

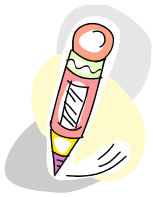
THE COLLEGE OF NEW JERSEY

# Instructor / Advisor

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The College of New Jersey  
Office of Records and Registration  
2000 Pennington Road  
Ewing, NJ 08628  
Phone 609.771.2141



## 1.1 Navigating through the Faculty Center

### **Navigation: Self Service > Faculty Center**

Displays current semester.

### Joan Faculty

[Faculty Center](#) [Advisor Center](#) [Search](#)

#### Faculty Center

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#### My Schedule

[My Exam Schedule](#)

2010 Spring | The College of New Jersey [change term](#)

Select display option:  Show All Classes  Show Enrolled Classes Only


Icon Legend: Class Roster Grade Roster



My Teaching Schedule > 2010 Spring > The College of New Jersey

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">CRI 202-01 (45554)</a>	HISTORY & PHIL OF CORRECTIONS	19	TuFr 2:00PM - 3:20PM	Social Sciences Building 328	Jan 19, 2010- Apr 29, 2010
	<a href="#">CRI 498-02 (45553)</a>	SENIOR CAPSTONE POLICY ANALYSI	17	TuFr 12:30PM - 1:50PM	Social Sciences Building 328	Jan 19, 2010- Apr 29, 2010



1. To view different semester , select 'change term' button

The screenshot shows the 'Joan Faculty' interface. At the top, there are three tabs: 'Faculty Center', 'Advisor Center', and 'Search'. Below the tabs, the 'Faculty Center' section is active. Underneath, there is a 'My Schedule' section with a link for 'My Exam Schedule'. At the bottom, the text '2010 Spring | The College of New Jersey' is displayed next to a green 'change term' button, which is highlighted with a red rectangular box.



2. To view class roster, email class section or selected students, select the Class Roster icon  next to the class
3. To view class details, such as course description and available seats, select the Class Link

Icon Legend:  Class Roster  Grade Roster



My Teaching Schedule > 2010 Spring > The College of New Jersey

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">CRI 202-01 (45554)</a>	HISTORY & PHIL OF CORRECTIONS	19	TuFr 2:00PM - 3:20PM	Social Sciences Building 328	Jan 19, 2010- Apr 29, 2010
	<a href="#">CRI 498-02 (45553)</a>	SENIOR CAPSTONE POLICY ANALYSI	17	TuFr 12:30PM - 1:50PM	Social Sciences Building 328	Jan 19, 2010- Apr 29, 2010

4. To export to Excel, select the Export icon

Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > 2010 Spring > The College of New Jersey

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">CRI 202-01 (45554)</a>	HISTORY & PHIL OF CORRECTIONS	19	TuFr 2:00PM - 3:20PM	Social Sciences Building 328	Jan 19, 2010- Apr 29, 2010
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5. To search for classes, select the 'Search' tab
  - a. Select Term
  - b. Enter any Search Criteria and select Search
    - i. Note: Show Open Classes Only is selected by default

Faculty Center | Advisor Center | **Search**

search for classes | browse course catalog | faculty search

### Search for Classes

#### Enter Search Criteria

Institution: The College of New Jersey  
Term: 2010 Spring

Select at least 2 search criteria. Click Search to view your search results.

#### Class Search Criteria

Course Subject: [dropdown]  
Course Number: is exactly [dropdown] [input]  
Course Career: [dropdown]

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

**Additional Search Criteria**

6. To view the Course Catalog, select 'Browse Catalog' tab
  - a. Select letter of subject
  - b. Select subject to collapse catalog numbers

Faculty Center | Advisor Center | **Search**

search for classes | browse course catalog | faculty search

### Browse Course Catalog

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9



## Working with My Advisees

### 2.1 Navigation: Self Service > Advisor Center

**Joan Faculty**

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics

**My Advisees**

[View FERPA Statement](#)


Select display option:    Link to Photos    Include photos in list

		Find   View All		First	1-10 of 46	Last
	Notify	Photo	Name	ID	View Student Details	
1	<input type="checkbox"/>		<a href="#">Booker Brown</a>	999999	<a href="#">View Student Details</a>	
2	<input type="checkbox"/>		<a href="#">George English</a>	999999	<a href="#">View Student Details</a>	
3	<input type="checkbox"/>		<a href="#">Olive Learning</a>	999999	<a href="#">View Student Details</a>	
4	<input type="checkbox"/>		<a href="#">Frita Reed</a>	999999	<a href="#">View Student Details</a>	

notify selected advisees

notify all advisees

2.2 To view Student Details, select 'View Student Details' link.

Note: The  indicates a hold on the student's record.

Find   View All    First <input type="text" value="1-10 of 27"/> Last						
	Notify	Photo	ID	Name		View Student Details
1	<input type="checkbox"/>		999999	<a href="#">Austin, Jane</a>	 	<a href="#">View Student Details</a>

It will display the Student Center:

**Joan Faculty**

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics

**Advisee Student Center**

**Booker Brown** [View FERPA Statement](#)

\*Change Advisee  change

**Academics**

[My Class Schedule](#)  
[Shopping Cart](#)  
[My Planner](#)

other academic...

This Week's Schedule	
Class	Schedule
LIT 217-02 LDI (42868)	MoTh 10:00AM - 11:20AM Bliss Hall 228
LIT 499-04 SEM (42904)	Th 5:30PM - 8:20PM Bliss Hall 153
SOC 101-07 LDI (42622)	TuFr 12:30PM - 1:50PM Social Sciences Building 226
WGS 325-01 SEM (43332)	Tu 4:00PM - 6:50PM Bliss Hall 234

**Holds**

Academic Advising Hold [details ▶](#)

**To Do List**

No To Do's.

**Enrollment Dates**

[Open Enrollment Dates](#)

**Advisor**

**Program Advisor**  
Joan Faculty  
609-771-2141 [details ▶](#)

**Personal Information**

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

**Contact Information**

<b>Permanent Address</b> PO Box 7718 Ewing, NJ 08628-0718	<b>Residence Hall</b> None
<b>Mobile &amp; Other Phones</b> None	<b>Campus E-mail Address</b> sample_student@tcnj.edu

2.3 To Add / Remove Advising Hold:

**To Add: Select the tab General Info**

1. Select 'Edit Service Indicators' button
2. Select 'Add Service Indicator'

**Manage Service Indicators**

Jane Austin

Display: Effect  Institution  [Refresh](#)

[+ Add Service Indicator](#)

**Service Indicator Summary**  
No Service Indicators are assigned for this person.

[+ Add Service Indicator](#)

3. Select the following:
  - a. Service Indicator Code
  - b. Service Ind Reason Code
  - c. Start Term = registration term
  - d. Start Date = today's date

**Add Service Indicator**

Jane Austin

\*Institution:  The College of New Jersey

\*Service Indicator Code:  Academic Advising Hold

\*Service Ind Reason Code:  Academic Advisement Appt Req

Description: You must meet with your primary academic advisor prior to enrolling in classes.

Effect: Negative

**Effective Period**

Start Term:  2009 Fall End Term:

Start Date:  End Date:

**Assignment Details**

4. Select Apply and OK to save changes

1. To Remove Holds: Select the tab General Info
2. Select 'Edit Service Indicators' button
3. Select the Code link

**Manage Service Indicators**

Jane Austin

Display: Effect  Institution  [Refresh](#)

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
V01	Academic Advising Hold	Academic Advisement Appt Req	TCNJ1	1098	2009 Fall			02/16/2009	

[+ Add Service Indicator](#)

4. Select 'Release' button

**Edit Service Indicator**

Jane Austin

[Release](#)

\*Institution:  The College of New Jersey

\*Service Indicator Code:  Academic Advising Hold

\*Service Ind Reason Code:  Academic Advisement Appt Req

Description:

Effect: Negative

**Effective Period**

Start Term:  2009 Fall End Term:

Start Date:  End Date:

**Assignment Details**

\*Department:  SA-The College of New Jersey

Reference:

Amount:  Currency:



## 2.4 View Academic Information

Select the Tab: Academics to view

### 1. Program / Plan Information

- TCNJ1 - The College of New Jersey
- UGRD - Undergraduate
- CS\_U - School of Culture and Society**

**Program:** [CS\\_U](#) School of Culture and Society

**Student Career Nbr:** 0

**Status:** Active as of 08/01/2007

**Admit Term:** 1068 2006 Fall

**Expected Graduation:** 1104 2010 Spring

**Approved Load:** Full-Time

**Load Determination:** Base On Units

**Level Determination:** Base On Units

**Plan:** [ENGL\\_BA\\_01](#) English

**Requirement Term:** 1078 2007 Fall

### 2. Term & Cum Statistics

a. Note: Select terms on left to view information as of that term

- TCNJ1 - The College of New Jersey
- UGRD - Undergraduate
- [1094 - 2009 Spring](#)
- [1088 - 2008 Fall](#)
- [1084 - 2008 Spring](#)**
- [1078 - 2007 Fall](#)
- [1074 - 2007 Spring](#)
- [1068 - 2006 Fall](#)

**2008 Spring**

**Eligible to Enroll:** Yes

**Primary Program:** CS\_U School of Culture and Society

**Academic Standing Status:** Good Standing as of 2009-01-28

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**Level / Load**

**Academic Level - Projected:** Junior

**Academic Level - Term Start:** Junior

**Academic Level - Term End:** Senior

**Approved Academic Load:** Full-Time

**Academic Load:** Enrolled Full-Time

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**Classes**

✔ Enrolled    ✘ Dropped    ⚠ Wait Listed

Class	Description	Units	Grading	Grade	Status
<a href="#">AFA 101-02 (44569)</a>	EXPERIENCING ART (Lec/Stu)	1.00	Graded	A	✔
<a href="#">HES 160-01 (43903)</a>	CURRENT HEALTH & WELLNESS ISSU (DisLec)	1.00	Graded	A	✔
<a href="#">LIT 252-01</a>	BRITISH LITERATURE	1.00	Graded	A	✔

## 2.5 View the Academic Advising Report

From the dropdown on the Student Center, select Academic Requirements:

The screenshot shows the 'Jane's Student Center' interface. On the left, under the 'Academics' section, there is a dropdown menu labeled 'other academic...' with a search icon. The 'Academic Requirement' option is highlighted with a red arrow. Other options in the dropdown include 'Assignments', 'Course History', 'Exam Schedule', 'Grades', 'Transcript: View Unofficial', and 'Transfer Credit: Report'. In the center, the 'This Week's Schedule' table is visible, listing classes like LIT 217-02, LIT 499-04, SOC 101-07, and WGS 325-01. On the right, there are sections for 'Holds', 'To Do List', 'Enrollment Dates', and 'Advisor'.

The report will display:

The screenshot displays the 'My Academic Requirements' report. At the top, it identifies the user as 'The College of New Jersey | Undergraduate' and states 'This report last generated on 02/16/2009 12:58PM'. Below this are buttons for 'collapse all' and 'expand all', and a legend for 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star). The report lists several requirements:

- SPECIAL NOTICE TO SENIORS (RG-0001)**
- THIS IS AN UNOFFICIAL ADVISING REPORT (RG-1295)**
- TOTAL UNITS AND GPA (2005) (RG-0003)**
- CIVIC RESPONSIBILITIES AND PROFICIENCIES (2007) (RG-0011)**
  - Not Satisfied:** Student must successfully complete seven courses.
- PROFICIENCIES (R-0002)**
  - Not Satisfied:** Student must successfully complete IDS 102, WRI 102, and a First Seminar (FSP).
  - Courses:** 3 required, 1 taken, 2 needed
- IDS 102 - Information Literacy Proficiency (online tutorial)**