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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRI 202-01</td>
<td>HISTORY &amp; PHIL OF CORRECTIONS</td>
<td>19</td>
<td>TuFr 2:00PM - 3:20PM</td>
<td>Social Sciences Building 328</td>
<td>Jan 19, 2010 - Apr 29, 2010</td>
</tr>
<tr>
<td>CRI 499-02</td>
<td>SENIOR CAPSTONE POLICY ANALYSIS</td>
<td>17</td>
<td>TuFr 12:30PM - 1:50PM</td>
<td>Social Sciences Building 328</td>
<td>Jan 19, 2010 - Apr 29, 2010</td>
</tr>
</tbody>
</table>
1. To view different semester, select ‘change term’ button

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

4. To export to Excel, select the Export icon
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

   ![Search for Classes screenshot]

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

   ![Browse Course Catalog screenshot]
2.1 **Navigation: Self Service > Advisor Center**

![Joan Faculty interface](image)

**My Advisees**

<table>
<thead>
<tr>
<th>Notify</th>
<th>Photo</th>
<th>Name</th>
<th>ID</th>
<th>View Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Boomer Brown</td>
<td>99999</td>
<td>View Student Details</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>George English</td>
<td>99999</td>
<td>View Student Details</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Olive Learning</td>
<td>99999</td>
<td>View Student Details</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Rita Reed</td>
<td>99999</td>
<td>View Student Details</td>
</tr>
</tbody>
</table>

Select display options: Link to Photos, Include photos in list

[View FERPA Statement]
2.2 To view Student Details, select ‘View Student Details’ link.

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

It will display the Student Center:

```
# Faculty Center
- My Advises
- Student Center
- General Info
- Transfer Credit
- Academics

# Advisor Center
- Adviser: Booker Brown
  - Change Adviser: Mary Smith

# Academics
- This Week's Schedule
  - Class: LIT 217-02 LDI (42866)
    - Schedule: MoTh 10:00AM - 11:20AM, Bliss Hall 228
  - Class: LIT 499-04 SEM (42904)
    - Schedule: Th 5:30PM - 8:20PM, Bliss Hall 133
  - Class: SOC 101-07 LDI (42622)
  - Class: WGS 325-01 SEM (+33332)

# Personal Information
- Contact Information
  - Permanent Address
  - Residence Hall
- Campus E-mail Address: sample_student@tonj.edu

PO Box 7718
Ewing, NJ 08628-0718
```

5
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’

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

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

4. Select ‘Release’ button
2.4 View Academic Information

Select the Tab: Academics to view

1. Program / Plan Information

2. Term & Cum Statistics

   a. Note: Select terms on left to view information as of that term
2.5 View the Academic Advising Report

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

The report will display: