ND	TRI	<u>(G</u>	DNC)ME	TR	Y			
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2. Click the **course number** or the **course title** to view details about that course.

3. If the course has more than one offering, this *Select Course Offering* page is displayed:

Browse Course Catalog			
Select Course Offering			
Return to Browse Course Catalog			
MATH0031 - ALGEBRA			
Career	Campus	Academic Group	Academic Organization
<u>Undergraduate</u>	<u>Pittsburgh</u> <u>Campus</u>	<u>School of Arts &</u> <u>Sciences</u>	<u>Math</u>
<u>Undergraduate</u>	<u>Greensburg</u> Campus	<u>UPITT -</u> <u>Greensburg</u>	<u>UPG - Natural</u> <u>Science</u>
<u>Undergraduate</u>	Titusville Campus	<u>UPITT -</u> Titusville	<u>UPT - Natural</u> <u>Science</u>
<u>Undergraduate</u>	<u>Pittsburgh</u> <u>Campus</u>	School of Arts & Sciences	<u>Math</u>
	Pittsburgh	School of Arts &	University of

4. Any link on this page will take you to the Course Detail page for that offering or campus. Click any column title to sort the offerings by that item.

Browse Course Catalog	5		
Course Detail			
Return to Select Course Offering			
MATH 0031 - ALGEBRA			
Course Detail			
Career	Undergraduate 3.00		view class sections
Grading Basis	LG/SNC Elective Basis		
Course Components	Lecture Recitation	Required Required	
Campus	Greensburg Campus		
Academic Group	UPITT - Greensburg		
Academic Organization	UPG - Natural Sci	ence	
Enrollment Information			
Enrollment Requirement	Test Score High 1	Total > 1300	
Description			
THIS COURSE IS DESIGNED TO HELP STUDENTS WITH WEAK MATHEMATICAL BACKGROUNDS LEARN ALGEBRA SO THAT THEY MAY CONTINUE ON TO CALCULUS AND MAJORS IN THE SCIENCES AND BUSINESS/ECONOMICS.			
Return to Select Course Offering			

5. Click view class sections to locate scheduled class meetings with available seats by specific term.

faculty search

Search for other faculty members using the faculty search tool in your Faculty Center.

- 1. To locate a faculty member, click the **faculty search** tab and then select **Search by Name** to begin.
- 2. Enter personal data about that faculty member (such as last and first name, PeopleSoft ID, and/or campus ID) to find their term schedule.

Pitt Faculty					
Faculty Center	Advisor Center	Search)		
search for classes	browse course catalog	faculty search			
Faculty Search Select the search by name button to start the search process. search by name Using Personal Data					
Faculty Center Advisor Center S Search For Classes Browse Course	Search • Catalog Faculty Search				

Need Help?

For technical assistance, contact the Technology Help Desk at 412 62**4-HELP** [4357] or via email at helpdesk@pitt.edu. For questions concerning policies or important dates, contact the Office of the Registrar at your campus.