Introduction to PeopleSoft Faculty
myWCU Navigation
## Faculty/Admin. Self-Service

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## Student Services Center

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## Setting PS Favorites

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## myWCU Navigation

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Open the WCU Home Page  [http://www.wcupa.edu](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.
You can also navigate by using the drop down menu:
Click on Main Menu - > click on the Folder or Transaction Name

The myWCU logo is also the Home link
Faculty Center:

Click this icon to access a class roster

Click this icon to access a grade roster

Click here to change the term

Easy access links
Class Roster

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

![myWCU Faculty Center](image)

Class Roster

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

**GEO 325 - 01 (4646)**
Intro Business GIS (Lecture)

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 9:30AM-10:45AM</td>
<td>Anderson Hall 220</td>
<td>Malin Katrai</td>
<td>08/24/2015 - 08/07/2015</td>
</tr>
</tbody>
</table>

Download the Roster to Excel
Emailing Students from the Class Roster:

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.
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.

---

### My Advisees

<table>
<thead>
<tr>
<th>Notify</th>
<th>Name</th>
<th>ID</th>
<th>View Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DeWitt, Trina A.</td>
<td>0810408</td>
<td>View Student Details</td>
</tr>
<tr>
<td>2</td>
<td>Pestil, Alex X.</td>
<td>0748489</td>
<td>View Student Details</td>
</tr>
<tr>
<td>3</td>
<td>Enrrique, Faukral</td>
<td>0735010</td>
<td>View Student Details</td>
</tr>
<tr>
<td>4</td>
<td>Bernstein, Michael T.</td>
<td>0731035</td>
<td>View Student Details</td>
</tr>
<tr>
<td>5</td>
<td>Bennisah, Elizabeth</td>
<td>0801039</td>
<td>View Student Details</td>
</tr>
<tr>
<td>6</td>
<td>Blaundon, Christians</td>
<td>0790540</td>
<td>View Student Details</td>
</tr>
<tr>
<td>7</td>
<td>Bradley, Kelton M.</td>
<td>0801046</td>
<td>View Student Details</td>
</tr>
<tr>
<td>8</td>
<td>Brewer, Jeffery C.</td>
<td>0794534</td>
<td>View Student Details</td>
</tr>
<tr>
<td>9</td>
<td>Book, Matthew B.</td>
<td>0737560</td>
<td>View Student Details</td>
</tr>
<tr>
<td>10</td>
<td>Carmel, Biy M.</td>
<td>0736564</td>
<td>View Student Details</td>
</tr>
<tr>
<td>11</td>
<td>Clark, Emily D.</td>
<td>0733089</td>
<td>View Student Details</td>
</tr>
<tr>
<td>12</td>
<td>Cosley, Anna B.</td>
<td>0874097</td>
<td>View Student Details</td>
</tr>
<tr>
<td>13</td>
<td>Sally, Louis B.</td>
<td>0800006</td>
<td>View Student Details</td>
</tr>
</tbody>
</table>

---

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.

Use the green Change button to select a different advisee.

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.

<table>
<thead>
<tr>
<th>UGRDTUART</th>
<th>T199</th>
<th>English TCHGCERT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term:</strong> 2015 Fall</td>
<td><strong>Appointment Begins:</strong> MARCH 15, 2015 - 04:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRAD TGART</th>
<th>T182</th>
<th>English TCHGCERT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term:</strong> 2015 Fall</td>
<td><strong>Appointment Begins:</strong> MARCH 10, 2015 - 08:00 AM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRAD TGART</th>
<th>E148</th>
<th>Secondary Education MED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term:</strong> 2015 Fall</td>
<td><strong>Appointment Begins:</strong> MARCH 10, 2015 - 08:00 AM</td>
<td></td>
</tr>
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</table>
Class Permissions:

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

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.

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

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”!

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:

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

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

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

You will receive a confirmation email upon successful submission of each grade roster.
Student Services Center:

ID = six digit WCU ID w/ a leading zero (7 digits)
Campus ID = SAP id
National ID = Social Security number
Student Center Page:

### Academics

#### Class Schedule
- GEO 101-01
  - "LEC (4371)
  - MoWeFr 11:00AM - 11:50AM
  - Anderson Hall 207
- HIS 192-02
  - LEC (3595)
  - MoWeFr 2:00PM - 2:50PM
  - Main Hall 313
- PEA 146-03
  - LEC (3671)
  - MoWeFr 1:00PM - 1:50PM
  - Health Science Ctr GYM1
- TWA 110-01
  - LEC (6331)
  - MoWeFr 10:00AM - 10:50AM
  - E.O. Bull 111
- TWA 200-04
  - LAB (6323)
  - MoWe 9:00AM - 9:50AM
  - E.O. Bull 025
- TWA 201-01
  - LEC (6293)
  - MoWe 1:00PM - 4:15PM
  - E.O. Bull 021
- TWA 419-01
  - LEC (6903)
  - TuTh 2:00PM - 3:15PM
  - E.O. Bull 021
- VOC 352-31
  - LEC (6055)
  - Room: TBA

### Personal Information

#### Contact Information
- **Home Phone**: [Redacted]
- **Campus Email**: [Redacted]

### Holds
- Advisor permission necessary
  - Do not cancel Spring classes.
  - Do not cancel Fall classes.
- Activate Summer3 Account
- Activate Sum2 Account
- Activate Sum Act at Bursar
- Activate Sum Act at Bursar
- Activate Summer3 Account
- Activate Sum2 Account
- Activate Sum Act at Bursar

### Enrollment Dates

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

### Advisor

**Program Advisor**
- Elizabeth Stanuch
  - 610/436-3356 Ext: 3356
- Gretchen Studlien-Webb
  - 610/436-3463

[Return to Search] [Notify]
Class Schedule:

Select a Term

Click Continue

Select Display Option: List View or Weekly Calendar View

2015 Fall | Undergraduate | West Chester University

Class Schedule Filter Options:
Show Enrolled Classes, Show Dropped Classes, Show Waitlisted Classes

EDA 303-83 - Spec Ed: Processes/Procedures Status: Enrolled

LAN 401-80 - Tch Mad Langs K-12 Status: Enrolled
Course History:

Credit Summary Box:

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

You can sort the results:
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”.

WCU Advisor Comments

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

Find an Existing Value  Add a New Value

Search Criteria

ID:  begins with  
Sequence Number:  =  
Last Name:  begins with  
First Name:  begins with  

Search  Clear  Basic Search  Save Search Criteria
Enter the student’s ID and click the “Add” button.

Ignore the Sequence Number field.

Type your comments and click the “Save” button.
Student Advisor:

Navigation:  Faculty/Admin Self Service - > Student Advisor

Enter the Student’s ID or search by name:

Check the “Include History” box.
Click the “Search” button
Instructor Work Schedule:

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

Select the appropriate semester and click Continue:
The teaching assignment for the semester you selected will be displayed:

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Location</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 310-01 (4524)</td>
<td>Population Geography (Lecture)</td>
<td>0</td>
<td>TuTh 11:00AM - 12:15PM</td>
<td></td>
<td></td>
<td>Jan 19, 2016 - May 2, 2016</td>
</tr>
<tr>
<td>GEO 331-01 (7637)</td>
<td>Transportation Planning (Lecture)</td>
<td>0</td>
<td>We 7:15PM - 10:00PM</td>
<td></td>
<td></td>
<td>Jan 19, 2016 - May 2, 2016</td>
</tr>
<tr>
<td>GEO 424-01 (4538)</td>
<td>GIS Applications (Lecture)</td>
<td>0</td>
<td>TuTh 9:30AM - 10:45AM</td>
<td></td>
<td></td>
<td>Jan 19, 2016 - May 2, 2016</td>
</tr>
<tr>
<td>GEO 531-80 (7658)</td>
<td>Transportation Planning (Lecture)</td>
<td>0</td>
<td>We 7:15PM - 10:00PM</td>
<td></td>
<td></td>
<td>Jan 19, 2016 - May 2, 2016</td>
</tr>
</tbody>
</table>
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.

- [Bio/Demo]
- [Show Dept_Student Workers]
- [WCU Advisor Report]
- [WCU Class Lists Report]
- [WCU Current Majors Report]
- [WCU Display All Grades]
- [WCU Graduation Applicants-Dept]
- [WCU Major/Plan Report]
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. UBUSB)
- 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.