Access to the Faculty/Advisor Center is provided through the Faculty Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.

1. Click on the Faculty Self Service link.

2. Click on the Faculty Center link.
3. Click the newly displayed Faculty Center link.

4. The Faculty Center opens to the My Schedule tab.

This displays the courses you are scheduled to teach for Fall 2015. As students register for the classes the icons will display next to the course and the Class Rosters will become available. Students begin to register on April 27th. The schedule can be downloaded to Excel by clicking on the spreadsheet icon.
5. To view details of a class click on the Class (underlined as link).
6. To view an alternate version of your schedule, click the View Weekly Teaching Schedule link which is under the displayed schedule.

This view provides a weekly calendar view. You can scroll through the terms using the “previous week” and “next week” button. You can also adjust the date/time of the display. Classes without meeting dates established appear in the “Meeting information not available” section. Click on the Return to Faculty Center link under the Display Options section to return to the Schedule page.
7. Here is a brief description of the tabs that will be active in the Faculty Center.

**Faculty Center**

- **My Schedule** – provides multiple views of your teaching schedule. As students register for courses, the icons for Class Roster, Grade Roster will appear.

- **Class Roster** – as students register for courses, rosters are available by class and can be searched by all, enrolled, waitlisted and dropped. Emails to students can be sent using the “Notify” option. Rosters can be downloaded to Excel and printer friendly versions are available.

- **Grade Roster** – rosters will be available by class and are not displayed at this time. Rosters will be created during the Fall semester. Grades can be assigned by student or by a selected group of students. Emails to students can be sent using the “Notify” option. Rosters can be downloaded to Excel and printer friendly versions are available.

- **Advisor Center** will be available to faculty who also serve as academic advisors.

- **Search** – Class schedule searches are conducted from this tab.

Links to each of the tabs are available at the bottom of the screens.

8. The Advisor Center opens to the My Advisees tab. If you do not serve as a Faculty Program Advisor, you will not have this link. Students who are assigned to you as their Advisor will display. Click on the View Student Details link to see the student’s schedule and access reports. You may also click the “View Data for Other Students” link to access information for other students.
9. The Advisee Student Center opens after clicking on View Student Details.
10. There are multiple tabs in the Advisor Center. A brief description of each tab is below:

- **My Advisees** – This section will display the names of students who have been assigned by the academic departments to a faculty/staff member for advising.
- **Student Center** – This section is an abbreviated version of the student version of the Student Center. The data not displayed is the Finance section which provides information from Student Accounts and Financial Aid.
- **General Info** – This section displays similar information contained on the Student Center in a different format. Additional demographic data is also displayed.
- **Transfer Credit** – Summary information on the institution and units are displayed on this tab. Clicking the Detail link opens a PeopleSoft window with course detail. Click the OK button to return to the Advisor Center.
- **Academics** – This tab displays students’ academic career and program plan data in additional to details for each term.

11. As students register for classes, their class schedule will appear in the Academics Section of the Student Center. The drop down menu under “other academic...” displays a variety of reports that can be selected. The current available reports are:

- Converted Enrollment Summary
- Course History
- Transfer Credit Report
- Program Evaluation (available later in Summer)

After selecting the report, click the double arrow icon to generate the output. Some reports will open as a PDF, others will open a new page in PeopleSoft and others will display in the current screen.
12. The right side of the Advisee Student Center contains several sections which alert students to steps that need to be taken. This information is displayed in the Advisor Center for information only.

- **Holds**
  - No Holds.
- **To Do List**
  - No To Do's.
- **Milestones**
  - No Milestones
- **Enrollment Dates**
  - Open Enrollment Dates
- **Advisor**
  - Program Advisor
  - Fred

Holds – If students have holds on registration or other processes, the information will display here. Students can click on the hold and determine which office placed the hold and steps to resolve.

To Do List – Offices that require students to submit documentation or complete processes can establish “To Dos”. Students can click on the item for more information on meeting the requirement.

Milestones – Not in use at this time.

Enrollment Dates – Registration appointments will be displayed here.

Advisor – a student’s academic program advisor will be listed here.

13. The Personal Information section provides contact information for the student. This can also be viewed in the General Info tab.

14. General Info Tab

The links at the top of the screen are shortcuts to the information displayed beneath on the page.
15. Service Indicators can be either positive or negative. Negative Service Indicators are often considered as “Holds”. Service Indicators can be used by many departments. Not all decisions regarding the use of these SIs has been made at this time.

![Service Indicators]

This icon is referred to as the FERPA indicator. If it displays in a student record, they have requested personal information NOT be released.

16. Transfer Credit Tab – Transfer credit can be viewed in this tab or by running a report in the Student Center Academic drop down menu.

![Adviser Transfer Credit]

![Course Credits]

![Test Credits]
17. Academics Tab

Student academic career data is displayed in addition to summaries of enrollment history. Click the **Edit Program Data** button to be linked to the PeopleSoft Program Plan screen for additional details.

This is the PeopleSoft “program plan stack” which provides program details and history in a different format.