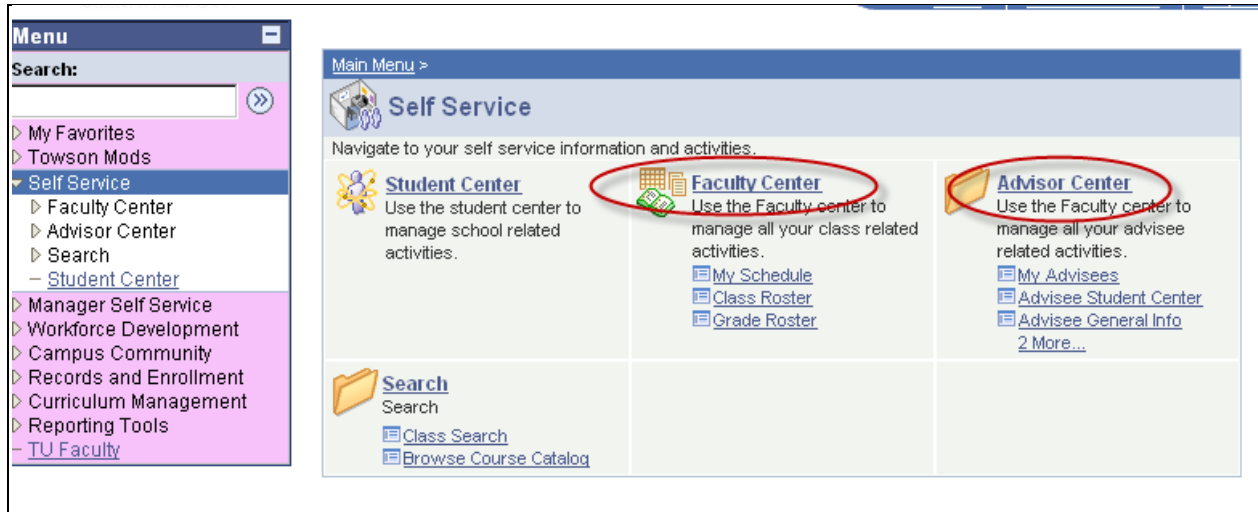


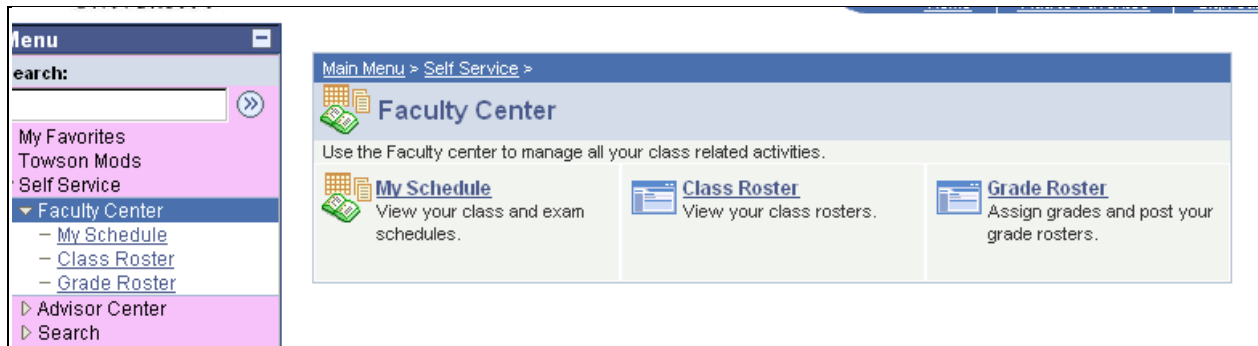
## Guide to Changes on Faculty and Advisor Centers in PeopleSoft

Beginning in January, 2010, when you log in to Towson Online services (aka PeopleSoft), you will see some different menu items. When you click on Self Service, you will now see both a Faculty Center and an Advisor Center:



Depending on what you want to do, you can select one or the other...but don't worry, they are all connected so whichever one you pick, you'll still have access to both!

As before, there are a number of ways to get to what you want. Here's a different view, but you can see the links are the same:



If you want to see all the courses you are teaching for the term, click My Schedule. This is the view you were used to getting when you clicked on Faculty Center, but now you have see some additional tabs at the top of the page. The Faculty Center Tab is comprised of 3 subtabs—My Schedule, Class Roster & Grade Roster. You can use the subtabs or the icons below to get to class & grade rosters:

Faculty Center

Advisor Center

Class/Catalog Search

my schedule

class roster

grade roster

## Faculty Center

### My Schedule

[My Exam Schedule](#)

**Spring 2004 | Towson University** change term

Select display option:     Show All Classes     Show Enrolled Classes Only

Class Roster
 Grade Roster

My Teaching Schedule > Spring 2004 > Towson University						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
<a href="#">KNES 182-001 (1083)</a>	FIELD/COURT I (Lecture)	29	TuTh 9:30AM - 10:45AM	TC0216C	Jan 26, 2004- May 18, 2004	
<a href="#">KNES 210-001 (1096)</a>	LIFETIME SPORTS (Physical Activity)	32	Fr 1:00PM - 4:00PM	TC0350	Jan 26, 2004- May 18, 2004	
<a href="#">KNES 325-001 (1319)</a>	TEACHING PHEC SECNDRY SCHOOL (Lecture)	30	TuTh 12:30PM - 1:45PM	TC0209	Jan 26, 2004- May 18, 2004	
			TBA	TC0209	Jan 26, 2004- May 18, 2004	

[View Weekly Teaching Schedule](#)
[Go to top](#)

Notice this example uses an old term. Yours will appear with the current term, but you can use the “Change Term” button if you want to go back (or forward) to view another term.

If you want to look at one of your Advisees (or any student), click on the Advisor Center Tab (this replaces the old [View My Advisees](#) link). You’ll see that the Advisor Center Tab has 5 subtabs:

Faculty Center **Advisor Center** Class/Catalog 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

Notify	Status	Photo	ID	Name	View Student Details
1 <input type="checkbox"/> <a href="#">i</a>	Enrolled <a href="#">X</a>	<a href="#">Photo</a>	0122968	Vader IV, Darth Allen	<a href="#">View Student Details</a>

notify selected advisees notify all advisees

[VIEW DATA FOR OTHER STUDENTS](#)

Faculty Center **Advisor Center** Class/catalog Search

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

You see your advisees listed, but can still get to other students by using the “View Data For Other Students” button.

Use the subtabs to navigate to the student’s information and see things like their schedule or holds:

Faculty Center **Advisor Center** Class/Catalog Search

my advisees **student center** general info transfer credit academics

### Advisee Student Center

#### Darth A. Vader IV

[View FERPA Statement](#)

\*Change Advisee: Vader IV, Darth Allen [change](#)

**Academics**

[Student's Class Schedule](#)  
[My Planner](#)  
[Degree Progress Report](#)

other academic... [X](#)

This Week's Schedule	
Class	Schedule
BIOL 493-001 INT (1024)	TuTh 12:30PM - 1:30PM YR0126 We 12:00PM - 12:50PM YR0102

[weekly schedule](#)

**Holds**

Academic Advising Hold [details](#)

**To Do List**

04 New Student  
10:30 appt for TU CARES  
Applied for Graduation

You can even switch to a different advisee if you have more than one:

Faculty Center | **Advisor Center** | Class/Catalog Search

my advisees | student center | general info | **transfer credit** | academics

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### Advisee Transfer Credit

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Darth A. Vader IV [View FERPA Statement](#)

Change Advisee:

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▼ **Course Credits**

<b>Model Nbr</b>	1	Posted	<b>Credit Source Type</b>	Manual
<b>Institution</b>	Towson University		<b>Source Institution</b>	Transylvania College
<b>Career</b>	Undergraduate			
<b>Program</b>	Bachelor of Science			

Transfer Term	Seq Nbr	Incoming Course	Incoming Description	Units Taken	Grade Input	Equivalent Course	Note 1
Fall 1999	1	ACCT 101	Accounting I	3.00	C	ACCT 201	
Fall 1999	2	HIST 205	ROMAN HISTORY	3.00	B	HIST 305	
Fall 1999	3	ART 101	INTRO TO DRAWING	3.00	B	ART 111	
Fall							

To remove service indicators (holds) for students who are not your official advisees, Go to View Data for Other Students & find the student you want:

Find   View All   First 1-10 of 73 Last									
	Notify			Status	Photo	ID	Name	View Student Details	
1	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0238451	<a href="#">Anderson,Emily Elizabeth</a>	<a href="#">View Student Details</a>	
2	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0414434	<a href="#">Asad,Marya S</a>	<a href="#">View Student Details</a>	
3	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0280083	<a href="#">Barber,Erin Michelle</a>	<a href="#">View Student Details</a>	
4	<input type="checkbox"/>	<a href="#">i</a>				0255854	<a href="#">Baum,Kadie R</a>	<a href="#">View Student Details</a>	
5	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0224398	<a href="#">Boonie,Elizabeth Virginia</a>	<a href="#">View Student Details</a>	
6	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0323079	<a href="#">Bowden,Elizabeth Ellin</a>	<a href="#">View Student Details</a>	
7	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0313860	<a href="#">Bunting,Emily Louise</a>	<a href="#">View Student Details</a>	
8	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0394301	<a href="#">Carr,Caitlin Elizabeth</a>	<a href="#">View Student Details</a>	
9	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0363087	<a href="#">Cavell,Linda Inez</a>	<a href="#">View Student Details</a>	
10	<input type="checkbox"/>	<a href="#">i</a>		Enrolled		0401089	<a href="#">Chicarella,Lisa Michele</a>	<a href="#">View Student Details</a>	

[notify selected advisees](#)    [notify all advisees](#)

[VIEW DATA FOR OTHER STUDENTS](#)

Then go to the General Info.Tab and select the service Indicator you want to remove:

Faculty Center

Advisor Center

Search

my advisees

student center

[general info](#)

transfer credit

academics

### Advisee General Info

Caitlin E. Carr [View FERPA Statement](#)

\*Change Advisee  change

[Service Indicators](#)

[Initiated Checklists](#)

[Student Groups](#)

[Personal Data](#)

[National ID](#)

[Names](#)

[COLLAPSE ALL](#)

➤ **Service Indicators** [edit service indicators](#)

★ Positive    ⓧ Negative

Service Indicators						
Customize   View All						
First ◀ 1-2 of 2 ▶ Last						
Type	Details	Start Term	End Term	Start Date	End Date	Department
ⓧ	<a href="#">Academic Advising Hold</a>	Spring 2010		09/15/2009		Academic Advising
★	<a href="#">Hold Bursar Cancellation</a>	Spring 2010		01/05/2010		Bursars Office

[Go to top](#)

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➤ **Initiated Checklists**

Click the release Button and say OK:

### Edit Service Indicator

Caitlin E. Carr 0394301

[Release](#)

**\*Institution:**  Towson University

**\*Service Indicator Code:**  Academic Advising Hold

**\*Service Ind Reason Code:**  Intentional Advising Program

**Description:**

**Effect:** Negative

The final Tab on the Faculty/Advisor Center is the Class/Catalog Search. From here you can search either the Schedule of Classes or the Catalog:

[Faculty Center](#)
[Advisor Center](#)
[Class/Catalog Search](#)

[search for classes](#)
[browse course catalog](#)

### Search for Classes

#### Enter Search Criteria

**Institution**

**Term**

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

**Class Search Criteria**

**Course Subject**

**Course Number**

**Course Career**

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

[Faculty Center](#)
[Advisor Center](#)
[Class/Catalog Search](#)

[search for classes](#)
[browse course catalog](#)

### 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

\*Courses not typically offered in the same term each year are left blank in this column. For more information on a specific course, please contact the Academic Department or check the Schedule of Classes.

▶ **ACCT - Accounting - ACCT**

So, although the functionality on the Faculty Center has not changed, we hope you will find the new navigation more user-friendly. And for those who are Advisors, the creation of a new Advisor Center, with everything at your fingertips and the ability to easily switch from student to student should be a big improvement!