Pitzer College Faculty Portal

Pitzer ITS
Who We Are

- Pitzer Application Support Team:
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  - Angel Jaregui
  - Brandon Watts
- Getting Help
  - Help Desk:
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    - Email: help@pitzer.edu
    - Location: Bernard Hall Computer Lab
  - Registrar
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    - Location: Fletcher Hall 102
What is the Portal?

• Students: can register for classes, look at the classes, look at financial aid, look at housing information, look at courses, and more...
• Faculties: can view the available courses and see their classes via Faculty Course Control and Class List

Known Portal Issues:
• Due to the nature of how the portal is built, it does not always work using the browser’s back button.
• Due to this, please use the breadcrumbs, tabs, and links to navigate through the portal.
Faculty Tab

- This is where you will likely spend most of your time as a faculty.
  - It can be located among the top tabs here:

  ![Student Forms Faculty Faculty Course Control]

- The Faculty Tab contains a few major elements to it:
  - Faculty Course Control
  - Advisee Roster
  - Low Grade Notifications
  - PERMs
  - Email Roster
Faculty Course Control

A place where to . . .
• See your courses taught in the current or previous terms
• See your courses as a schedule
• See a Course’s Details
• See your Classlist where your students are listed
  • Here, you can learn more about a student such as their
    • Name Pronoun (He, Her, Ms, Mr and so on . . .)
    • How to Pronounce their names
• Do Grade Entries
• Access Perms for students
  • Perms allow a student to enroll in a course despite some restrictions such as prerequisites or a soft limit on capacity.

Faculty Course Control has its own tab as well, the functionality is the same.
## Course List for Mary Poppins

### Search options
- **Course code**
- **Faculty Member**

- **Term:** SP 2022
- **Course Program:** All
- **Course Code:**

### View Courses

### Spring Term - 2022

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Catalog</th>
<th>Course Program</th>
<th>Go Directly To</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST001 PZ-01</td>
<td>Test Course-Disregard</td>
<td>UG21</td>
<td>Undergraduate Program</td>
<td>Select Area</td>
</tr>
<tr>
<td>TEST001 PZ-02</td>
<td>Test Course-Disregard</td>
<td>UG21</td>
<td>Undergraduate Program</td>
<td>Course Details</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Class List</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grade Entry</td>
</tr>
</tbody>
</table>
Faculty Course Control

Under the **Select Area...** column there are the following options . . .

- **Course Details**
  - This page will describe the course. It will display the seats, term, instructor, textbook, requisites, time, and more.

- **Class List**
  - This will list the students currently enrolled in the course.
  - It will also display some information about the student such as their pronoun and their pronunciation.

- **Grade Entry**
  - This is where final grades are entered or changed.
  - An email will be sent to the registrars, they will make the official modifications.
Advisee Roster

You can manage your advisees on this page. Registration clearance can also be done here.

- Advisee Status
  - All: Shows all students for advisor
  - Registration Clearance: Shows students who need clearance for registration
  - New Students: Shows new students
  - Graduated: Shows graduated students
<table>
<thead>
<tr>
<th>FERPA Restrict</th>
<th>Name</th>
<th>Student ID</th>
<th>Classification</th>
<th>Registration Appointment</th>
<th>Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Crowley, Dennis M.</td>
<td></td>
<td>Graduated</td>
<td></td>
<td>Academic Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Minor Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Poppins, Mary</td>
</tr>
<tr>
<td>+</td>
<td>Finn</td>
<td>50092504</td>
<td>Senior</td>
<td></td>
<td>Jauregui, Angel</td>
</tr>
<tr>
<td></td>
<td>PreferredName</td>
<td></td>
<td></td>
<td></td>
<td>Minor Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Poppins, Mary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Gilman, Sarah</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Academic Advisor</td>
</tr>
</tbody>
</table>
Low Grade Notifications

This is a system that was built to notify students of low performance scores. A low performance entry includes the following elements . . .

- Reason codes: Poor Attendance, Conference requested, Missing or overdue course work, Poor academic record
- Additional notes: Recommended
- Low Grade: The current grade
- Submit (to specific entry): Only submits for that student
- Submit to All (applies to all entries created): Submits all at once.
Finding Your Perms

Perms can be located by first moving to the Faculty Tab of your portal, then looking at the menu options on the left hand side.
PERMs - Course Overview

When you first click the link to move to the PERMs sections, you'll find a view similar to the one presented here. This overview will list the courses assigned to you, and you can begin work by clicking “Process PERM Requests”. If you wish to view an older semester’s courses, use the drop down menu to select a term then click “Go”.

![PERMmission to Enroll Requests](image)
PERMs – Control Hub

Viewing PERMs for TEST001 PZ 01 SP 2022

<table>
<thead>
<tr>
<th>Unprocessed PERMs</th>
<th>Processed PERMs</th>
<th>Expired PERMs</th>
</tr>
</thead>
</table>

Once an authorization has been added for a student, it cannot be removed: contact your Registrar’s Office for assistance.

Get Selected E-mails  Email All Students

<table>
<thead>
<tr>
<th>Student Name</th>
<th>CXID</th>
<th>Course Information</th>
<th>Enr/Max</th>
<th>Col CI Major(s)</th>
<th>Comment</th>
<th>Req Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Name</td>
<td>50092604</td>
<td>TEST001 PZ - 01 SP 2022</td>
<td>1 / 5</td>
<td></td>
<td>Please let me in, I'll be a good student.</td>
<td>1/13/2022 2:59:58 PM</td>
</tr>
</tbody>
</table>

This student is registered in this section of the course (01)
  - [ ] Allow to register even if the section is closed
  - [ ] Allow to register only if the section is open
  - [ ] Deny Request

View All PERMs regardless of course.
Getting to the overview for a course, you can see a bounty of information about your current PERMs. The tab meanings are as follows:

- **Unprocessed PERMs**: These PERMS are awaiting approval/disapproval.
- **Processed PERMs**: These PERMS have been approved or disapproved.
- **Expired PERMs**: These PERMs were not acted upon in time by the student after approval.

Once an authorization has been added for a student, it cannot be removed: contact your Registrar’s Office for assistance.
There are three options on what to do with a PERM as follows:

- **Allow to register even if section is closed:** This allows a student into the course section no matter what normal restrictions apply as long as they register the course.

- **Allow to register only if section is open:** This will treat the student as if they complete the requirements for the course normally, but are still limited to enter by the normal limitations for class size.

- **Deny request:** This will deny the student’s request to enter the course section.

Choosing to accept the student will bring you to the view above. You may choose to place a time limit on allowing them to enter, or leave it blank so they may register for the section with no time limit outside of normal registration limitations.
Accepted or Denied, a PERM will move to the Processed section after you have decided what you wish to do with it. From that point they will stay there either indefinitely or until they have expired due to the time limit. If they expire, they will move the expired tab.
Finding Email Roster

Under the Faculty Tab you can find the Email Rosters.
Select A Course

From the Email Roster, you can select a term, then a course from those terms with the drop down menus.
Select Students

With a course selected you can select which students you wish to get the emails for, or choose to select all.
Select the “Get-Emails” and you’ll see the following pop-up. You are able to click the “Here” link if you have a default email client set up for your computer. If not, you can copy the email list in the Option 2 section to the BCC section of your email client and make the email as normal.

The student portal no longer supports composing e-mails. Please choose from the options below on how to send e-mails to your classlist.

**Option 1:** Click [Here](#) to launch your default email client.

**Option 2:** Copy-and-Paste the email list below to the email service of your preference like Outlook, Gmail, or Mac Mail. Please use BCC when sending through your e-mail client.

Please use a designated email service or e-mail client such as Gmail or Outlook to complete your email letters. Please ensure to paste the email list in the BCC field when sending to your students.