Office of Records & Registration Effective: 2008/09/29



View My (Assigned) Advisees	.1
To view Student Details: Weekly Schedule, Personal Information, Advisor Details, Acdemics, etc	.4
To send an e-mail message to All Advisees	.6
To send an e-mail message to Selected Advisees	.6
To send an e-mail message to single Advisees	.7
To View Other Students [Drop-In Advisee]	. 8
To e-mail the Student's Advisor	11



Navigation: Faculty Center

Screen Page

View My (Assigned) Advisees

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Facult	ty Center					
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	(19022)	MANAGERIAL			GRACE HILL JACOBS RM	Dec 15, 2000 Sep 2, 2000-

- Action(s) to be taken
- 1. Click the **Faculty** Center tab
- 2. Click change term



Facu	lty Center		
Sele	ct Term		
			CONTINUE
Sele	ct a term then click Conti		
	Term	Institution	
$(\odot$	Fall 2008	Coppin State University	
0	Spring 2004	Coppin State University	
0	Fall 2003	Coppin State University	
0	Spring 2003	Coppin State University	
0	Fall 2002	Coppin State University	

3. Select the **Term** for which you wish to change a final grade by pressing on the radio button beside the term in the listing.

4. Click CONTINUE



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5. Click View My Advisees



View My Advisees	
Advisee Roster	Tiew FERPA Statement
Find View All	📲 🛛 First 🗹 1-3 of 3 🕨 Last
Notify ID Name	View Student Details
1	View Student Details
2 Student Information blurred for confidential purposes	View Student Details
3	View Student Details
notify selected advisees notify all advisees	
VIEW DATA FOR OTHER STUDENTS	

6. The Advisee Roster will appear

To view Student Details: Weekly Schedule, Personal Information, Advisor Details, Acdemics, etc.

1. (Click	View	Student	Details
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Academics				▶ Holds
y Class Schedule	Bo	eadlines 😡	URL 📴 Gradebook	To Do List
<u>nopping Cart</u> y Planner	This	Week's Schedule		Enrollment Dates
		Class	Schedule	Enrollment Appointment
ther academic 💌 📎	3	ECON 201-401 LEC (10022)	Room: TBA	You may begin enrolling for the Winter 2009
	8	ENGL 101-103 LEC (9676)	TuTh 5:20PM - 6:50PM GRACE HILL JACOBS RM 309	Regular Academic Session session on November 10, 2008.
	3	KNES 202-001 LEC (10193)	TuTh 11:00AM - 12:20PM GRACE HILL JACOBS RM 122	details Advisor
	3	PHSC 101-002 LEC (9924)	MoWeFr 11:00AM - 11:50AM PERCY JULIAN SCIENCE RM 007	Program Advisor Delores Reaves
	8	PHSC 101-L02 LAB (9932)	Tu 8:00AM - 10:50AM PERCY JULIAN SCIENCE RM 224	details
	8	SOCI 201-001 LEC (9446)	MoWeFr 10:00AM - 10:50AM Room: TBA]
			weekly schedule 🕨	
⁷ Personal Informat	tion			
Demographic Data Emergency Contact		Contact Infori	mation	
		Student	Information blurred for c purposes	onfidential

2. Click a link or tab to view information

Academic Options Available

- Academic Requirements
- Course History
- Grades
- Transcript (Unofficial View)
- Transfer Credit Report
- Academics: Institution/Career/Program, etc.



Action(s) to be taken

To send an e-mail message to All Advisees

- 1. Click <u>View My Advisees</u>
- 2. Click notify all advisees
- 3. Students name automatically filled in the BCC window
- 4. Highlight existing Subject text and enter new text
- 5. Enter and spell-check message text
- 6. Click SEND NOTIFICATION
- Clicale Return to Advisee Roster

7. Click

To send an e-mail message to Selected Advisees

- 1. Click the <u>View My Advisees</u>
- 2. Click the **Notify** checkbox next to the student name



Action(s) to be taken

- 3. Click notify selected advisees
- 4. Students name automatically filled in the BCC window
- 5. Highlight existing Subject text and enter new text
- 6. Enter and spell check message text
- 7. Click SEND NOTIFICATION
- 8. Click Return to Advisee Roster

To send an e-mail message to single Advisees

🖆 Untitled Message	
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Subject:	
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- 1. Click <u>View My Advisees</u>
- 2. At the Advisee Roster, click on advisee name link
- 3. If you are working on campus, the Outlook application will open with the student's name automatically filled in the To... line
- 4. Proceed to enter subject, message text, spell check and set message options.



Action(s) to be taken

To View Other Students [Drop-In Advisee]

Student S	ervices Ce	enter
Enter any inf	ormation you h	nave and click Search. Leave fields blank for a list of all values.
/ Find an E	xisting Value	<u>`</u>
Use Saved	Search:	•
ID:	begins with	•
Campus ID:	begins with	▼
National ID:	begins with	
Last Name:	begins with	▼
First Name:	begins with	•
Case Ser	nsitive	
Search	Clear Basi	c Search 🗐 Save Search Criteria Delete Saved Search

- 1. Click View My Advisees
- 2. VIEW DATA FOR OTHER STUDENTS
- 3. Enter any information you have [e.g. Student ID, Last Name, and First Name]
- 4. Click Search



randon's Student	Cente	r		
Academics				▶ Holds
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nopping Cart y Planner	This	Week's Schedule		▼ Enrollment Dates
		Class	Schedule	E
other academic 🔽 📎	3	ECON 201-401 LEC (10022)	Room: TBA	Enrollment Appointment You may begin enrolling for the Winter 2009
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	8	PHSC 101-L02 LAB (9932)	Tu 8:00AM - 10:50AM PERCY JULIAN SCIENCE RM 224	details ▶
	8	SOCI 201-001 LEC (9446)	MoWeFr10:00AM - 10:50AM Room: TBA	

At the Student Center click on a link or tab to view

Action(s) to be taken

At the Student Center click on a link of tab to view information such as: Weekly Schedule, Personal Information, Demographic Data, Emergency Contact, Holds, To Do List, Enrollment Dates, and Program Advisor, Academics, etc.

Academic Options Available

- Academic Requirements
- Course History
- Grades
- Transcript (Unofficial View)
- Transfer Credit Report
- Academics: Institution/Career/Program, etc.



<u>Demographic Data</u> Emergency Contact	Contact Information				
	Student Information blurred for confidential purposes				

my advisees	student center	general info	transfer credit	academics	
View My Adv	visees				
Advisee Rost	ter				
				🔚 <u>View FERPA Sta</u> t	ament



Action(s) to be taken

- 5. To proceed with Advisee functions perform one of the following:
 - Click a link at the bottom of the page; or
 - Click on a tab [at the top of the page] to continue

6. To return to Faculty Center, from the EagleLinks menu, click **Faculty Center**.

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Action(s) to be taken

To e-mail the Student's Advisor

My Advisors

Academic Program Undergraduate Education

Advisor Name

Advisor's name appears here --Click on advisor's name

Cancel

- 1. Click on the Advisor's name link. If you are working on campus, the Outlook application opens with the Advisor's name automatically filled in the **To** line.
- to return to the Student Center 2. Click Cancel page.

