



Introduction to PeopleSoft Faculty myWCU Navigation

Faculty/Admin. Self-Service

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Setting PS Favorites

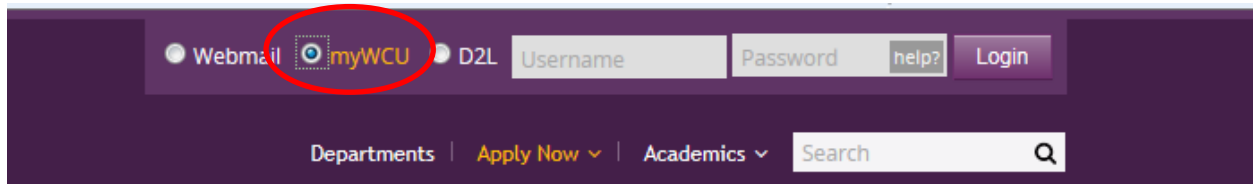
“Bookmark” frequently used pages	25
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myWCU Navigation

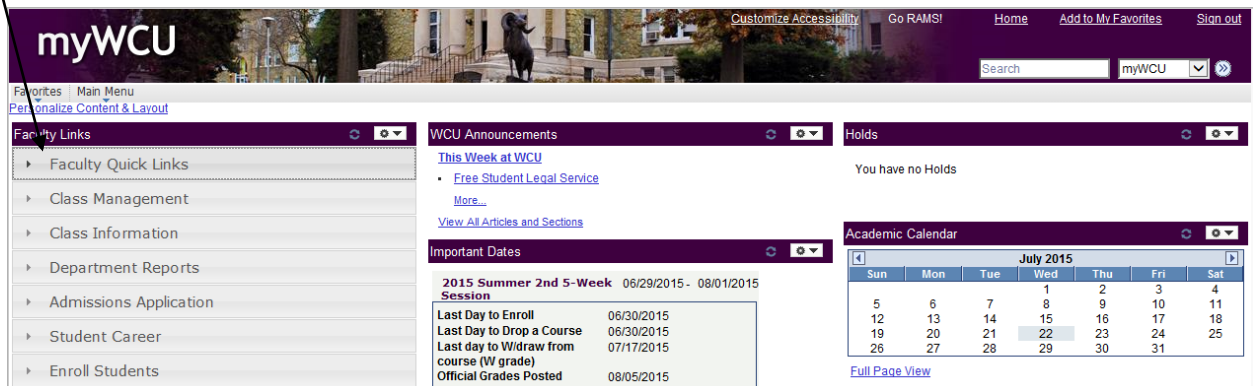
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Open the WCU Home Page <http://www.wcupa.edu>

Select the myWCU button on the home page and sign in with your user name and password. The same one you use to access email and the campus network. Then click the Login button



Click on the accordion menu to expand transactions.



myWCU [Customize Accessibility](#)

[Favorites](#) | [Main Menu](#)
[Personalize Content & Layout](#)

Faculty Links

▼ Faculty Quick Links

- Faculty Center
- View My Advisees
- Student Services Center
- WCU Advisor Comments
- WCU Advisor Scheduling Flag
- Academic Recovery Plan
- Student Advisor
- WCU Advisee List
- My Class Roster
- Record My Grades
- WCU Athlete Mid-Sem Grades
- WCU Athlete Mid-Grd Report
- ROTC Mid-Semester Grades
- WCU Faculty Data Sheets
- Clear Students for Graduation
- Show Students by Department
- What-If Report Selection
- WCU Math Advising
- Grad Certification-Approval

► Class Management

WCU Announcements

[This Week at WCU](#)

- [Free Student Legal Service](#)
- [More...](#)
- [View All Articles and Sections](#)

Important Dates

2015 Summer 2nd 5-Week Session 06/29/2015 - 08/01/2015	
Last Day to Enroll	06/30/2015
Last Day to Drop a Course	06/30/2015
Last day to W/draw from course (W grade)	07/17/2015
Official Grades Posted	08/05/2015

2015 Summer Post Session 08/03/2015 - 08/21/2015	
Last Day to Enroll	08/03/2015
Last Day to Drop a Course	08/03/2015
Last day to W/draw from course (W grade)	08/13/2015
Official Grades Posted	08/26/2015
Graduation Date	08/22/2015

The myWCU logo is also the Home link

myWCU

[Favorites](#) | [Main Menu](#)
[Personalize](#)

Faculty Links

- Faculty/Adm. Self-Serv
- Campus Commun
- Manage Student Records
- WCU Inventory System
- Personal Information
- Student Affairs
- Library Links
- My Content
- Portal Administration
- Faculty/Admin Quick Links
- Libraries Website
- Online Tutorials
- Distance Ed. Classes
- Search Class Schedule
- Search Course Catalog
- Non Degree Online Application
- Admissions Request
- Information Request
- Pay Admission Deposit
- WCU Transfer Equivalencies
- WCU Health and Safety
- Campus Events Calendar
- Cultural Events Calendar
- WCU Web Mail
- Desire2Learn
- The Learning Connection
- Work Order Request
- FAQs for myWCU
- WCU Homepage

Academic

Sun	Sat
2	1
9	8
16	15
23	22
30	29

You can also navigate by using the drop down menu:
 Click on Main Menu -> click on the Folder or Transaction Name

Faculty Center:

The screenshot shows the myWCU Faculty Center interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', 'Faculty/Admin. Self-Service', and 'Faculty Center'. Below this, there are buttons for 'Faculty Center', 'Advisor Center', 'Search', 'my schedule', 'class roster', and 'grade roster'. The main heading is 'Faculty Center' followed by 'My Schedule'. The current term is '2015 Spring | West Chester University' with a 'change term' button. An arrow points to this button with the text 'Click here to change the term'. To the right, there's an 'Other Links' section with links: 'Display All', 'WCU Advisor Scheduling Flag', 'View Data for Other Students', and 'View Personal Data Summary'. A bracket groups these links with the text 'Easy access links'. Below this, there's a 'Select display option:' section with two radio buttons: 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows a group of people icon for 'Class Roster' and a calendar icon for 'Grade Roster'. The main content area is titled 'My Teaching Schedule > 2015 Spring > West Chester University'. It contains a table with columns: Class, Class Title, Enrolled, Days & Times, Location, Room, and Class Dates. The table lists eight classes. An arrow points to the first class icon with the text 'Click this icon to access a class roster'. Below the table, there's a link 'View Weekly Teaching Schedule'. At the bottom, there's a navigation bar with 'Faculty Center', 'Advisor Center', 'Search', 'My Schedule', 'Class Roster', and 'Grade Roster'. An arrow points to the 'Grade Roster' link with the text 'Click this icon to access a grade roster'.

myWCU

Favorites Main Menu > Faculty/Admin. Self-Service > Faculty Center

Faculty Center Advisor Center Search
my schedule class roster grade roster

Faculty Center

My Schedule

2015 Spring | West Chester University [change term](#)

Other Links
[Display All](#)
[WCU Advisor Scheduling Flag](#)
[View Data for Other Students](#)
[View Personal Data Summary](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > 2015 Spring > West Chester University

Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
GEO 310-01 (7487)	Population Geography (Lecture)	32	TuTh 2:00PM - 3:15PM	Anderson	219	Jan 20, 2015-May 4, 2015
GEO 424-01 (7503)	GIS Applications (Lecture)	21	TuTh 11:00AM - 12:15PM	Ruby Jones	006	Jan 20, 2015-May 4, 2015
GEO 425-03 (7567)	GIS: Business Apps (Lecture)	24	TuTh 12:30PM - 1:45PM	Anderson	219	Jan 20, 2015-May 4, 2015
GEO 600-01 (7509)	Indep Research (Lecture)	2	TBA			Jan 20, 2015-May 4, 2015
GEO 610-01 (12252)	Thesis (Lecture)	1	TBA			Jan 20, 2015-May 4, 2015
GEO 610-02 (7513)	Thesis (Lecture)	1	TBA			Jan 20, 2015-May 4, 2015
GEO 615-01 (11817)	Internship Plannin (Lecture)	1	TBA			Jan 20, 2015-May 4, 2015
GEO 615-02 (11818)	Internship Plannin (Lecture)	1	TBA			Jan 20, 2015-May 4, 2015

[View Weekly Teaching Schedule](#)

Faculty Center Advisor Center Search
My Schedule Class Roster Grade Roster

Click this icon to access a class roster

Class Roster

You can view your roster by clicking the Class Roster icon on the Faculty Center page:  Class Roster



Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Class Roster

2015 Fall | Regular Academic Session | West Chester University | Undergraduate


▼ [GEO 325 - 01 \(4646\)](#) [change class](#)

Intro Business GIS (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Anderson Hall 220	Matin Katirai	08/24/2015 - 12/07/2015




*Enrollment Status

Enrollment Capacity 20 Enrolled 20

Enrolled Students							
Find  First 1-20 of 20 Last							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	0796109	Bullock, Sarah E.	Graded	3.00	UGRD Bus. & Public Affairs - Geography: Environmental/Business Geography MINOR	Senior
2	<input type="checkbox"/>	0801258	Casta, Britany L.	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore
3	<input type="checkbox"/>	0796106	Droogen, Chelsea E.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior
4	<input type="checkbox"/>	0798771	Eggleston, Andrew L.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior
5	<input type="checkbox"/>	0798330	Garnier, Rebecca A.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior
6	<input type="checkbox"/>	0811148	Harshel, Nicholas E.	Graded	3.00	UGRD Bus. & Public Affairs - Polit Sci : Int'l Relations BA	Junior
7	<input type="checkbox"/>	0798106	Kadlowich, Zachary S.	Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Management BS	Junior
8	<input type="checkbox"/>	0796445	Laurin, David J.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior
9	<input type="checkbox"/>	0790716	Lueken, Trotter E.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS/Philosophy MINOR	Senior
10	<input type="checkbox"/>	0790469	Mahan, Jaden	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior
11	<input type="checkbox"/>	0797067	Minter, Kelsey W.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior

Download the Roster to Excel

Emailing Students from the Class Roster:

Enrolled Students								Find 	First  1-20 of 20  Last
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Clearances Expire On:	
1	<input type="checkbox"/>	07940189	Bubba, Sarah E.	Graded	3.00	UGRD Bus. & Public Affairs - Geography: Environmental/Business Geography MINOR	Senior		
2	<input type="checkbox"/>	08040188	Coats, Britney L.	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore		
3	<input type="checkbox"/>	07940186	Crosen, Chelsea E.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior		
4	<input type="checkbox"/>	07940177	Fallurda, Andrew L.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior		
5	<input type="checkbox"/>	07940190	Gornien, Rebecca A.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior		
6	<input checked="" type="checkbox"/>	08040148	Henschel, Nicholas E.	Graded	3.00	UGRD Bus. & Public Affairs - Polit Sci : Int'l Relations BA	Junior		
7	<input type="checkbox"/>	07940196	Kudovskii, Zachary E.	Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Management BS	Junior		
8	<input type="checkbox"/>	07940185	Leomin, David J.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior		
9	<input type="checkbox"/>	07940184	Leomin, Tristan E.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS/Philosophy MINOR	Senior		
10	<input checked="" type="checkbox"/>	07940183	Mahan, Jacob	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Senior		
11	<input type="checkbox"/>	07940187	Monter, Alexa M.	Graded	3.00	UGRD Bus. & Public Affairs - Business Management BS	Junior		
12	<input type="checkbox"/>	07940186	Murphy, Tyler E.	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore		
13	<input type="checkbox"/>	08040187	Murphy, John E.	Graded	3.00	UGRD Arts and Sciences - Liberal Studies: Profession BS/Business Geography MINOR/Info. Tech. MINOR	Sophomore		
14	<input type="checkbox"/>	07940182	Raufield, Ryan E.	Graded	3.00	UGRD Bus. & Public Affairs - Marketing BS	Senior		
15	<input checked="" type="checkbox"/>	08040180	Rodriguez, David Jose J.	Graded	3.00	UGRD Educational Services - Undeclared General UNDECL	Sophomore		
16	<input type="checkbox"/>	07940185	Schubert, Wednesday E.	Graded	3.00	UGRD Bus. & Public Affairs - Finance BS	Senior		
17	<input type="checkbox"/>	07940184	Taylor, Sean E.	Graded	3.00	UGRD Bus. & Public Affairs - Pre-Business:Marketing BS	Junior		
18	<input type="checkbox"/>	07940182	Watson, Chadwick E.	Graded	3.00	UGRD Arts and Sciences - Liberal Studies: Profession BS/International Business MINOR/Professional Education MINOR	Senior		
19	<input type="checkbox"/>	07940189	Winters, Kathleen M.	Graded	3.00	UGRD Bus. & Public Affairs - Geography:Urban/Regional Pl BA/Elementary Education MINOR	Senior	08/02/2014	
20	<input type="checkbox"/>	07940184	Wright, James L.	Graded	3.00	UGRD Bus. & Public Affairs - Marketing BS/Info. Tech. MINOR	Senior		

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

☒ notify selected students

☐ notify all students

↑
'Notify Selected Students' check box.

To email students from your class roster, check the box in the notify column next to the student's name, then click the "Notify Selected Students" button to send an email to the students you select. You can also click the 'Notify All Students' button to email all students in the class.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Matin Katirai

From:


To:

CC:

BCC:

Subject:

Message Text:



SEND NOTIFICATION

[Return to Class Roster](#)

The note is sent from faculty member's email account and to the faculty member's email account. Students receive the email as a BCC (blind carbon copy) so their information remains confidential.

View Advisees:

You can view your Advisees from the Advisor Center tab on the Faculty Center page:

- “View Student Details” link will take you to the Student Center page for the student you select. You may request a Degree Progress Report from the Student Center page.
- “View Data for Other Students” button at the bottom of the page allows you to view information for students who are not one of your Advisees or on your Class Roster.

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

My Advisees

Find  				
	Notify	Name	ID	View Student Details
1	<input checked="" type="checkbox"/>	Alumina, Irma A.	00000000	View Student Details
2	<input type="checkbox"/>	Asch, Alexis C.	07400000	View Student Details
3	<input type="checkbox"/>	Barnes, Pauline	07300000	View Student Details
4	<input type="checkbox"/>	Barnes, Michael T.	07300000	View Student Details
5	<input type="checkbox"/>	Barnes, Elizabeth	00000000	View Student Details
6	<input type="checkbox"/>	Barnes, Christian J.	07300000	View Student Details
7	<input type="checkbox"/>	Barnes, Kaitlin M.	00000000	View Student Details
8	<input type="checkbox"/>	Barnes, Jeffrey C.	07400000	View Student Details
9	<input type="checkbox"/>	Barnes, Matthew D.	07300000	View Student Details
10	<input type="checkbox"/>	Carr, Lisa M.	07400000	View Student Details
11	<input type="checkbox"/>	Clark, Emily D.	07300000	View Student Details
12	<input type="checkbox"/>	Croft, Anna D.	00000000	View Student Details
13	<input type="checkbox"/>	Davis, Louis D.	07400000	View Student Details

notify selected advisees

notify all advisees

[VIEW DATA FOR OTHER STUDENTS](#)

Email Advisees by following the same procedure as emailing students on your class roster.

View Student Details (Student Center Page):

When you click on the link “View Student Details” for one of your advisees you will automatically be directed to the Student Center page for that particular student.

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

Advisee Student Center

*Change Advisee

Use the green Change button to select a different advisee.

[Class Schedule](#)
[Tentative Classes](#)
[Planner](#)
[Course History](#)
[Degree Progress Report](#)
[Grades](#)
[View Unofficial Transcript](#)
[Transfer Credit Report](#)
[Graduation Tracking](#)

Deadlines

URL

Gradebook

This Week's Schedule	
Class	Schedule
BIO 310-21 LEC (2033)	MoTuWeTh 8:30AM - 10:25AM Anderson Hall 017
BIO 310-51 LAB (2034)	MoTuWeTh 10:30AM - 12:00PM Anderson Hall 017

weekly schedule ▶

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Home

Lancaster, PA 17601
36

Home Phone

717/666-

Billing Address

Withheld

Campus Email

@wcupa.edu

Do not send bill.
Do not cancel Summer1
classes.
Do not cancel Spring classes.
Do not cancel Fall classes.

details ▶

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

One Pagan

details ▶

Quick links for getting additional info on the student:



- Degree Progress Report
- Unofficial Transcript
- Transfer Credit Report
- Grades
- Class Schedule, etc.

Home address, phone number and campus email will display here.

To exit the Student Center and return to the Faculty Center, click the Faculty Center tab at the top of the page.





Advisor Scheduling Flag:

After reviewing and approving the student's schedule, click the "Allow Scheduling" box to permit the student to schedule classes.



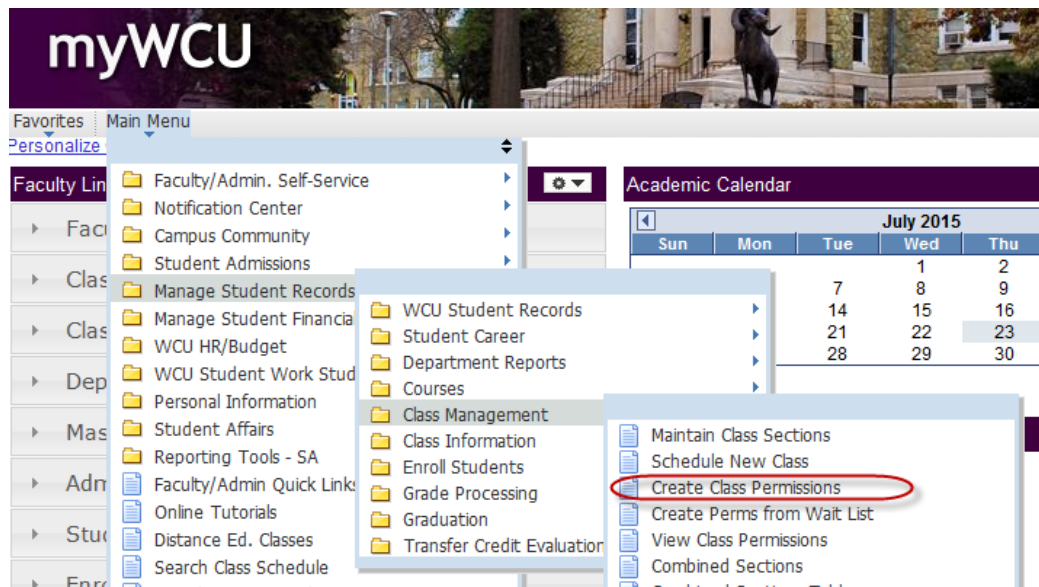
[Favorites](#) | [Main Menu](#) > [Faculty/Admin. Self-Service](#) > [WCU Advisor Scheduling Flag](#)

☐ Remove All ☐ Select All

Advisee List				Find	First  1-63 of 63  Last
T199	UGRDTUART English TCHGCERT		<input checked="" type="checkbox"/> Allow Scheduling		Advisee Schedule
Term: 2015 Fall		Appointment Begins: MARCH 15, 2015 - 04:00 PM			
T182	GRAD TGART English TCHGCERT		<input checked="" type="checkbox"/> Allow Scheduling		Advisee Schedule
Term: 2015 Fall		Appointment Begins: MARCH 10, 2015 - 08:00 AM			
E146	GRAD TGART Secondary Education MED		<input checked="" type="checkbox"/> Allow Scheduling		Advisee Schedule
Term: 2015 Fall		Appointment Begins: MARCH 10, 2015 - 08:00 AM			

Class Permissions:

Navigation: Manage Student Records - > Class Management - > Create Class Permissions



The screenshot shows the 'Class Permissions' search form. It includes a 'Find an Existing Value' button and a 'Search Criteria' section with various input fields. The 'Search' button is circled in red. Below the search criteria, there are links for 'Basic Search' and 'Save Search Criteria'.

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: = [dropdown] WCUPA [search icon]
Term: = [dropdown] 2155 [search icon]
Subject Area: = [dropdown] CRJ [search icon]
Catalog Nbr: begins with [dropdown] 110 [search icon]
Academic Career: = [dropdown] [search icon]
Campus: begins with [dropdown] [search icon]
Description: begins with [dropdown] [search icon]
Course ID: begins with [dropdown] [search icon]
Course Offering Nbr: = [dropdown] [search icon]
Academic Organization: begins with [dropdown] [search icon]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter information for the class in which you would like to enter permissions and click the Search button.

The Permissions page has two tabs: Permission to Add / Permission to Drop



Under the General Info tab, enter the student's ID number and press the Tab key. Set the expiration date. The system automatically sets the expiration date as the last day of the drop / add period. Administrators can decide to move the date ahead.

Course ID: 031570 Course Offering Nbr: 1
 Academic Institution: West Chester University
 Term: 2015 Fall Undergrad
 Subject Area: CRJ Criminal Justice
 Catalog Nbr: 110 Intro Crim Justice

Class Section Data Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session Class Nbr: 4336 Class Status: Active
 Class Section: 01 Campus: MAIN Class Type: Enrollment Section
 Component: Lecture Instructor: ZSTAFCBA,ZSTAFCBA

☒ Student Specific Permissions

Class Permission Data Personalize | Find | View All First 1 of 1 Last

General Info | Permission | Comments

ID	Name	Issued By	Creation Date	Last Updated By	Last Upd Date	Status	Permission Use Date	Expiration Date
0123456			07/23/2015		07/23/2015	Not Used		08/31/2015

Save Return to Search

[Permission to Add](#) | [Permission to Drop](#)

Click the Permissions tab. Select the type of permission being provided and click SAVE

Class Section Data Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session Class Nbr: 4336 Class Status: Active
 Class Section: 01 Campus: MAIN Class Type: Enrollment Section
 Component: Lecture Instructor: ZSTAFCBA,ZSTAFCBA

☒ Student Specific Permissions

Class Permission Data Personalize | Find | View All First 1 of 1 Last

General Info | **Permission** | Comments

ID	Closed Class	Requisites Not Met	Consent Required	Unit Overload
0123456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search

To enter additional permissions, click the plus (+) sign. Click the minus (-) sign to delete the row.

Recording Grades:

Enter your grades and “Save, Approve, Save”

- Enter your grades
- “Save” the grade roster in “Not Reviewed” status
- Change status to “Approved”
- “Save”!

Spring | Regular Academic Session | West Chester University | Undergraduate

▼ **ENG 400 - 81 (1989)** change class

RESEARCH SEMINAR (Lecture)

Days and Times	Room	Instructor	Dates	Topic
TuTh 2:00PM-3:15PM	Recitation Hall 305	Cheryl Wanko	01/28/2015 - 05/10/2015	18th-cent crime & punishment

Display Options:

*Grade Roster Type Final Grade ▼

☐ Display Unassigned Roster Grade Only

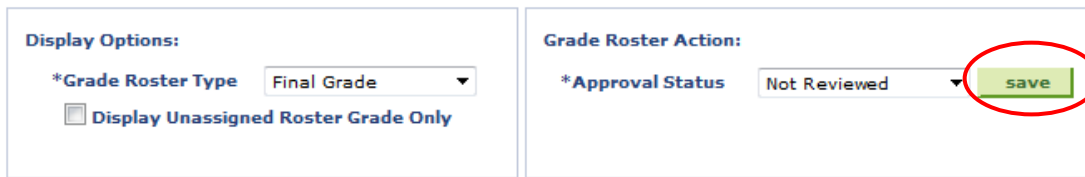
Grade Roster Action:

*Approval Status Not Reviewed ▼ save

Student Grade		Transcript Note					
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	EP24413 Bell, Jenna A.	A ▼		GRD	UGRD Arts and Sciences - English BA: Writings	Senior
<input type="checkbox"/>	2	6688624 Brown, Jacqueline D.	C ▼		GRD	UGRD Arts and Sciences - English BS/ED: Literature	Senior
<input type="checkbox"/>	3	6688383 Dunbar, Michelle L.	▼		GRD	UGRD Arts and Sciences - English BA: Literature/Dance (Performance) MINOR	Senior
<input type="checkbox"/>	4	6639427 Gustafson, Sean R.	A ▼		GRD	UGRD Arts and Sciences - English BA: Literature	Senior
<input type="checkbox"/>	5	6574474 Harris, Lisa Monique J.	B+ ▼		GRD	UGRD Arts and Sciences - English BA: Literature	Senior
<input type="checkbox"/>	6	EP28362 Karentz, Tristan J.	C+ ▼		GRD	UGRD Arts and Sciences - English BA: Literature	Senior
<input type="checkbox"/>	7	EP22354 Linnell, Kaitlin E.	D+ ▼		GRD	UGRD Arts and Sciences - English BS/ED: Literature	Senior
<input type="checkbox"/>	8	6676624 McCullough, Kathleen A.	D- ▼	W	ADM	UGRD Arts and Sciences - English BA: Writings	Senior
<input type="checkbox"/>	9	EP24061 Roberts, Daniel P.	F ▼		GRD	UGRD Arts and Sciences - English BA: Writings	Senior
<input type="checkbox"/>	10	EP28457 Rogers, Cheryl L.	IP ▼		GRD	UGRD Arts and Sciences - English BS/ED: Literature	Senior
<input type="checkbox"/>	11	6688955 Rowell, Catherine R.	NG ▼		GRD	UGRD Arts and Sciences - English BA: Writings/Journalism MINOR	Senior
<input type="checkbox"/>	12	EP15946 Ruth, Victoria B.	Z ▼		GRD	UGRD Arts and Sciences - English BA: Writings	Senior
<input type="checkbox"/>	13	EP68811 Sader, Amy E.			GRD	UGRD Arts and Sciences - English BS/ED: Literature	Senior

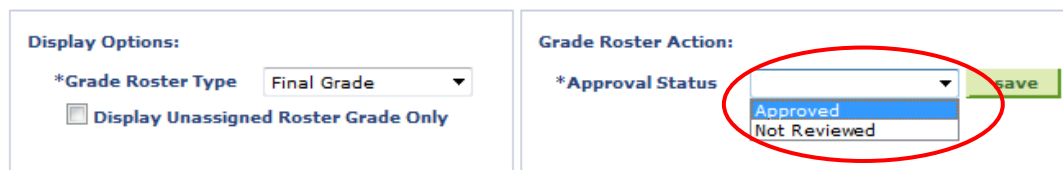
You must select a grade from the drop down menu; you cannot type in a grade

After you have selected a grade for all students on your roster:



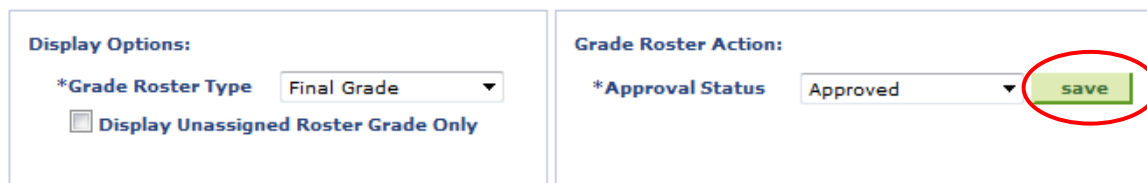
The screenshot shows two panels. The left panel, titled "Display Options:", contains a dropdown menu for "*Grade Roster Type" set to "Final Grade" and a checkbox for "Display Unassigned Roster Grade Only". The right panel, titled "Grade Roster Action:", contains a dropdown menu for "*Approval Status" set to "Not Reviewed" and a green "save" button. Both the dropdown menu and the "save" button are circled in red.

1. **“Save”** the grade roster in “Not Reviewed” status.



The screenshot shows the same two panels as before. In the right panel, the "*Approval Status" dropdown menu is open, showing "Approved" as the selected option. The "save" button is still highlighted in green. Both the dropdown menu and the "save" button are circled in red.

2. Using the drop down menu, change status to **“Approved”**

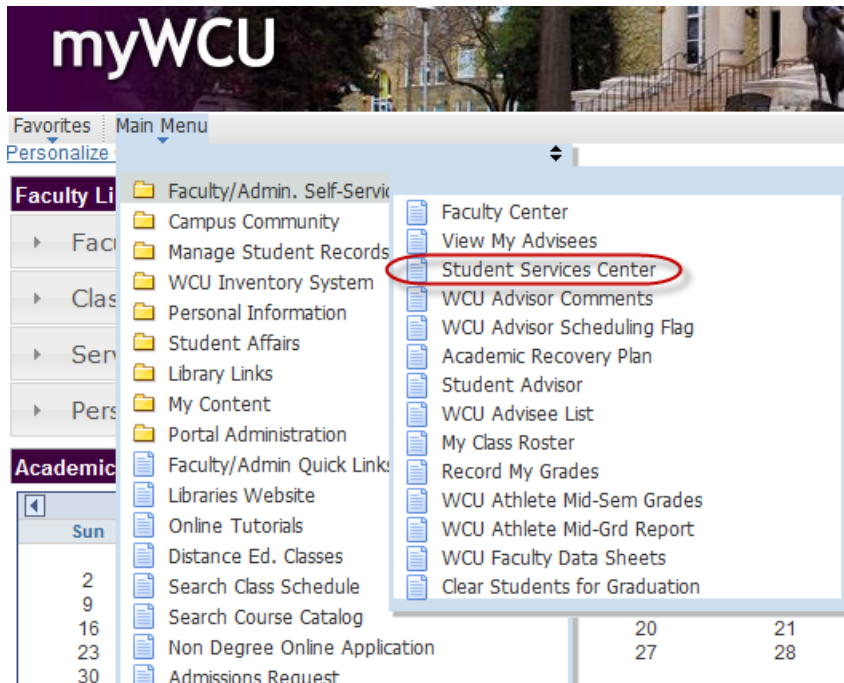


The screenshot shows the same two panels. In the right panel, the "*Approval Status" dropdown menu is now set to "Approved". The "save" button is highlighted in green and circled in red.

3. **“Save”** the grade roster in “Approved” status.

You will receive a confirmation email upon successful submission of each grade roster.

Student Services Center:



The screenshot shows the myWCU portal interface. At the top is a banner with the myWCU logo. Below the banner are navigation links: Favorites, Main Menu, Faculty/Admin. Self-Service, and Student Services Center. The page title is 'Advisee's Student Center'. Below the title is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below this is a section titled 'Search Criteria' with a dropdown arrow. Under 'Search Criteria', there are five search fields: ID, Campus ID, National ID, Last Name, and First Name. Each field has a 'begins with' dropdown menu and a search button. A bracket groups these fields with the text 'Search by ID or Name'. Below the search fields is a checkbox labeled 'Case Sensitive'. At the bottom of the page, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

ID = six digit WCU ID w/ a leading zero (7 digits)

Campus ID = SAP id

National ID = Social Security number

Student Center Page:

[my advisees](#) [student center](#) [general info](#) [transfer credit](#) [academics](#)








Advisee Student Center

▼ Academics

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[Tentative Classes](#)
[Planner](#)
[Course History](#)
[Degree Progress Report](#)
[Grades](#)
[View Unofficial Transcript](#)
[Transfer Credit Report](#)

Deadlines URL Gradebook

This Week's Schedule

	Class	Schedule
	GEO 101-03 LEC (4375)	MoWeFr 11:00AM - 11:50AM Anderson Hall 207
	HIS 152-02 LEC (3595)	MoWeFr 2:00PM - 2:50PM Main Hall 313
	PEA 146-03 LEC (5671)	MoWeFr 1:00PM - 1:50PM Health Science Ctr GYM1
	THA 110-01 LEC (6331)	MoWeFr 10:00AM - 10:50AM E.O. Bull 111
	THA 200-04 LAB (6323)	MoWeFr 9:00AM - 9:50AM E.O. Bull 025
	THA 301-01 LEC (6293)	MoWe 3:00PM - 4:15PM E.O. Bull 021
	THA 419-01 LEC (6903)	TuTh 2:00PM - 3:15PM E.O. Bull 021
	VOI 352-31 LEC (8055)	Room: TBA

weekly schedule ▶

▼ Holds

Advisor permission necessary
Do not cancel Spring classes.
Do not cancel Fall classes.
Activate Summer3 Account
Activate Sum2 Account
Activate Sum Acct at Bursar
Activate Sum Acct at Bursar
Activate Summer3 Account
Activate Sum2 Account
Activate Summer3 Account
Activate Sum2 Account
Activate Sum2 Account
Activate Sum Acct at Bursar

details ▶

▼ Enrollment Dates

Enrollment Appointment
You may begin enrolling
for the 2015 Summer 1st
5-Week Session Regular
Academic Session session
on March 3, 2015.

details ▶

▼ Advisor

Program Advisor

Elizabeth Staruch
610/436-3356 Ext 3356
Gretchen Studien-Webb
610/436-3463

▼ Personal Information

[Demographic Data](#)
[Emergency Contact](#)

Contact Information

Home

Billing Address

Withheld

Home Phone

Campus Email

@wcupa.edu

Return to Search

Notify

17

Class Schedule:

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Advisee Class Schedule

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2015 Summer 2nd 5-Week Session	Undergraduate	West Chester University
<input type="radio"/>	2015 Summer Post Session	Undergraduate	West Chester University
<input checked="" type="radio"/>	2015 Fall	Undergraduate	West Chester University

Cancel

↑
Select a Term

CONTINUE

← Click Continue

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Advisee Class Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View

2015 Fall | Undergraduate | West Chester University

change term

CLICK HERE TO VIEW TEXTBOOKS

Class Schedule Filter Options

☒ Show Enrolled Classes ☐ Show Dropped Classes ☐ Show Waitlisted Classes

filter

EDA 303-82 - Spec Ed: Processes/Procedures Status:Enrolled

Description	Units	Formal Description	Grade	Academic Calendar Deadlines		
Enrolled	2.00	Graded		<div>2015</div>		
6498	<div>Section</div>	<div>Component</div>	<div>Days & Times</div>	<div>Room</div>	<div>Instructor</div>	<div>Start/End Date</div>
6498	<div>82</div>	Lecture	Th 8:00PM - 10:00PM	Recitation Hall 213	ZSTAFCD ZSTAFCD	08/24/2015 - 12/07/2015

LAN 401-80 - Tch Mod Langs K-12 Status:Enrolled

Description	Units	Formal Description	Grade	Academic Calendar Deadlines		
Enrolled	3.00	Graded		<div>2015</div>		
2000	<div>Section</div>	<div>Component</div>	<div>Days & Times</div>	<div>Room</div>	<div>Instructor</div>	<div>Start/End Date</div>
2000	<div>80</div>	Lecture	Th 4:25PM - 7:10PM	Mitchell Hall 102	William Corbitt	08/24/2015 - 12/07/2015

Course History:

Credit Summary Box:

Cumulative Credits + Ungraded Credits – (Remedial + Duplicate Credits) = Adjusted Credits

Advisee Course History

Credit Summary							
UGRD	Admitted	Holds	CumGPA	TranCr	CumCr + UngCr - (Remed + DupCr)	= AdjCr	
	2125		3.755	84.00	190.00	11.00	201.000

Select Display Option

☒ Hide courses from My Planner

☐ Show courses from My Planner

Sort results by

Then by

You can sort the results:

☒ Taken ☒ Transferred ☒ In Progress

Course	Description	Term	Grade	Units	Status	Repeat Code	Attributes
PSC 340	Lat Am Cult/Polit	2015 Spring	A	3.00	<input checked="" type="checkbox"/>		(F)Foreign Language Culture Cluster
SPA 331	Spanish-American Narrative	2015 Spring	B+	3.00	<input checked="" type="checkbox"/>		
EDS 306	Tchg Prin/Fld Exp	2015 Spring	A	3.00	<input checked="" type="checkbox"/>		(W)Writing Emphasis
SPA 365	Spanish Phonetics	2015 Spring	A-	3.00	<input checked="" type="checkbox"/>		
EDM 349	Tech Tools Teaching/Learning	2015 Spring	A	1.00	<input checked="" type="checkbox"/>		
SPA 330	Spanish Narrative	2015 Fall		3.00	<input checked="" type="checkbox"/>		
LAN 401	Tch Mod Langs K-12	2015 Fall		3.00	<input checked="" type="checkbox"/>		
EDA 303	Spec Ed: Processes/Procedures	2015 Fall		2.00	<input checked="" type="checkbox"/>		
SPA 444	Proficiency Devel.	2015 Fall		3.00	<input checked="" type="checkbox"/>		
SPK 208	Public Speaking	2014 Summer 2nd 5-Week Session	B+	3.00	<input checked="" type="checkbox"/>		

Advisor Comments:

This page will allow you to insert comments on the academic advisement report.

The comments will become a permanent part of the student's academic advisement report. All comments are date stamped automatically and carry the name of the advisor who inserted them. All comments can be viewed by anyone who has the security to run a degree progress transcript.

IMPORTANT NOTE: You cannot delete a comment. You can only add a new comment! An automatic email will be sent to the student indicating that you have inserted a comment.

Navigation: Faculty/Admin Self Service - >WCU Advisor Comments

To insert a new comment, select “Add a New Value”.

The screenshot shows the 'WCU Advisor Comments' page. At the top is a breadcrumb trail: 'Favorites > Main Menu > Faculty/Admin. Self-Service > WCU Advisor Comments'. Below this is the title 'WCU Advisor Comments' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red. Below the buttons is a 'Search Criteria' section with four rows of input fields: 'ID:' with a 'begins with' dropdown and a search icon; 'Sequence Number:' with an '=' dropdown; 'Last Name:' with a 'begins with' dropdown; and 'First Name:' with a 'begins with' dropdown. At the bottom are 'Search' and 'Clear' buttons, followed by links for 'Basic Search' and 'Save Search Criteria'.

WCU Advisor Comments

[Find an Existing Value](#)

[Add a New Value](#)

ID:

0123456



← Enter the student's ID and click the "Add" button.

Sequence Number:

0

← Ignore the Sequence Number field.

Add

[Find an Existing Value](#) | [Add a New Value](#)

WCU Advisor Comment

ID:



Comment DateTime:

07/23/2015 8:32:37AM

*Administrative Function:

GEN

General

*Academic Institution:

West Chester University



*Comment Category:

ADVIS

Comment Data

Comment ID:

Comment Date:

07/23/2015

Comments

Enter your comments here, then click the Save button.

← Type your comments and click the "Save" button.

Comment Length 00000 Advisor Comment must be less than 256 characters.

Save

Add

Update/Display

Student Advisor:

Navigation: Faculty/Admin Self Service - > Student Advisor

Enter the Student's ID or search by name:

Favorites Main Menu > Faculty/Admin. Self-Service > Student Advisor

Student Advisor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 0123456

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

☒ Include History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Check the "Include History" box.
Click the "Search" button

Student Advisor

★

Find | View All First 1 of 5 Last

*Academic Institution: WCUPA West Chester University

*Effective Date: 10/08/2014

Find | View All First 1 of 1 Last

*Advisor Role: Advisor *Advisor Number: 1

*Academic Career: UGRD Undergraduate

*Academic Program: UARTS UGRD Arts and Sciences

Academic Plan: A186 Spanish BA

Academic Advisor: 0072662 Varricchio, Andrea

Advisor Percentage:

Committee:

☐ Advised by Committee ☐ Must Approve Enrollment

☐ Must Approve Graduation ☐ Graduation Approved

Save Return to Search Update/Display Include History

Instructor Work Schedule:

To view your teaching assignment for a different semester, click the Change Term button.

Faculty Center
my schedule

Advisor Center
class roster

Search
grade roster

Faculty Center

My Schedule

2015 Fall | West Chester University

change term

Other Links
[Display All](#)
[WCU Advisor Scheduling Flag](#)
[View Data for Other Students](#)
[View Personal Data Summary](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > 2015 Fall > West Chester University

View All |

Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
GEO 325-01 (4646)	Intro Business GIS (Lecture)	20	TuTh 9:30AM - 10:45AM	Anderson	220	Aug 24, 2015- Dec 7, 2015
GEO 325-05 (4672)	Intro Business GIS (Lecture)	20	TuTh 12:30PM - 1:45PM	Anderson	220	Aug 24, 2015- Dec 7, 2015
GEO 412-01 (10601)	GIS Applications in Health (Lecture)	5	We 4:25PM - 7:10PM	Anderson	219	Aug 24, 2015- Dec 7, 2015
GEO 502-80 (4906)	Topical Seminar (Lecture)	6	We 4:25PM - 7:10PM	Anderson	219	Aug 24, 2015- Dec 7, 2015
GEO 525-01 (10230)	Urban/Region Plan (Lecture)	13	We 7:15PM - 10:00PM	Ruby Jones	102	Aug 24, 2015- Dec 7, 2015

[View Weekly Teaching Schedule](#)

Select the appropriate semester and click Continue:

Faculty Center

Select Term

[View FERPA Statement](#)

CONTINUE

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> 2016 Spring	West Chester University
<input type="radio"/> 2015/2016 Winter Session	West Chester University
<input type="radio"/> 2015 Fall	West Chester University
<input type="radio"/> 2015 Summer 1st 5-Week Session	West Chester University
<input type="radio"/> 2015 Spring	West Chester University

The teaching assignment for the semester you selected will be displayed:

Faculty Center

My Schedule

2016 Spring | West Chester University

[change term](#)

Other Links

[Display All](#)
[WCU Advisor Scheduling Flag](#)
[View Data for Other Students](#)
[View Personal Data Summary](#)

Select display option:

☒ Show All Classes

☐ Show Enrolled Classes Only

Icon Legend:







Class Roster



Grade Roster

My Teaching Schedule > 2016 Spring > West Chester University

View All  						
First  1-4 of 4  Last						
Class	Class Title	Enrolled	Days & Times	Location	Room	Class Dates
GEO 310-01 (4524)	Population Geography (Lecture)	0	TuTh 11:00AM - 12:15PM			Jan 19, 2016-May 2, 2016
GEO 331-01 (7657)	Transportation Planning (Lecture)	0	We 7:15PM - 10:00PM			Jan 19, 2016-May 2, 2016
GEO 424-01 (4538)	GIS Applications (Lecture)	0	TuTh 9:30AM - 10:45AM			Jan 19, 2016-May 2, 2016
GEO 531-80 (7658)	Transportation Planning (Lecture)	0	We 7:15PM - 10:00PM			Jan 19, 2016-May 2, 2016

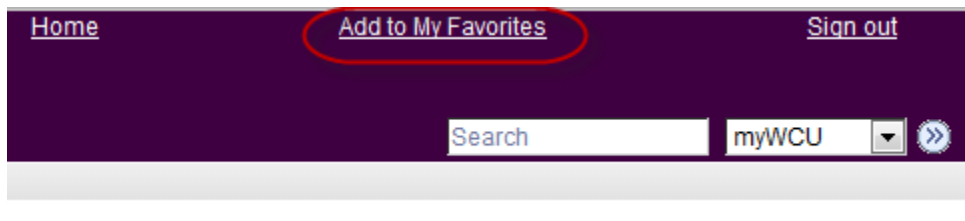
[View Weekly Teaching Schedule](#)

Setting PS Favorites:

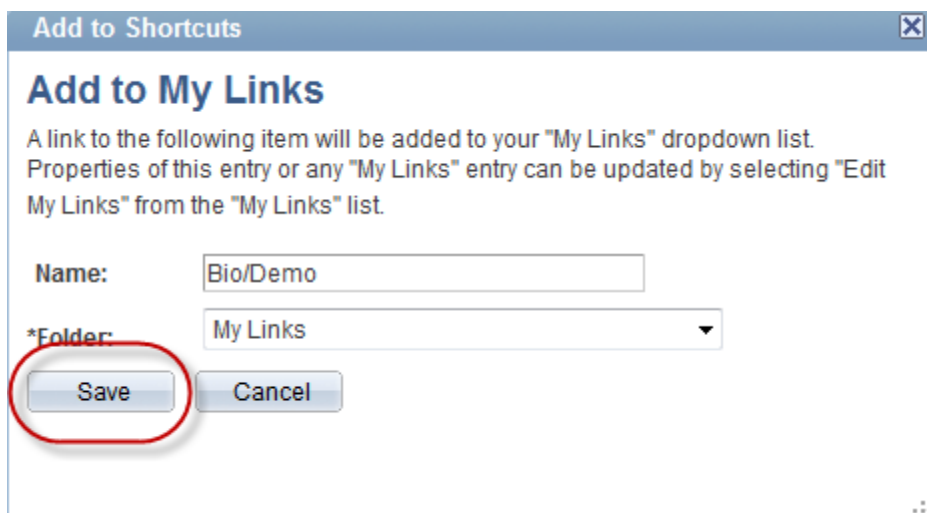
PeopleSoft allows you to set Favorites so that you do not need to remember the navigation every time you want to access a page.

Once you know the pages you will use frequently, set them as a PS Favorite.

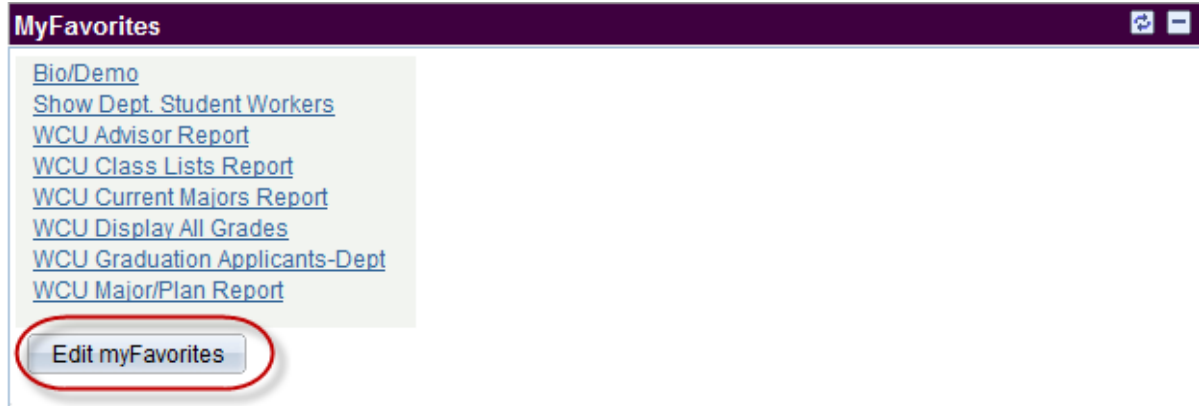
1. Access the search page you want to bookmark and then click the Add to My Favorites link at the top of the page.



2. You will get this screen. Give the Favorite a name and click the Save button.



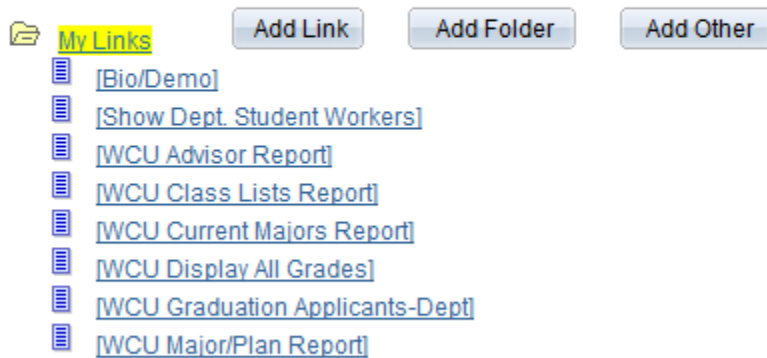
The page is saved to your MyFavorites pagelet and you can navigate from there in the future.






You can update your Favorites by clicking the Edit myFavorites button.

Edit My Links

"My Links" allow you to access your favorite pages from any computer at any time. You can use this page to create, edit and organize your links. Changes made to your links list will be reflected in the "My Links" dropdown list.



Important PS Tips:

- Allows you to download to an Excel spreadsheet 
- Magnifying Glass signifies a search key 
- Academic Organization = Academic Department
- Career = Undergraduate or Graduate (UGRD or GRAD)
- EmplID = WCU ID w/ a leading zero (7 digits)
- Plan = Academic Major (e.g. A196 Undeclared)
- Program = Combination of Career and School or College (e.g. UBUSP)
- Term = 4 digits (e.g. 2155 = Fall 2015, 2161 = Spring 2016)
- Include History = Always check this box to get the full history
- Hide the URL bar by hitting the F11 key on your keyboard
- Set your PS Favorites to minimize navigation
- Positive Service Indicator = fee waiver; scholarship 
- Negative Service Indicator = a hold on the student's account; advisor has not opened student's schedule; parking fines; Library hold; Financial Aid. 