MyCampus2 Portal

Faculty Portal Manual

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The suggested minimum browser requirements are:

**Microsoft Windows:** Internet Explorer 11, Chrome 44, Firefox 38 (Windows 7 or later)

**Macintosh:** Firefox 39 (Mac OS X 10.8 or later), Safari 8.0 (Mac OS X 10.10 or later)

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**Accessing the MyCampus2 Portal**

The MyCampus2 portal can be accessed through the Pitzer College website as follows.

- Go to [http://www.pitzer.edu](http://www.pitzer.edu)
- Hover over **Quicklinks** link
- Click on **Faculty & Staff**
- Click on the **MyCampus2 Portal** link
- This will take you to the new portal homepage. Follow the directions below to login and access the portal tools.

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**Logging in to MyCampus2 Portal**

In the username and password fields, enter your Pitzer computer account information.

- **User Name:** Enter the Pitzer College network username that you use to login to your computer.
- **Password:** Enter the password assigned to the user name you entered.
- **Login:** Click the Login button to enter the portal.
Upon login you will be directed to the portal Homepage.

Faculty Applications

To access the faculty applications, click on the Faculty tab.
On the Faculty page you will see the following applications available:

- Faculty Course Control
- Low Grade Notification
- Advisee Roster

**Faculty Course Control**

Faculty Course Control can be used to access your Faculty Schedule, Course Details, Class Lists, and Grade Entry.
To view the faculty schedule for the current session and year click on the View My Faculty Schedule link. To view a different session and year use the Term drop down menu and choose the preferred session and year.

To view the course details for a class, click the Go Directly To drop down box next to the preferred course and select Course Details.
To view the class list for a class, click the *Go Directly To* drop down box next to the preferred course and select Class List.

![Faculty Course Control](image)

**Faculty Course Control**

- **Course:** TEST001 PZ-01

**Course Details Spring Term - 2015**

- Catalog: UG14
- Faculty: Poppins, Mary
- Meets: To Be Arranged
- Dates: 01/20/2015 - 05/15/2015
- Rooms: PZ ARR/1

**Class List Spring Term - 2015**

- **Student:** Finn, 
- **Student ID:** 500092604
- **Status:** Registered (04/27/2015)
- **College:** Psychology
- **Major(s):** Economics, Psychology
- **Class:** SR 
- **Grade:** A

Select options to 

- Email Selected Students
- Email All Students
- Export to Excel
To clear a student to register click on the Faculty tab and in the *Advisee Roster* application click on the *Advisee Status* drop down menu and select *Registration Clearance*. 

![Advisee Roster](image)

*Registration Clearance*
To give a student registration clearance click the *Grant* button along side their name. This will toggle the button to *Remove*. To revoke registration clearance click the *Remove* button along side their name.
Some classes require faculty permission or are restricted based on class, major, etc. With the PERMisson system, students may elect to request PERMission, and may send comments along with the request. The instructor receives an email announcing the request has been submitted. The email has a link to the specific page in the portal to “Process the PERMission request”. (You will need to enter your username and password).

Pitzer College
PERMission to Enroll Request

A student has requested permission to enroll in your restricted and/or closed course:
Student Name:Finn Test, Huckleberry
Student ID: 50092504
Student Email: cheryl_morales@pitzer.edu
Advisor: Poppins, Mary
Major(s): Economics
Planned Graduation: 0
Request Date: Wed Nov 11 12:19:25 2009

<table>
<thead>
<tr>
<th>Course</th>
<th>Sec</th>
<th>Title</th>
<th>Instructor</th>
<th>Sess</th>
<th>Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV5095 PZ</td>
<td>01</td>
<td>US Environmental Policy</td>
<td>Morales, Cheryl</td>
<td>SP</td>
<td>2010</td>
</tr>
</tbody>
</table>

Student Comments: 11-11-09 12:20pm

To view and process the request, please click here. Alternatively, you can log in at http://mycampus2dev.pitzer.edu and access the PERMision to Enroll Requests page on the Instructor tab.

Because this is a system-generated message you cannot reply to this email. If you have any questions, please contact the Registrar's Office at registrar@pitzer.edu.
To approve or deny permission to register in a class click on the Faculty tab and then click the *PERMission to Enroll Request* link on the left hand side of the portal. This brings up the *Faculty Course Authorization* application. Click the *Process PERM Request* button next to the appropriate course to view and/or process student requests.
There are three permission options:

- Clear all restrictions – This option clears all restrictions so the student can enroll in the course
- Clear all restrictions except closed course override – This option allows the student to enroll unless the course is closed.
- Deny request – This option denies the student from enrolling in the course.

You may also email the student from this page if you wish.

Once you choose an option, the student will receive a notification that you’ve either approved or denied the request.

Note there are two tabs: Unprocessed PERMs and Processed PERMs. Once you’ve processed a request, it appears under the “Processed Perms” page. This is where you can see when you issued a perm and if the student has registered. You can also expand your PERMISSION if you’d previously not granted permission to override a closed section restriction.
To view or enter grades for a class, click the Faculty Course Control tab. Select the Term and it will bring up a list of all of your courses under the term selected. Next, select Grade Entry in the Go Directly To dropdown for that particular course.
In the Update Student Grades window, select the grade to be given to each student and then click the *Submit* button.

**Faculty Course Control**

*Faculty Course Control > Main Viewer > Update Student Grades*

**TEST001 PZ-01 Test Course for Web Reg - Update Student Grades**

*Catalog: UG15*

*Instructors: Popping, Mary*

*Cross-listed Courses:*

*Course Grading Type: Letter Grade*

**Enter Last Date of Attendance if student stopped attending**

*A supplemental form must be submitted when issuing an "F" grade for a Pitzer or Scripps student or for issuing an "F" grade to a Pomona student. Click on the appropriate link below.*

*Pitzer College Incomplete Form  Scripps College Incomplete Form  Pomona College Course Failure Notice*
A completion page will display confirming that the grade has been submitted. In addition, an email confirmation will be sent to the Registrar and to the faculty who submitted the grade(s).

Faculty Course Control

Instructors:  Poppino, Mary  
Cross-listed Courses:  
Course Grading Type:  Letter Grade

Grades successfully updated.

Low Grade Notifications

To create and submit a low grade notice, go to the Faculty tab and in the Low Grade Notice section. Click Create Notifications button next to the course of your choice.

Faculty

Create Low Grade Notifications SP 2015

To create low grade notifications for a course, click the 'Create Low Grade Notifications' button next to the course's title.
You may Select Reason Codes, enter Additional Notes and select a Low Grade for the appropriate student(s). You may leave the grade field blank, if desired. Click *Submit for this student only* to submit for an individual student or click *Submit All Notices Created* to submit more than one notification.

Review the confirmation screen for errors. If a correction is necessary click the *Go Back* button and make any corrections before submitting. If the low grade information is correct, click the *Submit Low Grade Notifications* button to complete the process.
After clicking the *Submit Low Grade Notifications* button a success message will appear. A low grade email will be sent to the student, the student’s advisor and the faculty member submitting the low grade.

To view a history of the low grades that have been submitted, click the *History* button. Click the Back button to return to the Low Grade Notification application.
As an advisor you can view information about your advisee’s using the Advisee Roster application. Information available includes: Prior Education/Exams, GPA Projection, Grade Report, Unofficial Transcript, View Low Grade History, other Advising Documents such as High School Transcript, SAT Scores, TOEFL Scores, etc.

Advisees can be viewed all at once or by their status. To view them all at once, simply leave the Advisee Status as All and click the Search button. To view your advisees by a specific status, select the appropriate status in the Advisee Status drop down menu and click the Search button. Advisee’s can also be searched one at a time by entering their ID number into the ID field and clicking the Search button or by name by using the Advanced Search option.
The results of searching for all advisees will look similar to the screenshot below. On this page you can do several things. You can send an email to all your advisees by clicking on the Email All Advisees link, you can view the list in Excel by clicking the Export to Excel link, and you can view detailed information for each student by clicking on their name.
The Advisee Details screen also lists any holds that the student may have.
In the Tools and Information section, you can view the following:

Prior Education/Exams for Huck Finn

**Advisee Roster**

<table>
<thead>
<tr>
<th>Education</th>
<th>Institution</th>
<th>Degree</th>
<th>Major(s)</th>
<th>GPA</th>
<th>Grad Date</th>
<th>Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mount San Antonio College</td>
<td>0</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
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</table>

**Exams**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Date</th>
<th>Score(s)</th>
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<tbody>
<tr>
<td>SAT</td>
<td>06/03/2009</td>
<td>READING: 600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH: 600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRITING: 300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESSAY: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMPOSITE: 0</td>
</tr>
</tbody>
</table>

Grade Report for Huck Finn

**Advisee Roster**

Term: SP 2015

**Advisor:**
- Peters, Eva S. - Academic Advisor
- Morales, Charyl - Advisor
- Oates, Jonathon - Academic Advisor
- Poppins, Mary - Advisor
- Schuring, Janet M. - Secondary Advisor

**Classification:** SENIOR
**Academic Status:** Good Standing

**First Major:** Psychology
**Second Major:** Economics
**Minor:** Intl/Intercultural Stds
**Combined Major:** Psychology

<table>
<thead>
<tr>
<th>Courses</th>
<th>Title</th>
<th>Final Grade</th>
<th>Repeat</th>
<th>Attempted Credits</th>
<th>Earned Credits</th>
<th>Pass</th>
<th>GPA Credits</th>
<th>GPA</th>
<th>Quality Points</th>
<th>GPA</th>
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<tbody>
<tr>
<td>TEST001 PZ:01</td>
<td>Test Course for Web Reg</td>
<td>B+</td>
<td>N</td>
<td>1.000</td>
<td>1.000</td>
<td>1.000</td>
<td>3.330</td>
<td></td>
<td>3.330</td>
<td></td>
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<tr>
<td>TEST001 PZ:02</td>
<td>Test Course for Web Reg</td>
<td>IP</td>
<td>N</td>
<td>1.000</td>
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<td>0.000</td>
<td>0.000</td>
<td>3.330</td>
<td>3.330</td>
<td></td>
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</table>

Term Totals: 1.000 1.000 0.000 1.000 1.000 3.330 3.330
Cumulative: 30.000 25.000 8.000 26.000 79.330 3.051
Unofficial Transcript for Huck Finn

**Advisee Roster**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Attempted Credits</th>
<th>Earned Credits</th>
<th>Pass Credits</th>
<th>GPA Credits</th>
<th>Quality Points</th>
<th>GPA</th>
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</thead>
<tbody>
<tr>
<td>Transfer</td>
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<tr>
<td>Residential</td>
<td>30.000</td>
<td>25.000</td>
<td>8.000</td>
<td>20.000</td>
<td>79.330</td>
<td>3.051</td>
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<tr>
<td>Cumulative</td>
<td>30.000</td>
<td>25.000</td>
<td>8.000</td>
<td>20.000</td>
<td>79.330</td>
<td>3.051</td>
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</table>

**Non-Resident Credit**

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<tr>
<th>Course</th>
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<th>Earned Credits</th>
<th>Pass Credits</th>
<th>GPA Credits</th>
<th>Quality Points</th>
<th>GPA</th>
<th>Notes</th>
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<tbody>
<tr>
<td>TESTSMO-</td>
<td>SMOPocolypse</td>
<td>C</td>
<td>N</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>Transfer Work</td>
</tr>
<tr>
<td>TESTTEST</td>
<td>TEST TRANSFER CRS</td>
<td>P</td>
<td>N</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>Transfer Work from test</td>
</tr>
<tr>
<td>X-</td>
<td>Writing</td>
<td>A</td>
<td>N</td>
<td>1.000</td>
<td>1.000</td>
<td>1.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>Transfer Work from University of Bristol Equivalent Course: WI 800 PZ</td>
</tr>
<tr>
<td>X-</td>
<td>Hiking</td>
<td>A</td>
<td>N</td>
<td>0.500</td>
<td>0.500</td>
<td>0.500</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>Transfer Work from University of Bristol</td>
</tr>
</tbody>
</table>

Advisor(s):
- Peters, Eva S.
- Morales, Cheryl
- Soon, Jonathan
- Poppins, Mary
- Schwing, Janet M.
- Secondary

Classification: SENIOR

Major: Psychology
Second Major: Economics
Minor: Intercultural Studies
Combined Major: Psychology
Academic Status: Good Standing
View Low Grade History for Huck Finn

You can also find the *Advising* documents under the Tools and Information section and in the Advising category.

In the upper right corner of every portal page there will be a Printer Friendly link which can be used to print the contents of the page in a printer friendly format.
A session timeout is an important security control for the portal. It specifies the length of time that an application will allow a user to remain logged in without any activity (e.g. no clicking on the mouse or typing on the keyboard). We allow 30 minutes for a user to stay on the portal without any activity. After 30 minutes, the user will be automatically logged out. Please finish your work first if you intend to leave portal session unattended longer than the specified time.