Welcome to Pitzer

Who we are . . .

- Application Support Team at Pitzer
  - Angel Jauregui
  - Dennis Crowley
  - Brandon Watts
  - Robert Long

Getting Help

- Contact Help Desk via . . .
  - Phone: 909-607-3065
  - Email: help@pitzer.edu
  - Location: Bernard Hall Computer Lab

Registrars

- Cheryl Morales
- Eva Peters
- Janet Schwing
- Anne Tan
- Lanto Rakotomavonandrianina

Accessing the Portal

- https://mycampus2.pitzer.edu
What is the Portal?

A place where . . .

- **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

Pitfalls . . .

- The portal does not like the browser’s **Back** button.
  - Instead use the Breadcrumbs, Tabs, and Links to navigate through the portal.

  ■ **Why?** The portal uses a state-based (antiquated) system. Pressing back will invalidate expected tokens.
  - Always **Log Out** when you’re done.
Faculty Tab

The Faculty Tab is your friend

- It can be located among the top tabs.

- Here, you will find all the sections that are related to your courses . . .
  - Faculty Course Control
  - Advisee Roster
  - Low Grade Notification
  - Privacy Disclosure (FERPA)

- Each of these sections typically have their own tab as well (but not all).
Faculty Course Control

A place where to . . .

- See your courses taught in the current or previous terms
- See your courses in as a schedule
- See a Course Detail
- See your Classlist where your student 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.
Sort of like Petitions from students
Faculty Course Control

Under the Go Directly To 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.
Low Grade Entry

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
- Low Grade
- Submit (to specific entry)
- Submit to All (applies to all entries created)
Create Low Grade Notifications for TEST002 PZ Section 01

To submit a notification for one student only, click the button to the right for that student.

To submit notifications for several/all students at the same time, scroll to the bottom of the screen, and click “Submit All Notices Created.”

Usage Note: Please be cautious if using the scroll wheel on your mouse. If you have a Low Grade pulldown menu highlighted, the scroll wheel will change the grade.

<table>
<thead>
<tr>
<th>StudentName</th>
<th>Reason codes</th>
<th>Additional Notes</th>
<th>Low Grade</th>
<th>Single student confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finn, PreferredName - (00050092604)</td>
<td>Poor attendance, Conference requested, Missing or overdue work, Poor academic record</td>
<td>These notes will be included in the notification sent to the student and the student’s advisor(s).</td>
<td>Select...</td>
<td>Submit for this student only</td>
</tr>
</tbody>
</table>
PERMissions

PERM is short for a PERMi ssion system used by the 5 colleges to allow students to enroll in a course despite restrictions. It is similar to a petition system where students can request for enrollment despite not meeting some requirement. Here are some scenarios where PERMS can be used . . .

● A student needs a class, but does not have the prerequisites.
  ○ Has not taken a required course.
  ○ Does not have enough credits/seniority.
  ○ Does not have priority.
● A soft/hard cap on the classroom is met.
● Other possibilities that may prevent the student from normally registering to a course.
PERMissions

When a student requests for a PERMs on a course, you can view the PERM under the Faculty Tab, Faculty Course Control Tab, or Advisee Roster Tab.

- When a course is selected, it will list the PERMs in this arrangement
  - Unprocessed PERMs: These PERMS are awaiting approval/disapproval.
  - Processed PERMs: These PERMS have been approved or disapproved.
  - Expired PERMs

- In this page, you can also View All PERMs regardless of course
  - This will list all the perms across the courses.
  - If this option is not selected, it will only show PERMS of the current course.
### PERMision to Enroll Requests

Viewing PERMs for TEST001 PZ 02 SP 2017

- **Unprocessed PERMs**
- **Processed PERMs**
- **Expired PERMs**

**Once an authorization has been revoked for a student, it cannot be undone: contact your Registrar's Office for assistance.**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>CXID</th>
<th>Course Information</th>
<th>Col</th>
<th>CI</th>
<th>Majors</th>
<th>Comment</th>
<th>Status</th>
<th>Clr Type / Expiration Date</th>
<th>Issuer</th>
<th>Reg?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Email</td>
<td>50092604</td>
<td>TEST001 PZ - 02 SP 2017</td>
<td></td>
<td></td>
<td></td>
<td>test</td>
<td>Approved</td>
<td>Clear All Restrictions</td>
<td>Poppins, Mary</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **Allow the student to register if the section is open.**

View All PERMs regardless of course.
PERMisions

When a student requests for a PERMs on a course, you can view the PERM under the Faculty Tab, Faculty Course Control Tab, or Advisee Roster Tab.

- When a course is selected, it will list the PERMs in this arrangement
  - **Unprocessed PERMs**: These PERMS are awaiting approval/disapproval.
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- In this page, you can also **View All PERMs regardless of course**
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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
Education records and the student information you access through this portal are protected by both the federal Family Educational Rights and Privacy Act (FERPA) and College policy. While information may be shared with other Pitzer College faculty and staff based upon a legitimate educational interest, disclosures to third parties require the prior written consent of the student.

<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>Abdulali, Faiz M.</td>
<td>50336900</td>
<td>Junior</td>
<td></td>
<td>Rodriguez, Norma A.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Kuenning, Geoffrey H. Academic Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Poppins, Mary</td>
</tr>
<tr>
<td></td>
<td>Crowley, Dennis M.</td>
<td>50154717</td>
<td>Graduated</td>
<td></td>
<td>Lewis, Jeffrey C. Academic Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Johnson, Carina L. Minor Advisor</td>
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<td></td>
<td></td>
<td>Poppins, Mary</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Schwing, Janet M. Secondary</td>
</tr>
</tbody>
</table>
Course Schedule

You can search for other courses and get information on other courses here.

- **Caveat**: Remember to select a course area; **All** is not a valid option.
Wrapping Up...

Our teams
- Application Support, Registrars, IT Help Desk

Faculty Tab
- Faculty Course Control: manage courses and students in courses
- Advisee Roster: manage advisees
- PERMS: approve/disapprove PERM requests (petitions) to enter a course
- FERPA: please honor this policy that protects students personal info
- Course Schedule: search for courses

Pitfalls
- Do not use the Back button on the browser.
- Log out when you’re finished.