



**F**ACULTY

**A**DVISING

**S**YSTEM

**A PRODUCT OF CAMPUS *CONNECT*®**  
Distributed by Jenzabar-Tulsa



## **SECURITY OF THE SYSTEM**

*The CampusConnect® Faculty Advising System (FAS) has been designed with a number of security features. There are internal and external firewalls set to protect the system from intentional attempts to access, or “hack into,” the system by non-approved users. However, security of any computer system is only as good as the users accessing it. Once opened, access is available to very sensitive information and to processes which must be restricted and carefully guarded.*

*Through the FAS, faculty have access to view course availability, process student registrations, view and print course rosters, view advisees' transcripts, and enter grades. To enhance security, certain features will not be accessible until the appropriate time period for those activities. Examples are registering students and entering grades.*

*Due to the highly sensitive areas of access faculty have, it is imperative that **great care** be taken in leaving the system open only when you are present at your computer. In an effort to keep unauthorized persons from accessing the files through your login, the system is set to automatically “time-out” (log-off) with non-use of thirty minutes. In other words, when no action or movement within the program occurs for thirty minutes, the system will automatically log you out of your account.*

*The **Family Educational Rights and Privacy Act of 1974 (FERPA)** guarantees the privacy of certain elements of student information. Faculty are granted the privilege of access to student data due to your need for information. Through FAS, faculty can **view and print** data elements that are protected by FERPA. These elements include but are not limited to the student's name, social security number, age, sex, and grades. Please use extreme caution in allowing anyone other than yourself access to a student's private information. Printed materials bearing information protected by FERPA should be kept from unauthorized access while being used **and should be shredded -- not discarded -- when no longer needed**. The Office of the Registrar will shred materials, if desired.*

*A “word” about passwords... NEVER give a student access to the FAS files, and NEVER give out your password to anyone else. This includes access by student workers. Leaving your password on your desk or posting it on your computer is definitely inappropriate!*

*In order to change your password, please use the “Change Password” option after logging in. To reset a lost password you may contact the IT Office at 903-923-2021 or email [campusconnect@etbu.edu](mailto:campusconnect@etbu.edu).*

## ACCESSING THE SYSTEM:



### **STEP 1:**

- Log on to the Internet Explorer or Mozilla Firefox and type the following address in the Internet address line – <https://www.etbu.edu/registrar> and press “Enter.” You will click on “Campus Connect -Faculty Access” or *Campus Connect -Advising Access* depending on if you are Grading and viewing Course Rosters or Advising Students, under the Registrar’s Quick Links

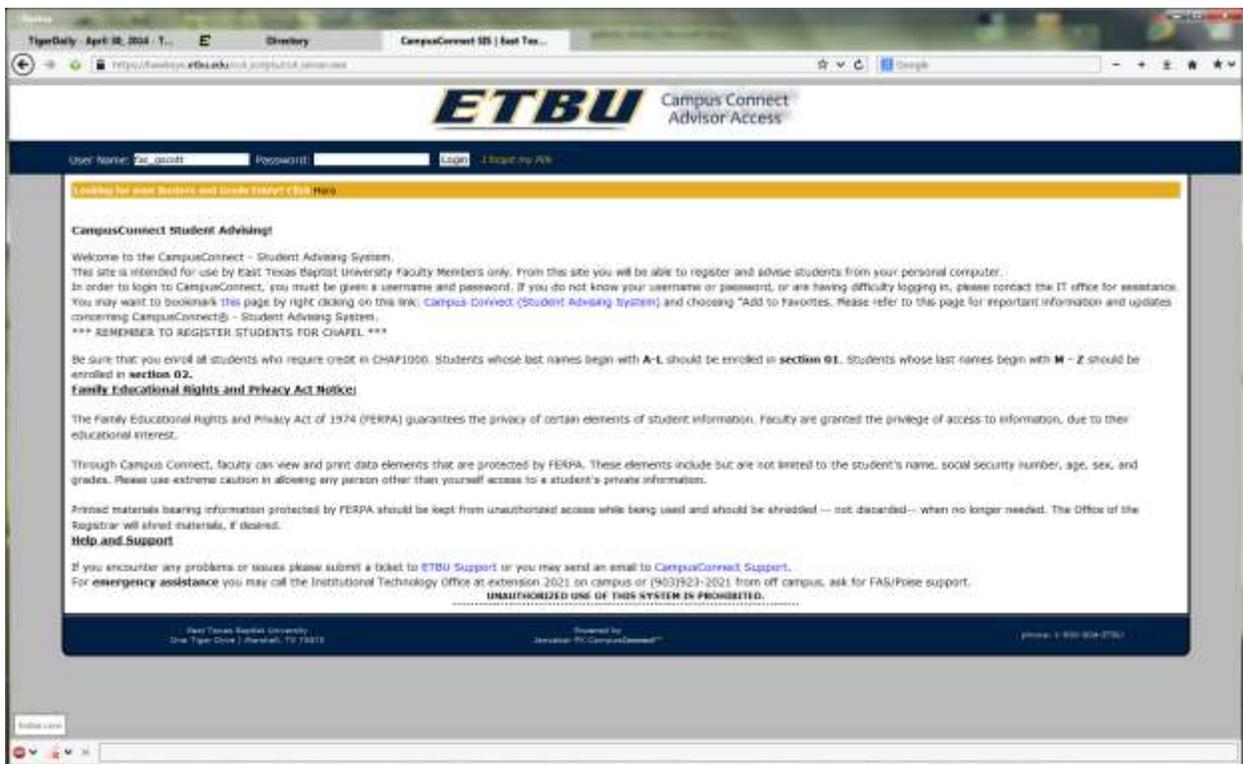
The screenshot shows the ETBU Registrar website. The top navigation bar includes 'ABOUT ETBU', 'ACADEMICS', 'ADVISORING', 'LIFE ON THE HILL', 'ATHLETICS', 'ETBU NOW', and 'HELP FOR'. The 'ABOUT ETBU' section is expanded, showing a sidebar with links to 'CAMPUS OFFICES', 'ACADEMIC SUCCESS', 'INSTITUTIONAL TECHNOLOGY', 'ACADEMIC AFFAIRS', 'INSTITUTIONAL RESEARCH AND EFFECTIVENESS', 'INTERNATIONAL EDUCATION', 'REGISTRAR', 'PERMISSIONS FOR COURSE TRANSFER NOTES', 'REGISTRAR FORMS', 'WITHDRAWALS', 'OFFICE OF SPIRITUAL DEVELOPMENT', and 'HISTORICAL OPERATIONS'. The 'REGISTRAR' link is highlighted. The main content area features a 'Registrar' heading, a welcome message, and a 'Registrar's Quick Links' section. The quick links include 'Academic Catalogs and Calendars', 'Request a Transcript', 'Family Educational Rights and Privacy Act', 'Course Enrollment Guide', 'Course Transfer for Prospective Students', 'Degree Audit', 'Classroom Locations', 'Campus Connect - Faculty', 'Campus Connect - Advising', and 'Campus Connect - Students'. The 'Campus Connect - Faculty' and 'Campus Connect - Advising' links are highlighted in yellow.

Figure 1 - FAS Main Page

**STEP 2:**

- On the top left side of the site, you will see an “Administrative Login” box. It is here you will enter your USERNAME and password.
  - Your username consists of the prefix FAC\_ plus the **first initial of your first name and the first seven characters** in your last name. **EXAMPLE:** FAC\_jsmithr would be the Username for a faculty member named Joe Smitherman.
  - Enter your password. Due to security measures, passwords are not listed in this book. All faculty members will be able to choose a password which is designated on the Institutional Technology Account Information form (the Account Setup form) to allow them into the system. Please remember that recording your password and leaving it where non-authorized users could view it is inappropriate.
  - Click on the login button to login.

You are now logged into the system and will be able to access the features listed within this user’s manual.



**Figure 2-Main Advising Login Screen**

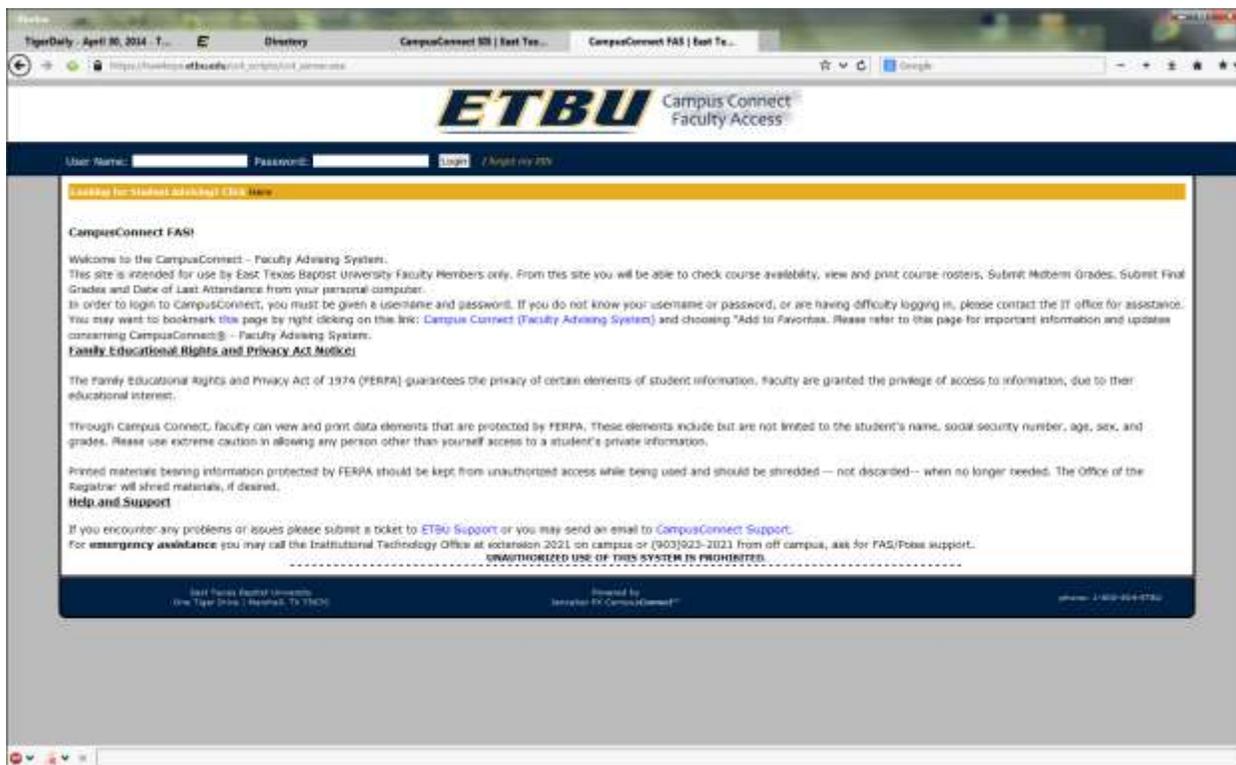


Figure 3 Main Faculty Access Screen

## AVAILABLE ADVISING OPTIONS

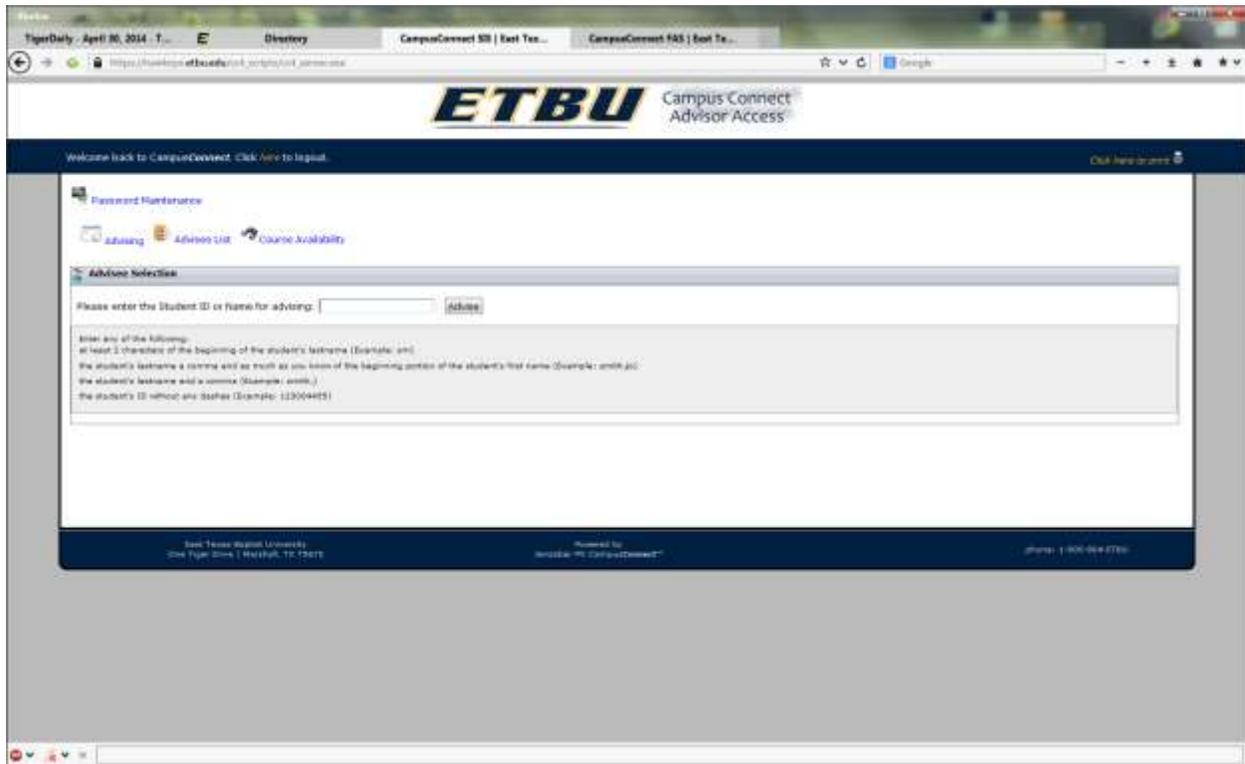
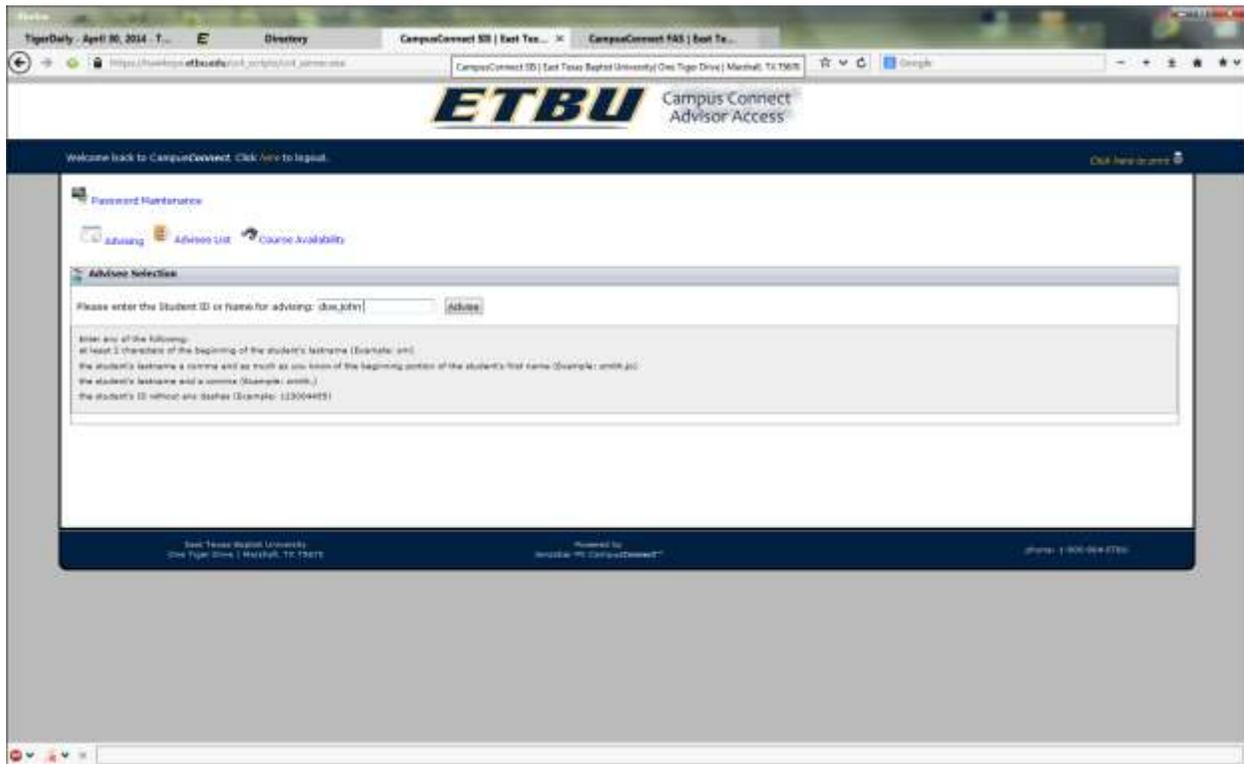


Figure 4-Advising Available Options Select by Choosing the Option You Desire

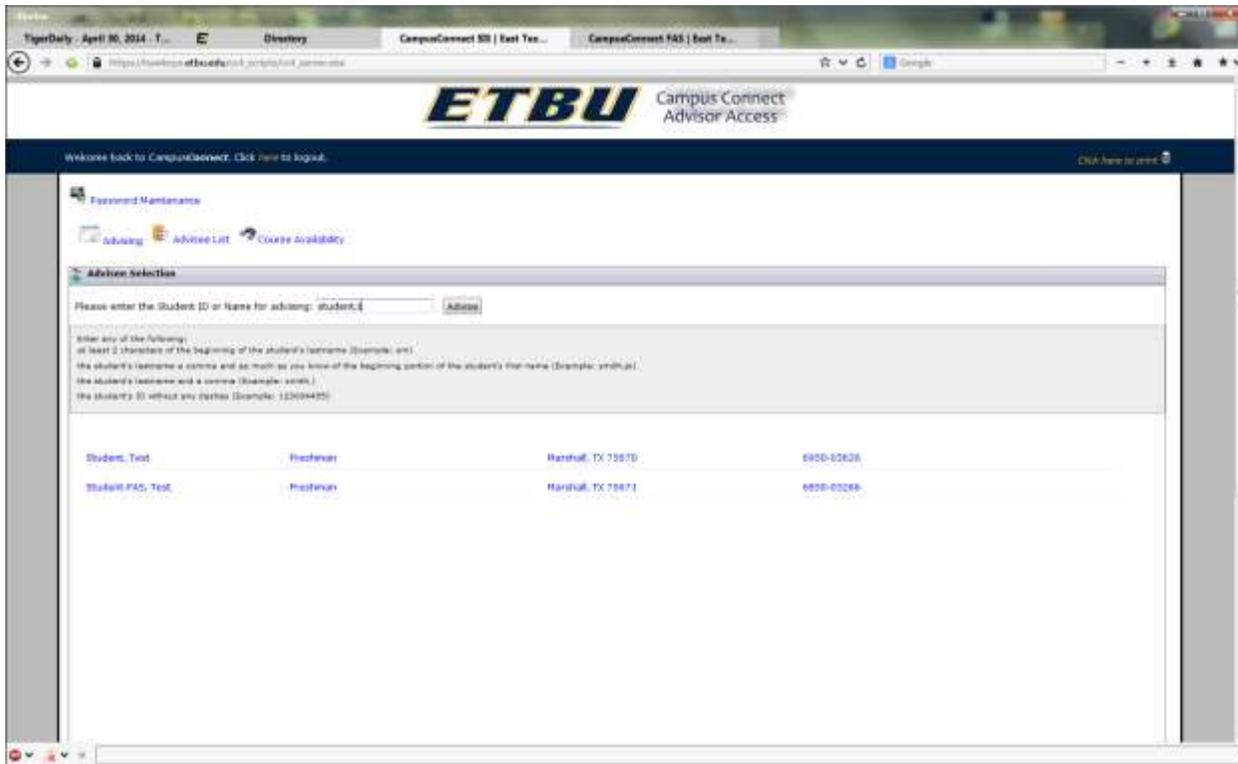
- I. STUDENT ADVISING
- II. ADVISING LIST
- III. COURSE AVAILABILTY

## **I. STUDENT ADVISING**

*If you are ready to begin advising a student, look at the “Advisee Section” and enter your advisee’s last name comma first name or partial name, Student ID or Social Security Number. After you enter the student click “Advise.”*



**Figure 5 Enter Student's Last name comma First name or STUDENTID**



**Figure 6 - After Entering the Student Info You Should have a List or it May Open a Single Student**

*You will see a list of students if more than one student matches your search criteria and you have access to them. After you match the correct student and click to select them you will have an additional set of options – Advising, Dashboard, Registration Options, Account Options, Student Info, Scores, GPA and Notes.*

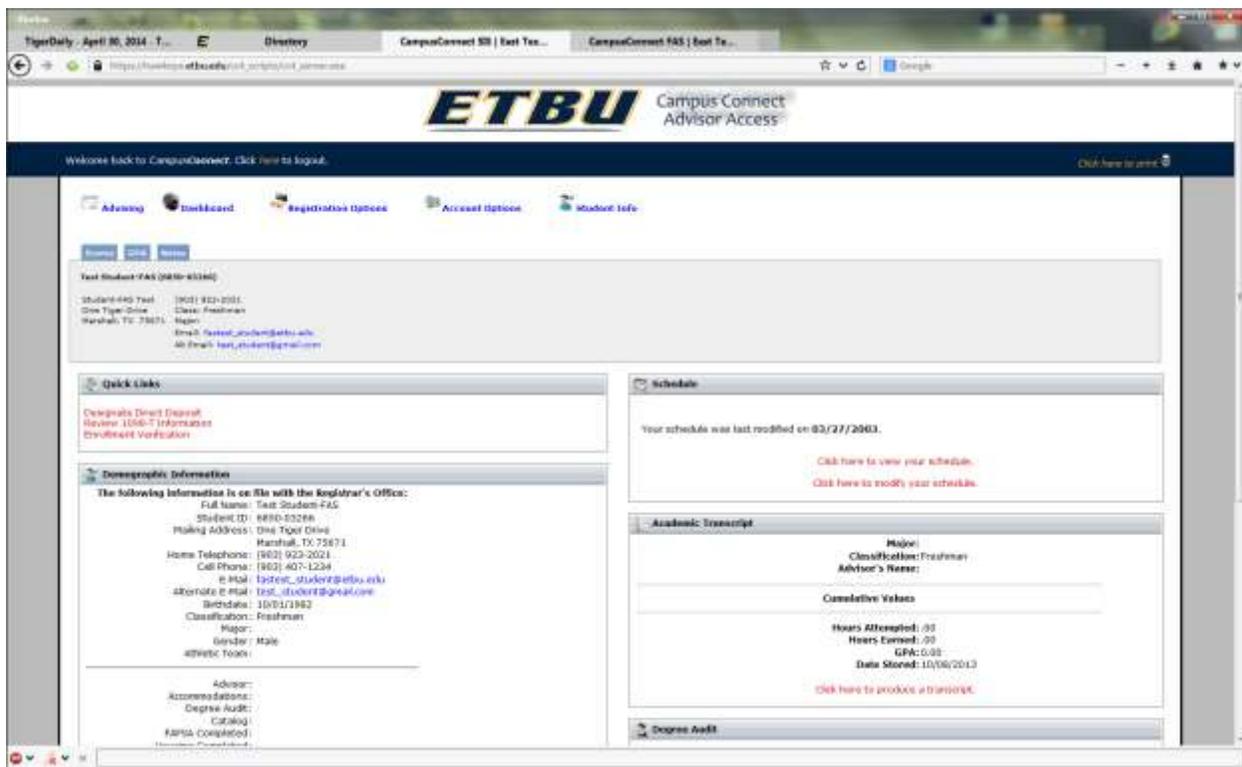


Figure 7 - Student Advising Options

## **A. DASHBOARD**

*Under this option, you have access to the student's demographic information. You can find a student's address, home phone, dorm phone, degree audit status, e-mail address, classification, gender, etc. This site also provides a link to the student's e-mail if contact by e-mail is desired.*

*The "Account" options are for students only.*

## **B. REGISTRATION**

*Under this option, you will have access to the following:*

- ***Course Availability***
- ***Add/Drop Courses***
- ***Schedule***
- ***Grade Viewer***
- ***Academic Transcript***
- ***Degree Audit***

*Each area is described in more detail below.*

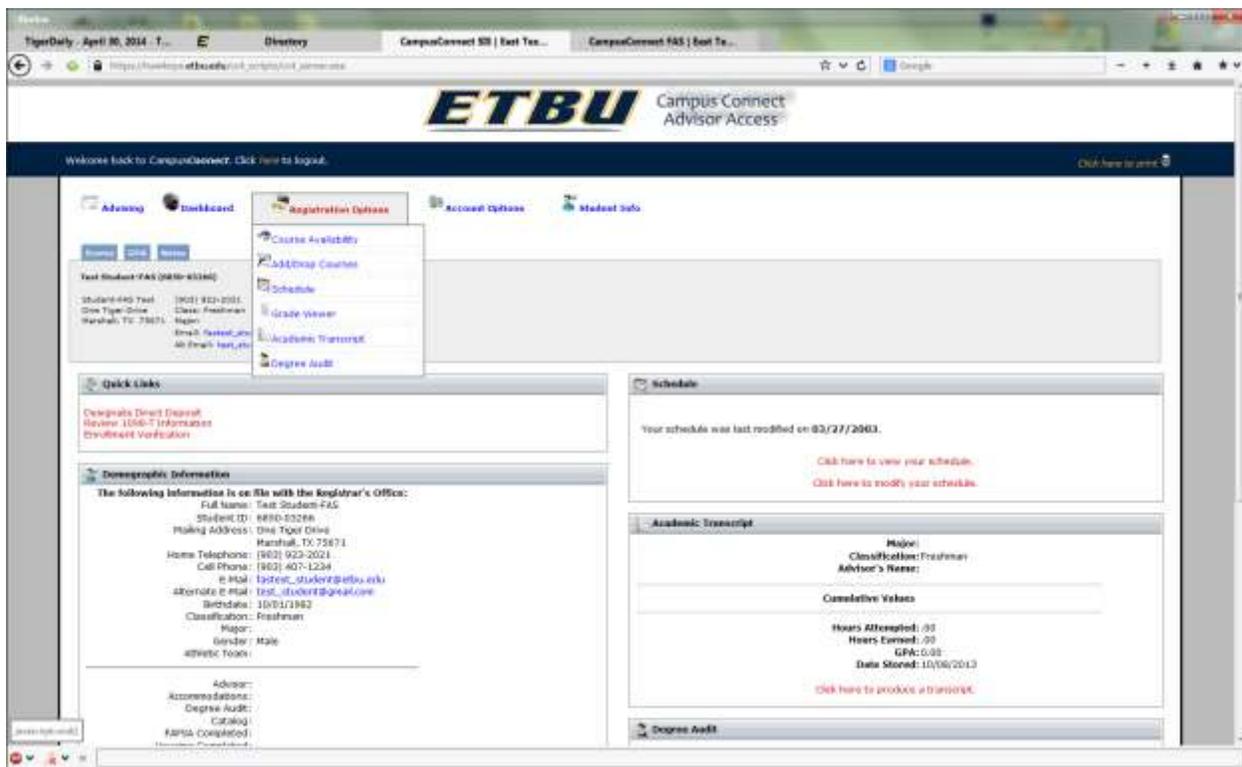


Figure 8 - Registration Options

## **B. REGISTRATION**

### **OPTION 1: Course Availability**

To check to see which courses are offered for a specific registration term, including information on which courses are open/closed, click on the button marked "Course Availability." **NOTE:** This is the same process used to choose courses for registration.

After selecting the term code for courses you wish to view, select the appropriate department from the indexed, alphabetical listing. A list of courses will appear, displaying the course number and section, term, course title, days, time, location, instructor's name, and credits. Courses that have been closed, cancelled or require special permission will have the appropriate notation listed by the course. **NOTE: If no courses in the department selected are offered for the term chosen, no listing will appear.**

### **OPTION 2: Add/Drop Courses**

From this menu, follow the steps below for registering students:

1. Select the term and department for which you will advise and choose "List Courses."
2. A list of the courses within that department will display for the term. If you wish to add a course, simply click the "Add" button. Courses added will be moved to the top of the viewing window in a separate shaded box.
3. To add additional courses from other departments, choose "Select a different termcode or department" from the bottom of the viewing window. To drop a course that has been added, simply choose the "Drop" button within the top window. The course will be dropped from the schedule.

4. Continue repeating steps 1 –3 until the advising and registration process is complete. If the student needs chapel credit, remember to **ADD CHAPEL TO THE SCHEDULE**.
5. Once all courses are registered, choose “Registration” again, then “View Schedule.”
6. Select the term for which you just registered the student and click “Submit.”
7. The student’s schedule will appear to the screen and is now ready to be printed and signed by you and the student to verify its accuracy. Once it has been signed, file the schedule in the advising folder for your records.

**NOTE:** Total hours enrolled can be monitored from the total credit hour line at the bottom of the top box. Students enrolling for their first semester at ETBU are limited to 17 credit hours. All others are limited to enrolling in 18 hours. (All summer terms are limited to 7 hours). Attempting to enroll a student in a course in time conflict with another course, with un-met prerequisites, or requiring permission will cause an error message to display. Only advisors with authority to override will be able to proceed through an error message. **(See Registration Levels and Capabilities on page 10).**

**OPTION 3: Schedule**

To view your advisee’s schedule, use this option. After entering the appropriate termcode, the student’s schedule will be displayed.

**OPTION 4: Grade Viewer**

To view an advisee’s grade report, choose this option and enter the appropriate termcode. After clicking “Submit,” the grade report will display.

**OPTION 5: Academic Transcript**

By choosing this option, you can view your advisee’s unofficial transcript.

**OPTION 6: Degree Audit**

If your advisee has a degree audit on file, you can choose this option to view the audit. This document will list courses required for a student’s chosen degree and aid in advising and registration. **The audit displayed through FAS is unofficial.** If you have questions about the audit, contact the Office of the Registrar. If the student does not have an audit on file, a blank page will appear indicating this. If the student has earned 30 or more hours, please advise the student to come to the Office of the Registrar as quickly as possible and file for a degree audit. **NOTE: Students are required to have a degree audit on file when they have earned 60 hours.**

**IN ORDER TO RETURN TO THE “STUDENT ADVISING” OPTION, CHOOSE “STUDENT ADVISING.” IF YOU ARE READY TO EXIT THE SYSTEM, CHOOSE “LOGOUT.”**

## II. ADVISING LIST

This feature is designed to allow you to quickly view all your Advisees for all time in one quick easy to use list. Most information on this list is Directory information but the GPA is not, be sure to follow FERPA and do not print or leave this list around with the GPA visible.

	Student ID	Fullname	eMail	CreditLoad	Last Term	Major	Cum GPA	Earned
1.	22 05	Abraham Helaina Marie	Helaina_Abraham@etbu.edu	.00	0945	OTHER Advisor: Flannery, B ( )		6.00
2.	29 08	Abraham Mary C	Mary_Abraham@etbu.edu	.00	0445	OTHER Advisor: Flannery, B ( )		6.00
3.	11 04	Acuna Grey Alfonso	Grey_Acuna@etbu.edu	.00	0955	University Studies Advisor: Flannery, B ( )		46.00
4.	28 07	Agnor Albert	Albert_Agnor@etbu.edu	.00	0745	UNDECIDED Advisor: Flannery, B ( )		6.00
5.	23 01	Alejandro Jesse C	Jesse_Alejandro@etbu.edu	.00	0945	University Studies Advisor: Flannery, B ( )		3.00
6.	62 02	Allen Weslie S	Weslie_Allen@etbu.edu	.00	0445	OTHER Advisor: Flannery, B ( )		6.00
7.	24 06	Ammons Anissa A	Anissa_Ammons@etbu.edu	.00	0345	UNDECIDED Advisor: Flannery, B ( )		9.00
8.	78 01	Anderson Herman Butch J.	Herman_Anderson@etbu.edu	.00	0645	Liberal Studies Advisor: Flannery, B ( )		133.00
9.	42 02	Andres Alyssa M	Alyssa_Andres@etbu.edu	.00	0445	OTHER Advisor: Flannery, B ( )		6.00
10.	76 07	Armistead John Wayne	John_Armistead@etbu.edu	.00	0335	UNDECIDED Advisor: Flannery, B ( )		15.00
11.	61 01	Ayers Ashley Letti	Ashley_Ayers@etbu.edu	.00	1035	University Studies Advisor: Flannery, B ( )		120.00
12.	65 01	Bach Natalie K	Natalie_Bach@etbu.edu	.00	1045	English Advisor: Flannery, B ( )		158.00
13.	66 08	Bagley Ashley N	Ashley_Bagley@etbu.edu	.00	0545	Liberal Studies Advisor: Flannery, B ( )		124.00
14.	57 07	Baldwin Samuel P	Samuel_Baldwin@etbu.edu	.00	0745	UNDECIDED Advisor: Flannery, B ( )		6.00
15.	24 08	Ball Chris Cody	Chris_Ball@etbu.edu	.00	0345	UNDECIDED Advisor: Flannery, B ( )		6.00
16.	73 06	Ballard Jeffrey K	Jeffrey_Ballard@etbu.edu	.00	0745	Athletic Training Advisor: Flannery, B ( )		24.00
17.	07 04	Barnes Timothy James	Timothy_Barnes@etbu.edu	.00	1155	Liberal Studies Advisor: Flannery, B ( )		120.00
18.	27 06	Bass Nancy Neeley		.00		Liberal Studies Advisor: Flannery, B ( )		63.00
19.	23 08	Beran Jonathan	Jonathan_Beran@etbu.edu	.00	0735	UNDECIDED Advisor: Flannery, B ( )		3.00

Figure 9- Advisee List –

### A. Student ID –

- The column is the student ID the random number assigned to all students.

### B. Full name and Email –

- Next is their full name and then the Student's ETBU email address. This will allow you to click on the student email and email them. The next feature is that when you click on a student's full name you will go to the Student Advisee Dashboard, as documented above. **Page 9 Figure – 7** to Return click **Advising and Advisee List** from the top of the screen.

### C. Credit Load –

- This allows you to see your Advisees current default Term credit load. This is usually updated anytime the Registrar updates stats and should be used to make sure your returning Advisees are ready for their next Semester.

### D. Last Term –

- This column provides the SIS code for the Semester Term last attended, not including the current term. This column is updated at the end of the main terms by the Registrar's Office. Remember since it is the Last Term a new Freshman will be blank or a student who only applied and never actually came or came and dropped will

have a blank in this field. This will also allow you to quickly scan for current Advisees as this list shows all your Advisees for all time. **See Last Term Explanation Table Below**

E. Major – Advisor –

- This column displays the Advisee’s Major as on file with the Registrar and their current default Advisor. This usually will be you the faculty member that has logged in. However if you are a Dean or a Chair, you may have access to additional Advisee’s in your Major Area of concentration, Department or even School.

F. Cum GPA –

- This is the Cumulative GPA as on file in the Registrar’s Office. This is updated at the end of the term. This will allow you to make suggestions and assistance to student’s whose GPA is below the minimum standards necessary for their success.

G. Earned –

- This column will show you the total hours earned for a given student as on file with the Registrar.

**Last Term Explanation**

There are a few simple items to know to interpret the code.

For example:

**144S**

<b>14</b>	<b>4</b>	<b>S</b>
<b>Academic Year -2</b>	<b>Term Number - 1</b>	<b>Term Letter - 1</b>
12 = 2012/2013 Academic Year	1 = June	S = Semester Term (Spring, Fall, May etc)
13 = 2013/2014 Academic Year	2 = July	M = Master’s Level Term
14 = 2014/2015 Academic Year	3 = Fall	L = Long Term usually Master’s Level
15 = 2015/2016 Academic Year	4 = Spring	F = Flex Term these run concurrent in Fall and Spring
16 = 2016/2017 Academic Year	5 = May	J = January Term currently not used but you may have students with it from years past.

<b>Code</b>	<b>Translation</b>
143S	Fall 2014 -- 16 Week Semester Term
142F	Fall 2014 Flex I Concurrent 8 Week Term in 143S
143F	Fall 2014 Flex II Concurrent 8 Week Term

	in 143S
144S	Spring 2015 – 16 Week Semester Term
144F	Spring 2015 Flex I Concurrent 8 Week Term in 144S
145F	Spring 2015 Flex II Concurrent 8 Week Term in 144S
145S	May 2015 Month Long Semester Term
145M	Summer 2015 Masters I
151L	May – June 2015 Long Summer I
151S	June 2015 Summer Term
151M	Summer 2015 Masters II
152M	Summer 2015 Masters III
152L	July – Aug 2015 Long Summer II
152F	Fall 2015 Flex I Concurrent 8 Week Term in 153S
153S	Fall 2015 – 16 Week Semester Term
153F	Fall 2015 Flex II Concurrent 8 Week Term in 153S
154S	Spring 2016 – 16 Week Semester Term
154F	Spring 2016 Flex I Concurrent 8 Week Term in 154S
155F	Spring 2016 Flex II Concurrent 8 Week Term in 154S

**If you have difficulties using the system, please use the “HELP” option. Our FAQs (Frequently Asked Questions) are listed here as well as useful contact information.**

## **Faculty Access Options**

### **II. FACULTY ACCESS**

*To enter grades and view your Course Roster you must Log Out of the ADV portion of Campus Connect and login to the Faculty Option as shown in the screen below.*

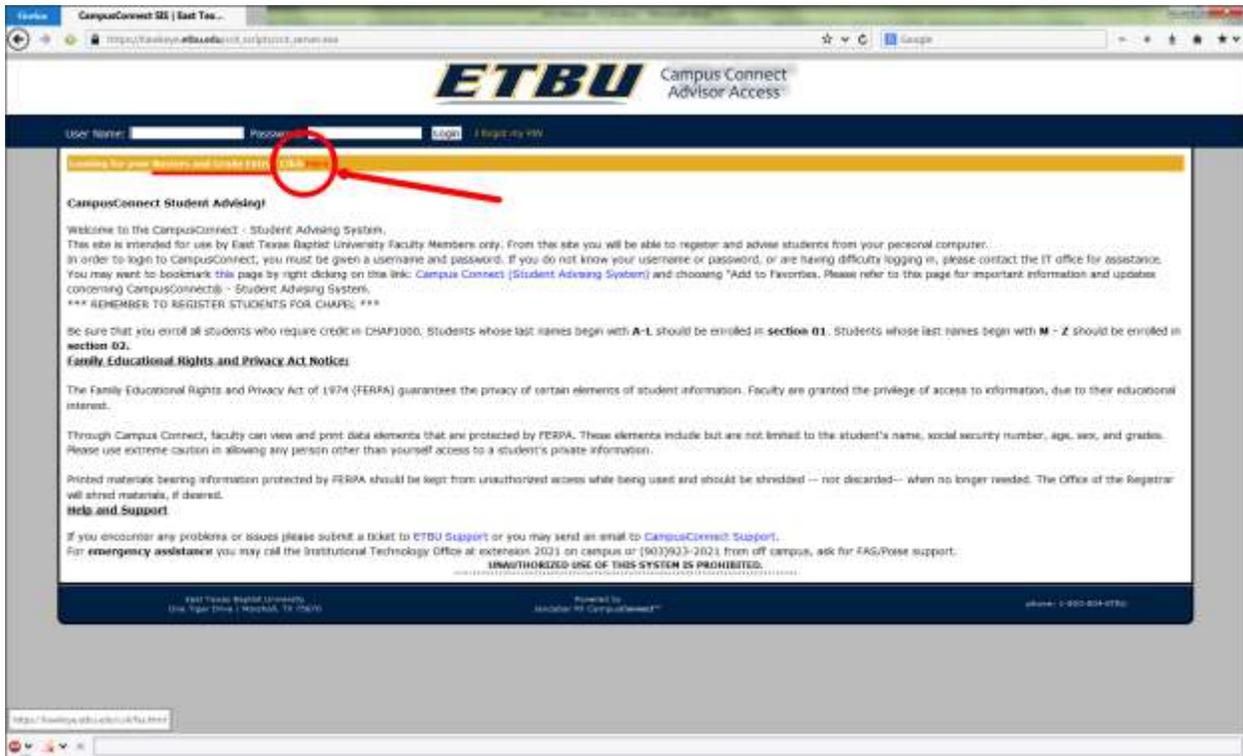


Figure 10 Access the New Faculty Options

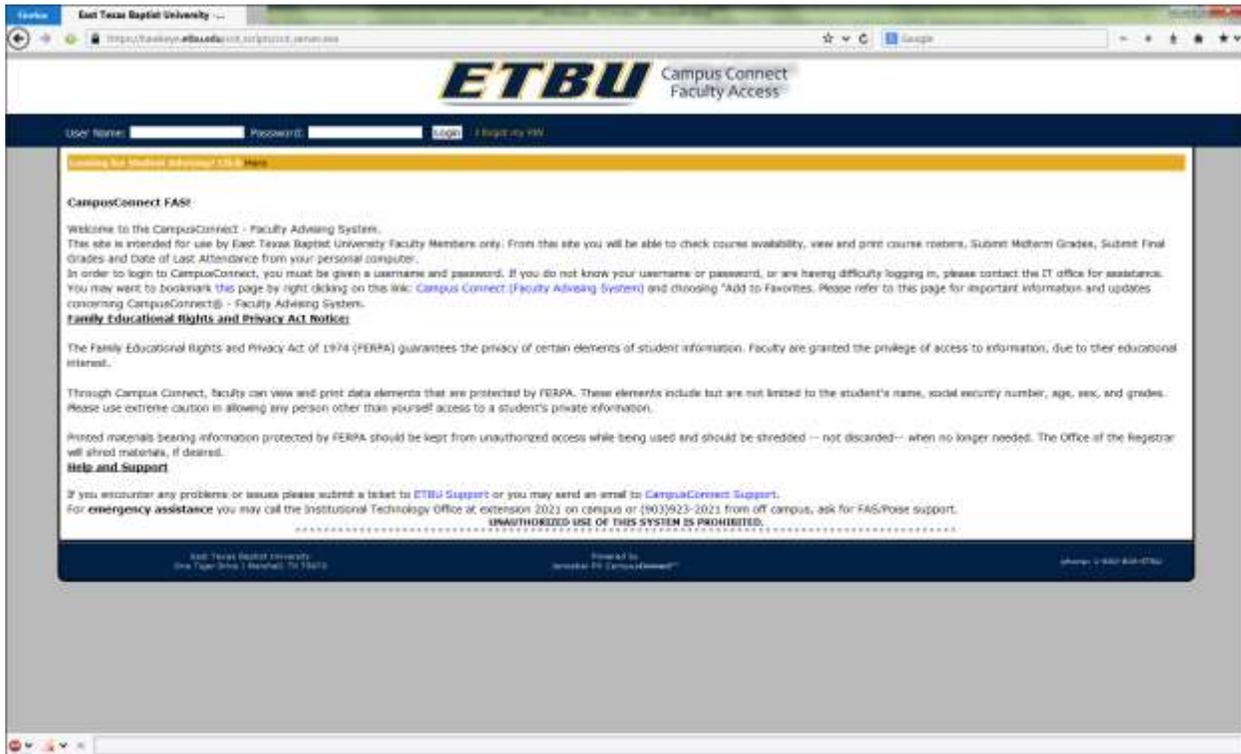
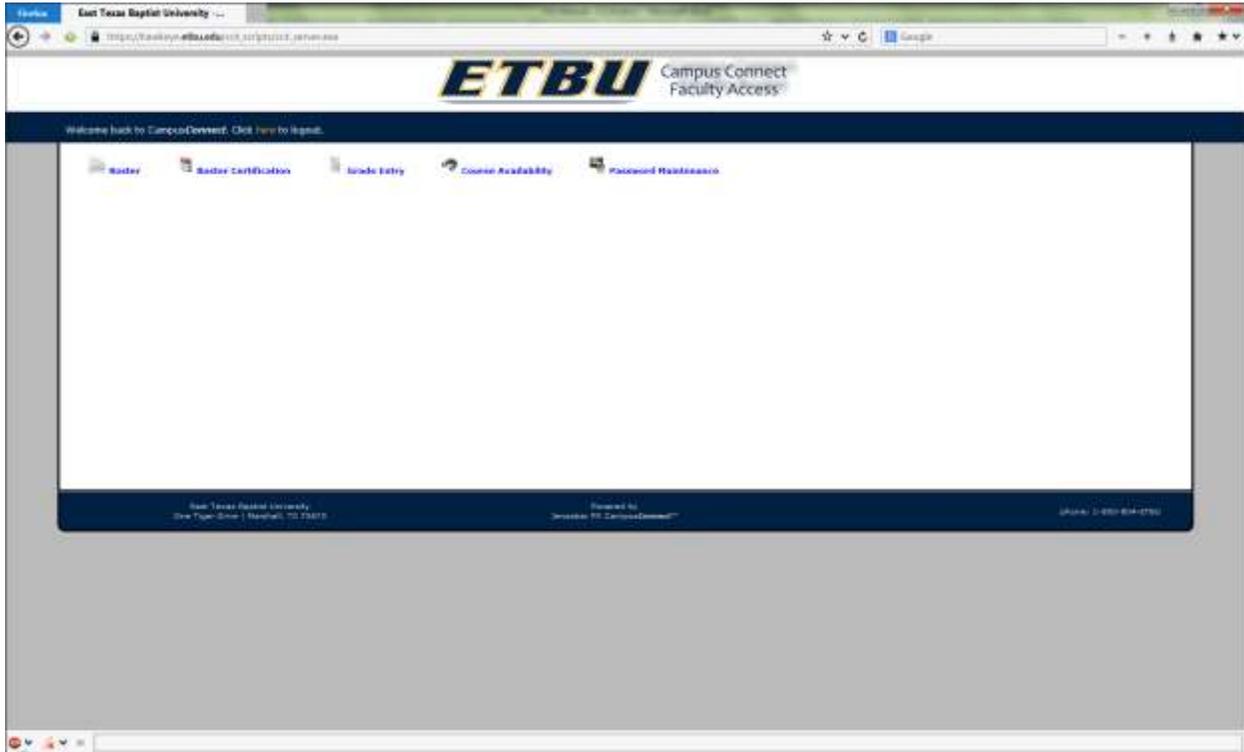


Figure 11 - Faculty Access Home Screen

*Use the same username and password for Campus Connect Advising Access  
FAC\_FirstInitialLastname*

*This option will be used to check and print your course rosters and also enter grades. Once you have chosen this option, the screen below will appear.*



**Figure 12 - Faculty Access Course Roster**

### **A. ADMINISTRATIVE**

*This option will allow access to course and grade rosters. You may also access the “Course Availability” option described under the STUDENT ADVISING – REGISTRATION section.*

#### **OPTION 1: Roster**

*To view or print your course roster, choose “Course Roster.” This will take you to a screen where you will select the appropriate term for the roster you need.*

*After selecting the term code, choose the correct roster from the list of your courses. If you inadvertently select a term in which you are not teaching, you will receive a blank screen. Return to the menu to select a different term.*

*Once you’ve selected the correct term and course, the roster will appear on your screen. Students are numbered and listed alphabetically by their last name. You may view or print the roster at this point.*

#### **OPTION 2: Roster Certification**

*This allows you to certify your roster by emailing this information to the Registrar through the Campus Connect Faculty Advising System*

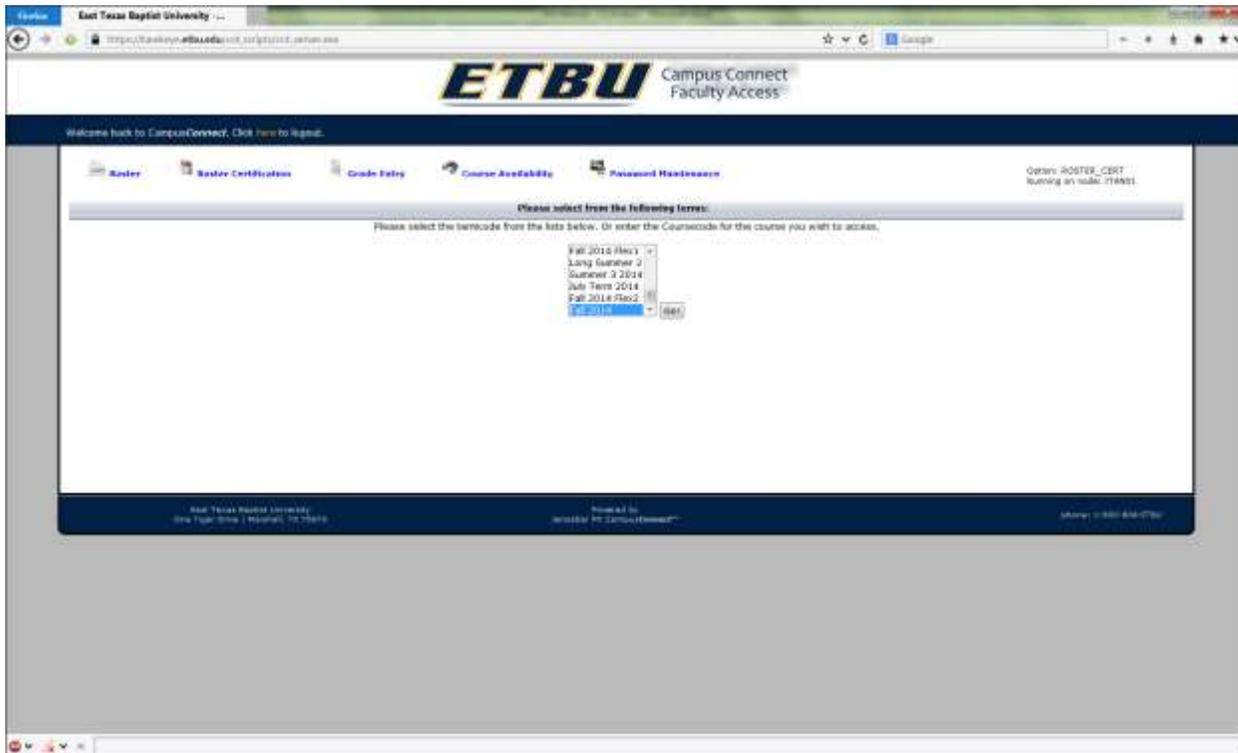


Figure 13 - Roster Certification Select Current Term

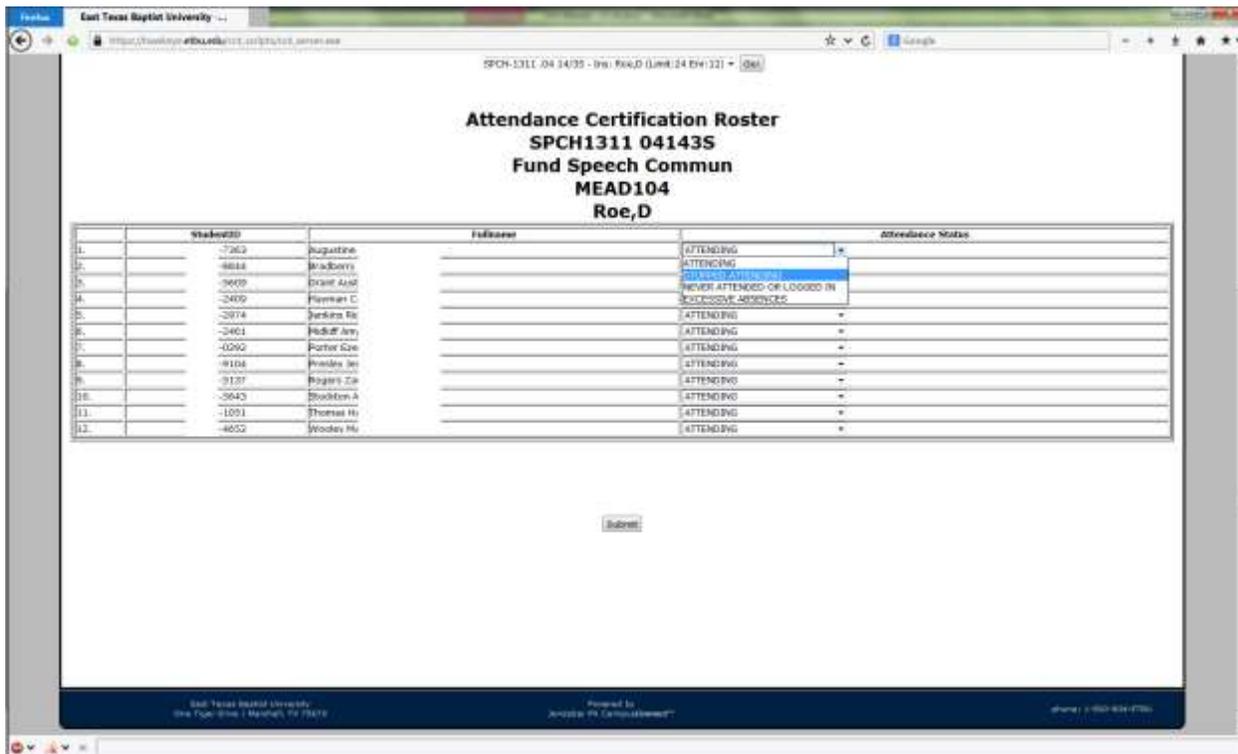


Figure 14 - Select Attendance Option

After you are finished Click Submit

## **A. ADMINISTRATIVE**

### **OPTION 3: Grade Entry**

*This option allows you to grade courses you are teaching each term. Select "Grade Entry" and the term to grade. After selecting the term, you will be given a list of your courses. From here, choose the course to grade and then enter grades. If you plan to make changes to your grades, do not mark them as final. You can always re-enter the grade roster and mark them as final at a later time.*

*When all grades are entered and no changes are anticipated, choose "Yes" to mark the grades as final before submitting. **Once grades are marked as final, no changes can be made through your access. Contact the Registrar if changes are necessary after marking them "Final" and submitting them.***

*When final grades are submitted, you will receive a copy of your grade roster via ETBU e-mail. If there are any discrepancies, please contact the Registrar's Office.*

**NOTE: Remember, as soon as the grades have been entered and submitted (whether final or not), students are able to view them through their access to CampusConnect.**

### **OPTION 4: Course Availability**

*See instructions on page 10.*

## **III. PASSWORD MAINTENANCE**

*This option is available to change your FAS password to another more secure password at your discretion or upon any suspected compromise of your account.*

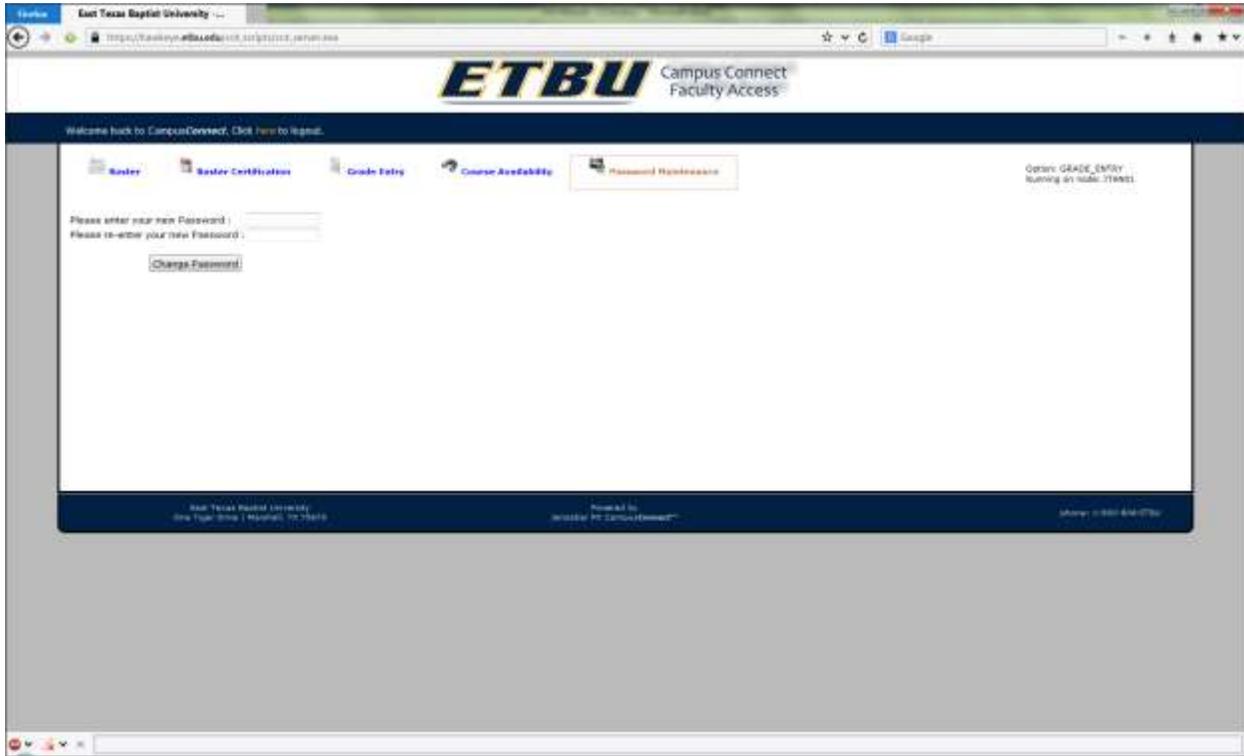


Figure 15 - Faculty Password Maintenance

## **REGISTRATION LEVELS AND CAPABILITIES**

*The FAS is designed to allow advisors to perform only those registration capabilities that are assigned to them on certain levels. This means that the system may restrict some aspects of advising. Just as certain restrictions cannot be overridden manually, such as overrides for closed classes, certain restrictions apply in the electronic system.*

*As you are aware, some faculty levels have authority to override certain registration rules while others do not. For instance, only deans may override class closings, and they are limited to overrides within their school. Therefore, only deans will have an option to override a closed class when a section of a course within his school has closed. All other advisors will receive a message simply stating the section is closed.*

*Following is a list of the advising levels and the registration capabilities of each advising level.*

**Advisor's Level** – *May access records only for advisees assigned to them; may override the following:*

- *repeated courses*

**Chairperson's Level** – *May access advisees assigned to them and any advisees assigned to faculty within their department; may override the following:*

- *repeated courses*
- *time conflicts within the department*
- *courses requiring permission if the courses are within the assigned department*
- *pre- and co-requisites for courses within their department*

**Dean's Level** – *May access advisees assigned to them and any advisees assigned to faculty within their school; may override the following:*

- *repeated courses*
- *time conflicts within the school*
- *courses requiring permission to register if the courses are within their assigned school*
- *pre- and co-requisites in their school; class closings for all departments within their school*

## **Trouble Shooting/Frequently Asked Questions**

### **Q. I am a faculty member and should have an FAS account username. Why am I getting an error message regarding my username?**

A. The problem could be one of two common errors. First, be sure to include the letters "FAC" and the underscore character "\_" before you enter your initials. Second, if your last name is longer than seven characters, remember to truncate it to seven. For example, faculty member Joe Smitherman's username is "FAC\_jsmither."

### **Q. Why does the system log me out during the middle of an advising session?**

A. For security purposes, the system is set to log out when no action or movement within the program occurs for thirty minutes.

### **Q. I put a student in the wrong section of a course inadvertently. How do I make a correction?**

A. Use your cursor to click on the "Drop" button on the left side of the course you wish to drop, and then add the correct course.

### **Q. Why am I asked to print a copy of the student's schedule and have him/her sign it?**

A. The signed schedule replaces the previously used Registration Cards, which required the student and advisor's signatures. A student signature verifies that the schedule is the one desired by the student, and provides opportunity to correct any possible errors.

### **Q. My advisee needed permission to register for a music course. I sent him to the dean of my school (Humanities). Why was my dean unable to override permission and register the student?**

A. Only the Dean of the appropriate school can override the special permission requirement. Advisees in one school, needing any override for a course in another school, must complete a blue registration card, secure the signature of the appropriate dean, and bring the card to the Office of the Registrar, where they can be registered for the course.

### **Q. Why do I get an error message when I enter a student's social security number at the Advising option?**

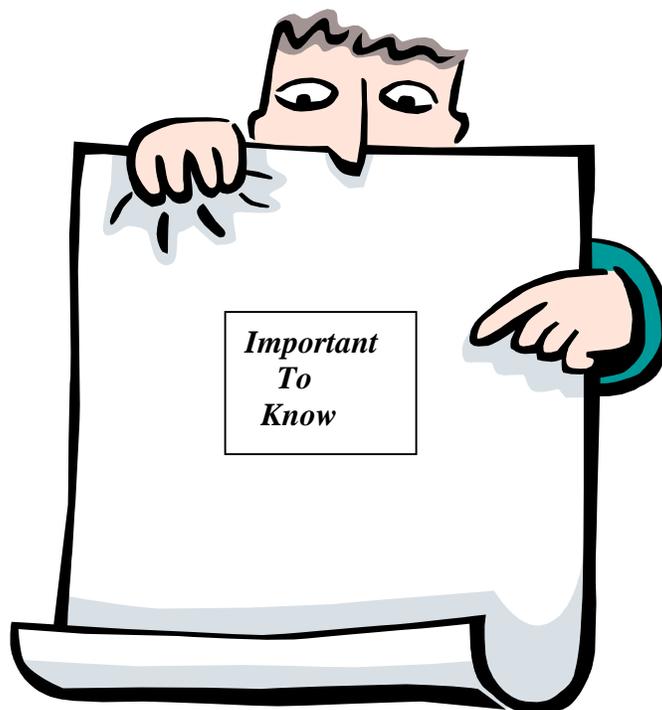
A. You may not have access to advise this student. Please contact the Advising Office.

### **Q. Why do I get a message stating, "Your schedule is full," when advising and registering a student?**

A. The student is attempting to enroll in more than the normal credit load for a semester. The student should be advised to enroll within the suggested limits. Permission for override will require completion of the exception/override form.

### **Q. Why does the system prevent me from allowing a student to drop all his courses?**

A. When a student drops all courses, this process must be treated as a withdrawal from the University. All withdrawals of this nature must be processed through the Office of the Registrar. For this reason, students cannot drop all courses through FAS.



***The purpose of the Faculty Advising System is to expedite and better organize the advising and registration process for students and faculty.***

***If you experience any problems in using the system, please refer to this handbook and reference the trouble-shooting guide at the end of the document. If the problem persists, contact the Office of the Registrar for assistance. If you cannot connect to the system or the Registrar's office is unable to assist you, feel free to call 2021 to the Institutional Technology office or email [campusconnect@etbu.edu](mailto:campusconnect@etbu.edu).***