

Introducing PowerCAMPUS Self-Service

Special for the Coordinator

Log-in

On the *Login* window, enter your **User Name** and **Password**

Advising Tab

Viewing Students' schedules, unofficial transcripts, and grades

The Manage Advisees feature enables you to search for the student you want to advise and then perform any of the advisory functions you are authorized to use.

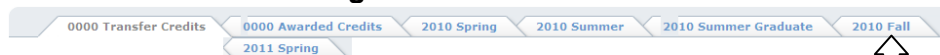
- For Coordinators Only: **All Students** can be found in the List Drop Down Menu
- Search by specific name or ID number via the **Basic Search/Advanced Search**
- For a list, select **Advanced Search, All Students List** and then filter with more specific criteria:

The screenshot shows a search interface with two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is active. It contains several search criteria fields: Last Name, First Name, ID, and List (a dropdown menu currently set to 'All Students'). Below these are two columns of dropdown menus for filtering: Academic Period, Session, Program, Degree, Curriculum, and Advisor on the left; and College, Campus, Department, Class Level, and Status on the right. A 'Search' button is located at the bottom of the form.

Menu Item: Manage Advisees

- Select the student's name for a list of items available:
Schedule, Unofficial Transcript, Grade Report

Menu Item: Authorize Registration



1. Select the appropriate Year/Term from the available tabs
2. Check the box under the appropriate Session.

| | |
|-------------------------------------|------|
| <input type="checkbox"/> | MAIN |
| <input checked="" type="checkbox"/> | |

Main – Traditional, Salem, Graduate programs
Main2 – Missional Leadership Only
LEAPx – Leap Undergraduate
3. Green Check mark indicates Advising Hold has been released.
4. Select Save

Departmental Tab

Viewing Departmental Class Lists

Menu Item: Manage Courses

You can view Class List for your assigned Department:

1. Select the desired view option
 - a. By Department
 - b. By Year
 - c. By Faculty
2. Select course to view or update:
 - a. Class List
 - b. Wait List
 - c. Enter Overall Grades
 - d. Verify 1st Week Attendance

The screenshot shows a web application interface for managing courses. At the top, there is a navigation menu with tabs: Home, Register, Advising, Classes, Department (selected), Finances, Grades, Search, My Profile, and Adminis. Below this is a sub-menu with 'Manage Courses' selected, and other options 'Approve Grades' and 'Set Up Approvals'. The main content area is titled 'Manage Courses - Courses for Communication'. On the left, there is a 'Select View' button. The main area is divided into three columns: 'Year', 'Spring', and 'Summer'. Under 'Year', there are buttons for '2010' and '2009'. Under 'Spring', there is a 'Main' button and a link for 'BMGT 3453/Lecture/00'. Under 'Summer', there is a 'Main' button and links for 'COMM 2003/Lecture/00', 'COMM 3243/Lecture/00', 'COMM 1212/Lecture/00', and 'COMM 2552/Lecture/00'. A central menu is visible, listing options: Class List, Waitlist, Activities, Grade Mappings, Course Home Page, Activity Grades, Overall Grades, Violations, and Attendance.