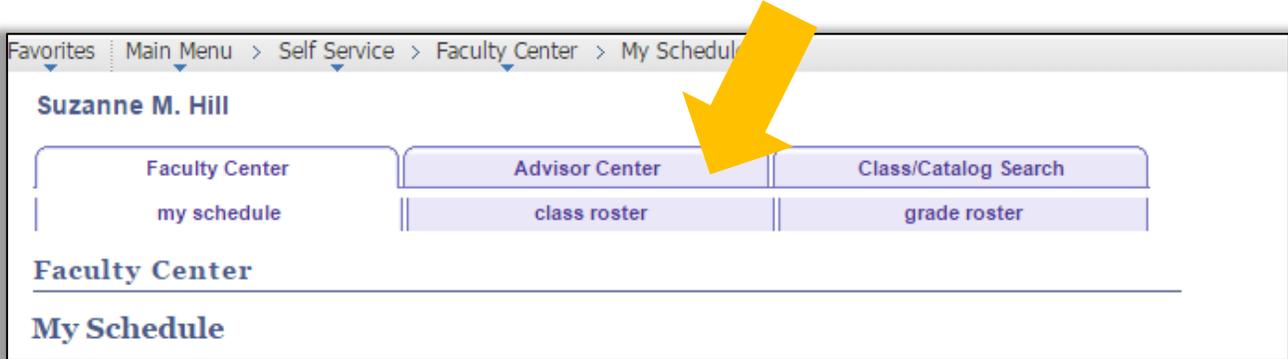


PEOPLESOFT ONLINE SERVICES

USING THE FACULTY CENTER: Advisees

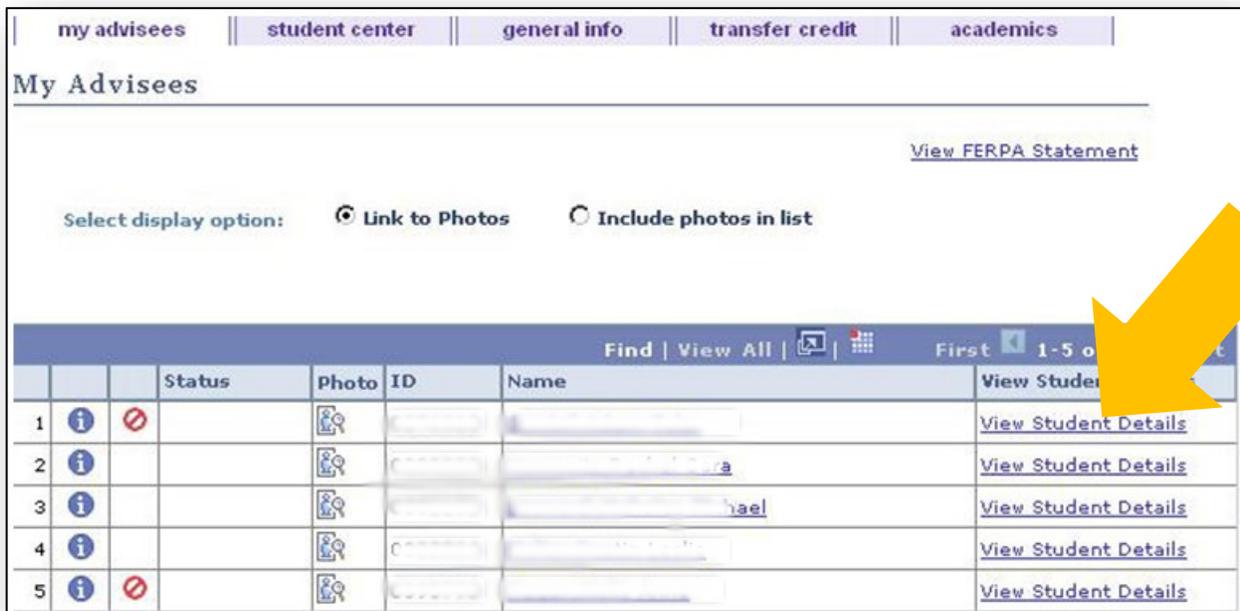
Advisor Center

- + Log into your **Faculty Center**.
- + Your department’s administrative assistant will set up your list of advisees. You can view your advisees by selecting the **Advisor Center** tab in your Faculty Center.



List of Advisees

- + To access an advisee’s Class Schedule, Academic Requirements, Planner, Course History, Grades, or Unofficial Transcripts, click the link named **View Student Details**.



- + To view Requirements for a student who is not officially your advisee, select the green button named **View Data for Other Students**.
- + Search by the student's 7-digit TU ID number.

My Advisees

[View FERPA Statement](#)

Select display option: **Link to Photos** **Include photos in list**

			Status	Photo	ID	Name	View Student Details
1					0...	[Name]	View Student Details
2					0...	[Name]	View Student Details
3					0...	[Name]	View Student Details
4					0...	[Name]	View Student Details
5					0...	[Name]	View Student Details

VIEW DATA FOR OTHER STUDENTS

+ This will send you to an advisee's Student Center.

+ Under the drop down box named Other Academic, the following information is available:

- Academic Requirements
- Advising What-if Report
- Course History
- Grades
- Transcript: View Unofficial
- Transfer Credit Report

Faculty Center | Advisor Center | Class/Catalog Search

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

Advisee Student Center

Darth A. Vader IV 0122968

[View FERPA Statement](#)

*Change Advisee [dropdown] **change**

Academics

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

other academic...

Bill Summary

Last Statement Date 06/04/2012
Statement Due Date 06/26/2012

Holds

Student Account Hold [details ▶](#)

To Do List

04 New Student
10:30 appt for TU CARES
Financial Statement - Bank
Jan 18 TU CARES
July 03 TU CARES [details ▶](#)

Enrollment Dates

Fall 2012
Change of Schedule: August 29 - Sept 7

+ Please look for the FERPA window shade in a Student Center. Do not give out student directory information if the FERPA window shade for directory information is showing.



+ At Towson University, directory information is limited to:

- Student Name
- Permanent Address
- Towson University Email Address
- Major Field of Study
- Dates of Attendance
- Degrees and Awards Received
- Class Standing
- Most Recent Previous Educational Institution Attended
- Participation in Officially Recognized Activities & Sports
- Weight & Height of Members of Athletic Teams

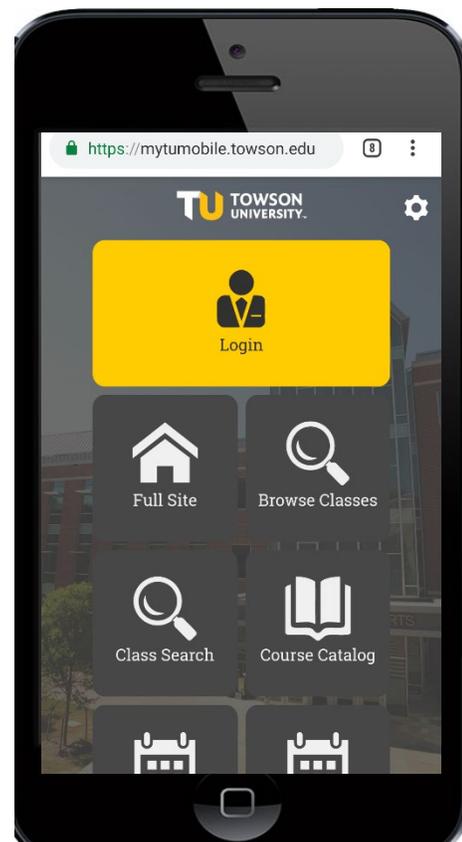
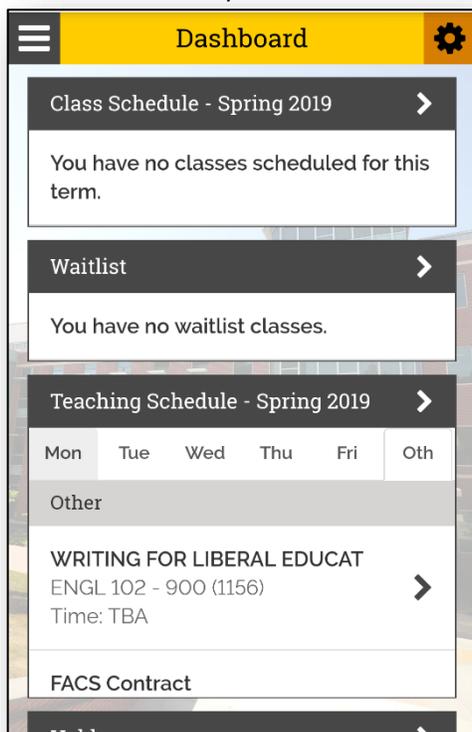
+ For more information about FERPA, please visit: <https://www.towson.edu/registrar/grades/ferpa.html>

+ If the window shade exists on a student's account, this means that the student has requested us not to give out any information.

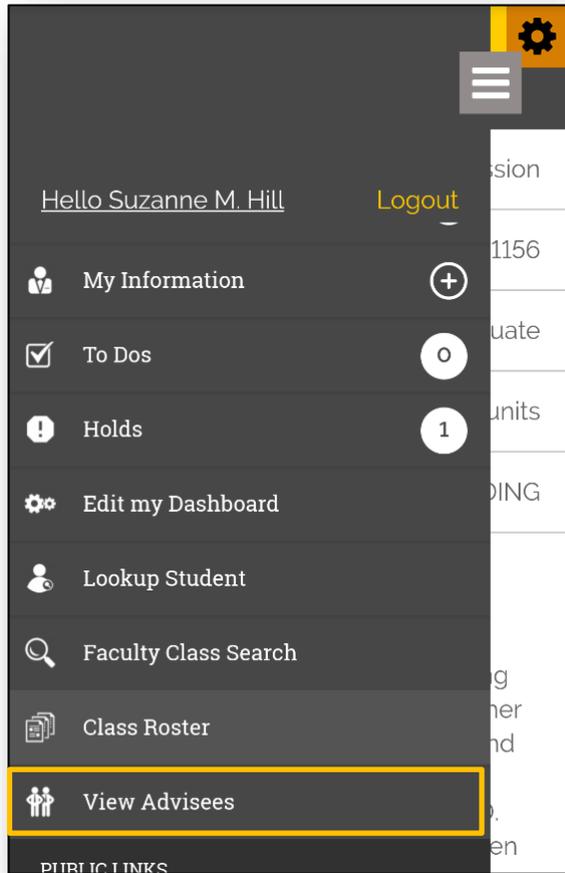
+ Further, faculty do not have to talk to parents and we encourage you not to. You can certainly facilitate discussion between student and parent, but you are under no obligation to give a parent student grade information. If you have any questions you can call the Registrar's Office.

myTU Mobile

- + You can also view your advisees on mobile myTU.
- + In the browser of your mobile device, type: www.towson.edu.
- + On the main menu, go into **My TU**.
- + Then log in with your **NetID** and **Password**.
- + You will be taken to your Dashboard.



+ Choose the menu button (the three lines at the top left), select **View Advisees**.



Questions?

For questions about your **NetID**, your **class schedule**, or your **Advisees**, contact the Administrative Assistant from your Academic Department.

For questions about your Towson University **account**, **logging in**, or **re-setting** your password contact the Office of Technology Services [OTS] Help Center at 410-704-5151. Or you can submit an **online request** at the Faculty Staff Help Center web page to the **TechHelp Client Portal** - <https://techhelp.towson.edu/helpdesk/WebObjects/Helpdesk.woa>

For any questions regarding **university academic policies**, please consult your Faculty Handbook: <https://www.towson.edu/provost/academicresources/handbook.html>

