

PeopleSoft/Oracle

**Campus Solutions
Version 9**

Faculty Center

**Class Rosters, Grade Submission &
Advisor Center**

Texas Christian University
Information Technology

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Navigation – Logon My.tcu.edu

Faculty may login to <http://my.tcu.edu> to utilize the PeopleSoft tools for downloading class rosters, removing advising holds, viewing class schedules, submitting grades, and advising students.



Please note: It is important that you do not share your password. In addition to Faculty Center access, my.tcu.edu also contains employee self-service access.

- Login to <http://my.tcu.edu>
- Click on the **Faculty Center** icon
- Use the **tabs across the top of the screen** (see below). This allows for **easy navigation** through the **Faculty Center**.

A screenshot of the My.TCU.EDU Faculty Center interface. The top navigation bar includes tabs for "my schedule", "class roster", and "grade roster". The "Faculty Center" tab is circled in red. Below the navigation bar, the "Faculty Center" section is displayed, followed by "My Schedule". The current term is "2010 Summer Term | Texas Christian University", with a "change term" button. A "My Exam Schedule" button is also visible. Under "Select display option:", there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". An "Icon Legend" section shows icons for "Class Roster", "Grade Roster", and "Learning Management". The main content area displays "My Teaching Schedule > 2010 Summer Term > Texas Christian University" and a table of classes.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COSC 10503-020 (50030)	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010-Jul 30, 2010

Faculty Center Page

Change Term

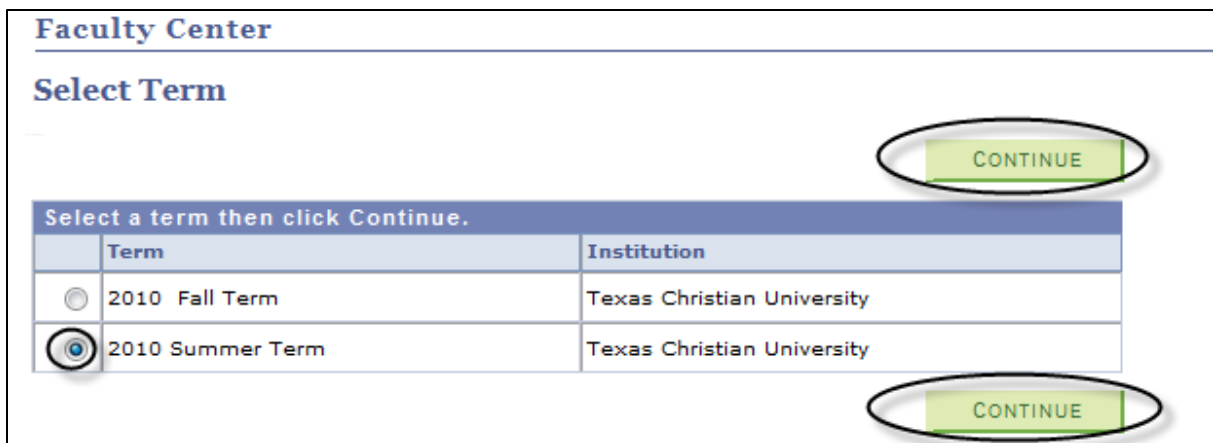
- To change the term displayed, click the **Change Term** button.



The screenshot shows the top of the Faculty Center page. The header includes "Faculty Center" and "My Schedule". Below this, it displays "2010 Summer Term | Texas Christian University". A green button labeled "change term" is circled in black. To the right, there is a blue button labeled "My Exam Schedule".

Select Term

- Select a Term and then click on the **Continue** button.



The screenshot shows the "Select Term" section of the Faculty Center page. It features a table with two columns: "Term" and "Institution". The table has two rows: "2010 Fall Term" and "2010 Summer Term", both associated with "Texas Christian University". The "2010 Summer Term" row is selected, indicated by a radio button. Above and below the table are green buttons labeled "CONTINUE", both of which are circled in black.

Select a term then click Continue.	
Term	Institution
<input type="radio"/> 2010 Fall Term	Texas Christian University
<input checked="" type="radio"/> 2010 Summer Term	Texas Christian University

Select Display

- Show All Classes**
- Show Enrolled Classes Only**
- View Weekly Teaching Schedule** – shows weekly schedule
(to return to the **Faculty Center**, click the **Return to Faculty Center** link at the bottom of the **View My Weekly Schedule** page)

Faculty Center

My Schedule

2010 Summer Term | Texas Christian University [change term](#) [My Exam Schedule](#)

Select display option: **Show All Classes** **Show Enrolled Classes Only**

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COSC 10503-020 (50030)	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

Class Detail

- Click the **Class** link to display **Class Details**.

Select display option: **Show All Classes** **Show Enrolled Classes Only**

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COSC 10503-020 (50030)	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

- Click the **Return to Faculty Center** link to return to the previous screen.


Class Detail

COSC 10503 - 020 Introduction to Programming for Engineering and Science

Texas Christian University | 2010 Summer Term | Lecture

[Return to Faculty Center](#)

Class Details

Status	 Open	Career	Undergraduate
Class Number	50030	Dates	7/6/2010 - 7/30/2010
Session	July Session	Grading	Student Option
Units	3 units	Location	Texas Christian University
Class Components	Lecture	Campus	Texas Christian University
	Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

Enrollment Information

Enrollment Requirements Prerequisite or concurrent: MATH 10524.

Class Attributes Energy Technology Management

Class Availability

Class Capacity	34	Wait List Capacity	0
Enrollment Total	2	Wait List Total	0
Available Seats	32		

Description

Prerequisite: MATH 10524 or concurrent. Introduction to computer programming and to problem solving techniques using computer programs with applications in engineering and the physical sciences.

[Return to Faculty Center](#)

Class Roster

Click on the **Class Roster** icon located to the left of the class listing



Please Note: The Icon Legend shown below is not a functional set of links.

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COSC 10503-020 (50030)	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

Class Roster Information – this section contains class details

Enrollment Status – drop the list down, select a status (Enrolled, Dropped, or Waiting) and then click **Change**

Show/Hide Photos – use these buttons to show or hide student photos

Sort – click on table column headers to sort. For example, click on the Name column to sort alphabetically.

Class Roster

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ [COSC 10503 - 020 \(50030\)](#) [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

*Enrollment Status: [Show Photos](#) [Hide Photos](#)

Enrollment Capacity 34 Enrolled 2

Enrolled Students		Find Download		First	1-2 of 2	Last
ID	Name	Email	Grade Basis	Units	Program and Plan	Level
1	[Redacted]	[Redacted]@tcu.edu	Graded	3.00	Science & Engineering UGRD - B S - Engineering	Junior
2	[Redacted]	[Redacted]@tcu.edu	Grade Conv	3.00	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior

Download the Class Roster

- **Hold down the Ctrl Key** and click the **Download** link located in the blue bar above the student roster listing. An excel file with class roster information will be download automatically to the local computer. (Windows Internet Explorer prompts to Open or Save the file, while Macintosh Safari automatically saves the file in the Downloads window.)

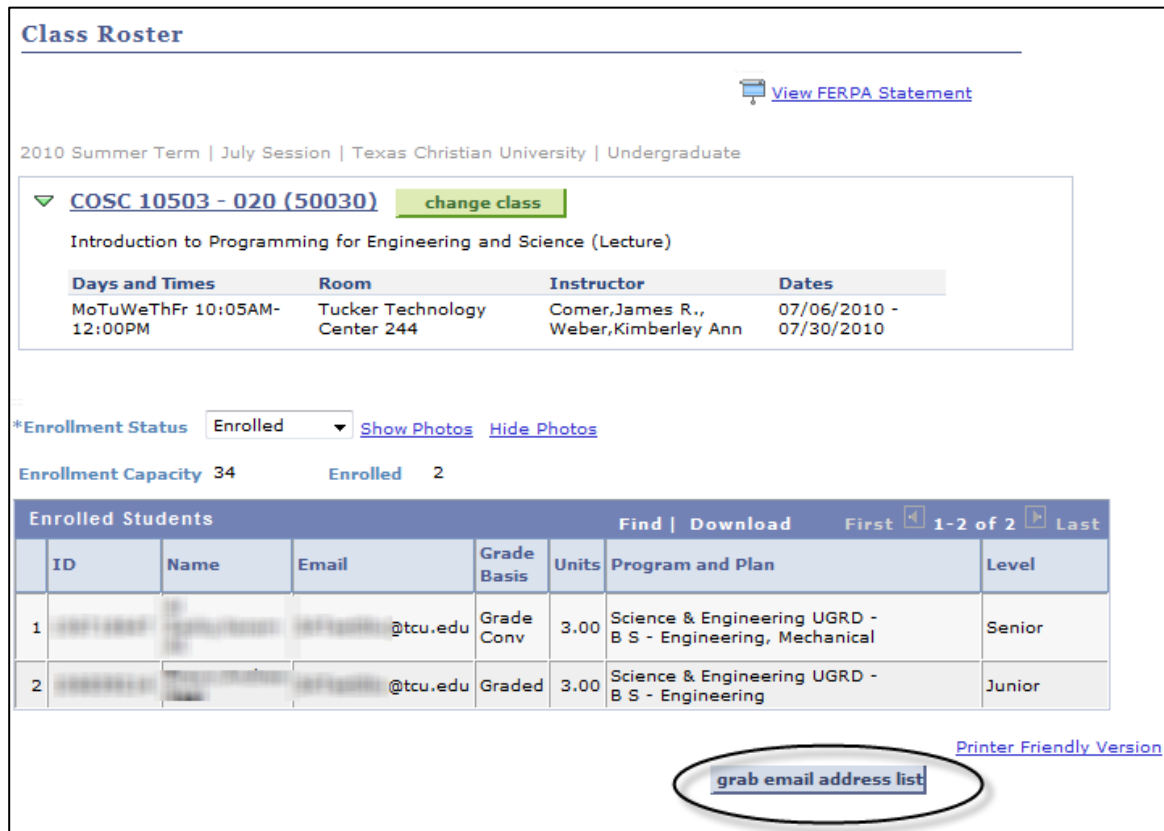


Enrolled Students							
		Customize		Find Download		1-16 of 16 Last	
Notify	ID	Name	Email	Grade Basis	Units	Program and Plan	Level

If you experience trouble downloading the class roster file, make sure the pop-up blocker is turned off. (In Internet Explorer, choose Tools, Pop-Up Blocker, Turn Off Pop-Up Blocker. In Safari, choose the Safari menu and un-check Block Pop-Up Windows.)

Send Email Notification to Students in Class

- **Grab Email Address List** – use the **Grab Email Address List** button to create a class distribution list in Outlook.



Class Roster

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

*Enrollment Status: Enrolled [Show Photos](#) [Hide Photos](#)

Enrollment Capacity: 34 Enrolled: 2

Enrolled Students							
		Find Download		First 1-2 of 2 Last			
ID	Name	Email	Grade Basis	Units	Program and Plan	Level	
1		@tcu.edu	Grade Conv	3.00	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior	
2		@tcu.edu	Graded	3.00	Science & Engineering UGRD - B S - Engineering	Junior	

[Printer Friendly Version](#)

[grab email address list](#)

Grade Roster



Click the **Grade Roster icon** to the left of the Class Listing to display the **Grade Roster** page for the selected class.

Please Note: The Icon Legend shown below is not a functional set of links.

Faculty Center

My Schedule

2010 Summer Term | Texas Christian University [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COSC 10503-020 (50030)	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2010 Summer Term > Texas Christian University

You have no final exams scheduled at this time. [Go to top](#)

Printer Friendly Version – click this link to display a printer friendly version of the class roster. From here you can use your web browser to print the class roster. Click **Return** to return to the **Grade Roster** page.

Use the drop down list to select the desired **Grade Roster Type**. Grade Roster Types include:

Mid-Term Grade – all students are listed. Set the Grade Roster Type to Mid-Term Grade. Enter U for unsatisfactory work and leave the rest blank (only a U grade can be submitted on this roster). U grades are temporary grades and are not assigned to the student's permanent academic record but are available for students to see through my.tcu.edu. Students who receive U grades will be notified by the Registrar's office via email.

Degree Candidates Final Grade – students expecting to graduate at the end of the term are listed. **(Used only at the end of the semester).**

Non-Degree Candidates Final Grade – students not expecting to

graduate at the end of the term are listed. **(Used only at the end of the semester).**

Final Grade (All) – This type of roster is only setup for sessions with irregular start and/or end dates. All students enrolled are listed.

Grade Roster

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

Display Options:

*Grade Roster Type: Final Grade (All)

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved [save](#)

Enter All Grades. Approve. Save to Avoid Losing Data

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[Redacted]	B		GRP	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior
2	[Redacted]	C		GRD	Science & Engineering UGRD - B S - Engineering	Junior

View All | Download | Rows 1 - 2 of 2

[Printer Friendly Version](#)

[SAVE](#)

Faculty Grade Submission

Below are the basic **seven steps** to grade submission.

1. Go to the **Faculty Center**.
2. Select the **term**.
3. Click on **Grade Roster icon** for the appropriate class, the icon is located to the left of the Class Listing.

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2010 Summer Term > Texas Christian University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COSC 10503-020 (50030)	Intro Prog for Engr & Science (Lecture)	2	MoTuWeThFr 10:05AM - 12:00PM	Tucker Technology Center 244	Jul 6, 2010- Jul 30, 2010

4. Use the drop down list to select the desired **Grade Roster Type**. **Grade Roster Types include:**

- **Mid-Term Grade** – all students are listed. Set the Grade Roster Type to Mid-Term Grade. Enter U for unsatisfactory work and leave the rest blank (only a U grade can be submitted on this roster). U grades are temporary grades and are not assigned to the student's permanent academic record but are available for students to see through my.tcu.edu. Students who receive U grades will be notified by the Registrar's office via email.
- **Degree Candidates Final Grade** – students expecting to graduate at the end of the term are listed. **(Used only at the end of the semester).**
- **Non-Degree Candidates Final Grade** – students not expecting to graduate at the end of the term are listed. **(Used only at the end of the semester).**
- **Final Grade (All)** – This type of roster is only setup for sessions with irregular start and/or end dates. All students enrolled are listed.

Grade Roster

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer,James R., Weber,Kimberley Ann	07/06/2010 - 07/30/2010

Display Options:

*Grade Roster Type: **Final Grade (All)** ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: **Approved** ▼ [save](#)

Enter All Grades. Approve. Save to Avoid Losing Data

5. **Assign grades** – for each student use the drop down list in the **Roster Grade** column to assign a grade.

Student Grade

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[Redacted]	B		GRP	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior
2	[Redacted]	C		GRD	Science & Engineering UGRD - B S - Engineering	Junior

View All | [Download](#) | Rows 1 - 2 of 2

[Printer Friendly Version](#)

[SAVE](#)

6. Set **Approval Status** and **Save**.

Approval Status:

- **Not Reviewed** – still editing grades, not submitted to the registrar's office.
- **Approved** – use this after entering final grades and ready to submit to the registrar's office.
- **For Midterm or TAs** – use this for entering midterm grades.

You will get a message that the **Grade Roster** will be submitted to the Registrar's Office and a message that the **Grade Roster** will be emailed to you from **PS Mail**, including a copy of your roster.

6. Click **Change Class** to return to the **Faculty Center**.

The screenshot shows the 'Grade Roster' interface for the 2010 Summer Term. At the top, there is a 'View FERPA Statement' link. Below that, the term and session information is displayed: '2010 Summer Term | July Session | Texas Christian University | Undergraduate'. The main section is for the class 'COSC 10503 - 020 (50030)', with a 'change class' button. The class description is 'Introduction to Programming for Engineering and Science (Lecture)'. A table shows the class schedule, room, instructor, and dates. Below this, there are 'Display Options' and 'Grade Roster Action' sections. The 'Display Options' section includes a dropdown for '*Grade Roster Type' set to 'Final Grade (All)' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section includes a dropdown for '*Approval Status' set to 'Approved' and a 'save' button. A red warning message reads 'Enter All Grades. Approve. Save to Avoid Losing Data'. At the bottom, there is a 'Student Grade' table with columns for ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table contains two rows of student data. Below the table are navigation controls and a 'Printer Friendly Version' link. A 'SAVE' button is located at the bottom right of the interface.

Grade Roster

[View FERPA Statement](#)

2010 Summer Term | July Session | Texas Christian University | Undergraduate

▼ **COSC 10503 - 020 (50030)** [change class](#)

Introduction to Programming for Engineering and Science (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 10:05AM-12:00PM	Tucker Technology Center 244	Comer, James R., Weber, Kimberley Ann	07/06/2010 - 07/30/2010

Display Options:

*Grade Roster Type: Final Grade (All) ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved ▼ [save](#)

Enter All Grades. Approve. Save to Avoid Losing Data

Student Grade

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[REDACTED]	B		GRP	Science & Engineering UGRD - B S - Engineering, Mechanical	Senior
2	[REDACTED]	C		GRD	Science & Engineering UGRD - B S - Engineering	Junior

View All | [Download](#) | Rows 1 - 2 of 2

[Printer Friendly Version](#)

[SAVE](#)

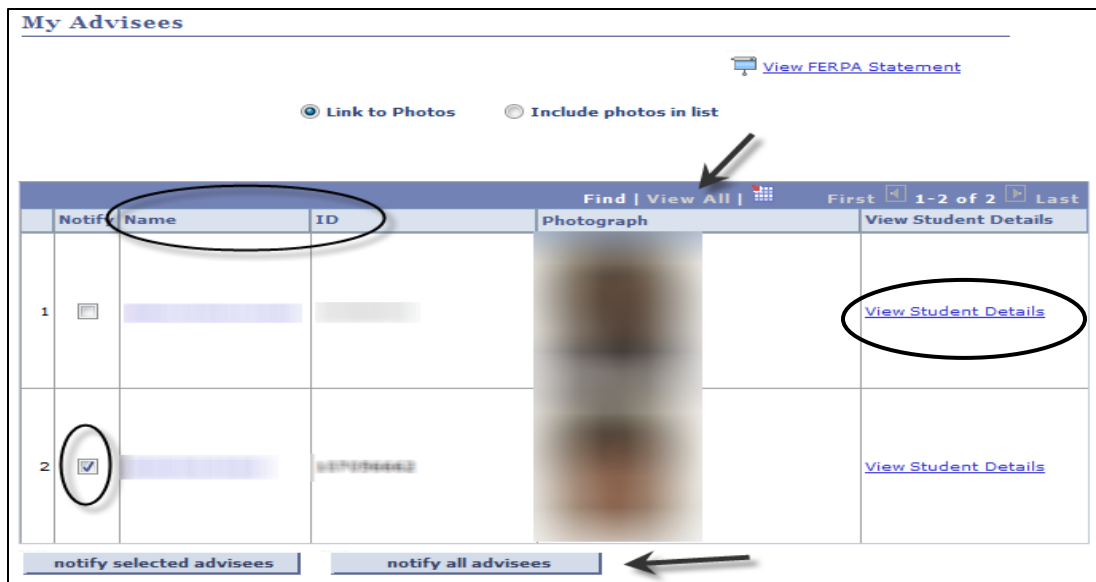
Advisor Center

From the **Faculty Center** click the **Advisor Center** tab at the top or the **Advisor Center** link at the bottom of the page.



My Advisees

- You will see a list of advisees assigned to you by your academic department.
- If you have several advisees, you may need to use the scroll buttons on the blue bar to page through the list. You can also click **View All**.
- To sort the list you can click on the **Name** or **ID** column headings.
- Notify **a student** – click the check box in the far left column to select a student. Click on the **Notify Selected Advisees**.
- Notify **all advisees** – click on **Notify All Advisees**.
- **View Student Details** – faculty may view various types of information for each student advisee listed. Click the **View Student Details** link on the far right.



Student Center

- **Academics** – the current term schedule for the selected advisee is displayed. In this section, the area noted as “other academic...” Indicates various reports available for reference. See page 19 for instructions on running these reports.
- **Personal Information** – contact information including email address.
- **Enrollment Dates** – date when the student may beginning enrolling for the next term(s.)
- **FERPA Restrictions**
- **Holds**– service indicators (holds) vary for each department. Examples are Advising Hold, Degree Plan on File, Financial Aid Office Hold, etc. If an advisee has a service indicator, you can click on the icon to view. See page 16 for instruction on removing a hold.
- **Advisor** – indicates the program advisor and contact number.

The screenshot displays the 'Advisee Student Center' interface. At the top, there is a 'View FERPA Statement' link and a dropdown menu for '*Change Advisee' with a 'change' button. The main content is organized into several sections:

- Academics:** This section is highlighted with a blue header. It contains a dropdown menu labeled 'other academic...' with a list of options: 'Advising Report:PDF', 'Course History', 'Degree Progress Report', 'Grades', 'Transcript: View Unofficial', 'Transfer Credit: Report', and 'other academic...'. Below this is a '2010 Fall Term Schedule' table.

	Class	Schedule
📅	ACCT 20153-082 LEC (73040)	Th 6:30PM - 9:10PM Smith Hall 213
📅	BUSI 20173-040 LEC (71517)	MoWeFr 12:00PM - 12:50PM Tandy Hall 111
📅	INSC 20263-055 LEC (71813)	TuTh 2:00PM - 3:20PM Tandy Hall 226
📅	MANA 20153-005 LEC (71534)	TuTh 8:00AM - 9:20AM Smith Hall 117
- Personal Information:** This section is highlighted with a blue header. It contains a 'Contact Information' box with fields for 'Home/Permanent' and 'Email' (with a '@tcu.edu' suffix).
- Holds:** This section is highlighted with a blue header and shows 'Advising Required - Mandatory' with a 'details' link.
- To Do List:** This section is highlighted with a blue header and shows 'FAFSA' with a 'details' link.
- Enrollment Dates:** This section is highlighted with a blue header and shows 'Enrollment Appointment' with the text 'You may begin enrolling for the 2010 Fall Term Regular Long Semester session on April 14, 2010.' and a 'details' link.
- Advisor:** This section is highlighted with a blue header and shows 'Program Advisor' as 'Weber, Kimberley Ann' with a 'details' link.

At the bottom of the interface, there are 'Return to Search' and 'Notify' buttons.

Hold/General Info

Service Indicators – (holds) vary for each department. Examples are Advising Hold, Degree Plan on File, Financial Aid Hold, etc. If an advisee has a service indicator, you can click on the icon to view. See next section below for instructions on removing a hold.

Advisee Holds/General Info

[View FERPA Statement](#)

*Change Advisee [change](#)

[Service Indicators](#) [Initiated Checklists](#)
[Student Groups](#) [Personal Data](#)
[National ID](#) [Names](#)
[Addresses](#) [Phones](#)
[Email Addresses](#)

[COLLAPSE ALL](#)
[EXPAND ALL](#)

▼ **Service Indicators** [edit service indicators](#)

★ Positive ⓧ Negative

Service Indicators		Customize View All		First	1 of 1	Last
Type	Details	Start Term	End Term	Start Date	End Date	Department
ⓧ	Advising Required - Mandatory	Begin Term - Srvc Indicatr Use				Registrar's Office

[Go to top](#)

▶ **Initiated Checklists**

▶ **Student Groups**

▶ **Personal Data** [edit personal data](#)

▶ **National ID** [edit national ids](#)

▶ **Names**

To Remove an Advising Hold

- Find the appropriate student on the **My Advisees** page.
- Click on the **View Student Details** link on the far right of the page.
- The **Advisee Holds/General Info** page will be displayed.
 - If there is more than one Service Indicator, find the **Advising Hold (ADV)** that needs to be removed.
- Click on the **Advising Required – Mandatory** link under **Service Indicators**.

The screenshot shows the 'Advisee Holds/General Info' page. At the top, there are two tabs: 'Faculty Center' and 'Advisor Center'. Below these are several menu items: 'my advisees', 'student center', 'holds/general info', 'transfer credit', and 'academics'. The 'holds/general info' tab is selected and circled. Below the menu is the page title 'Advisee Holds/General Info'. There is a 'View FERPA Statement' link. A dropdown menu for '*Change Advisee' is visible with a 'change' button. Below this are links for 'Service Indicators', 'Initiated Checklists', 'Student Groups', 'Personal Data', 'National ID', 'Names', 'Addresses', 'Phones', and 'Email Addresses'. There are 'COLLAPSE ALL' and 'EXPAND ALL' buttons. The 'Service Indicators' section is expanded, showing a table with one entry: 'Advising Required - Mandatory'. The table has columns for Type, Details, Start Term, End Term, Start Date, End Date, and Department. The 'Advising Required - Mandatory' entry has a negative status icon (a red circle with a slash) and a link to its details. An arrow points to this link.

Type	Details	Start Term	End Term	Start Date	End Date	Department
⊘	Advising Required - Mandatory	Begin Term - Srvc Indicatr Use	Begin Term - Srvc In	07/20/2010		Registrar's Office

- Click the **Release** button on the top right of the page.
- Click **OK** to save and return to the **View My Advisees** page.

Advisee Transfer Credit

- Provides details about course and test credits used as transfer credit.

Advisee Transfer Credit

[View FERPA Statement](#)

*Change Advisee

Course Credits

No course credits found.

Test Credits

Model	Statistics			
Career	Institution	Program	Articulation Term	Model Status
Undergrad	Texas Christian University	Business - Undergraduate	2009 Fall Term	Submitted

Other Credits

No other credits found.

[Faculty Center](#) [Advisor Center](#)

[My Advisees](#) [Student Center](#) [Holds/general Info](#) [Transfer Credit](#) [Academics](#)

Advisee Academics

- Provides students major and minor program details. Term summary information.

Advisee Academics

[View FERPA Statement](#)

*Change Advisee

Institution / Career / Program

TCU01 - Texas Christian University
UGRD - Undergraduate
BU-UG - Business - Undergraduate

You have no access to this information.

Term Summary

TCU01 - Texas Christian University
UGRD - Undergraduate
4107 - 2010 Fall Term
4105 - 2010 Summer Term
4103 - 2010 Spring Term
4097 - 2009 Fall Term

Term Setup
You have no access to this information.

[Faculty Center](#) [Advisor Center](#)
[My Advisees](#) [Student Center](#) [Holds/general Info](#) [Transfer Credit](#) [Academics](#)

Degree Progress Report

- Find the appropriate student on the **My Advisees** page. Click on the **View Student Details** link on the far right.
- Under the **Academics** section, select **Degree Progress Report** from the pull-down menu and click the button on the right.
- Choose **Degree Progress Report** for the **Report Type**.
- Click the **GO** button.

Academic Institution	Texas Christian University	▼	go
Report Type	*Degree Progress Report	▼	

- When the report is complete click the link: **Click this link. Then click YOUR OUTPUT.**

Degree Progress Report
Click this link. Then click YOUR OUTPUT.

- Another window will open. Click the **YOUR OUTPUT pdf** link.

Report		
Report ID: 983123	Process Instance: 2456030	Message Log
Name: YOUR_OUTPUT	Process Type: Crystal	
Run Status: Success		
YOUR_OUTPUT		
Distribution Details		
Distribution Node: XCOPY	Expiration Date: 07/23/2010	
File List		
Name	File Size (bytes)	Datetime Created
Message Log	0	07/09/2010 3:25:11.000000PM CDT
YOUR_OUTPUT_2456030.PDF	92,351	07/09/2010 3:25:11.000000PM CDT
pssqltrace.trc	507	07/09/2010 3:25:11.000000PM CDT
Distribute To		
Distribution ID Type	*Distribution ID	

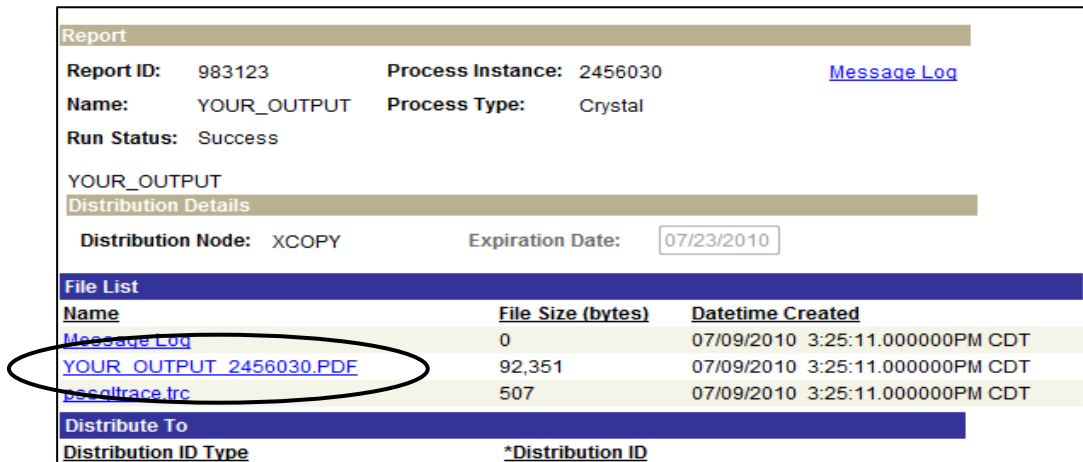
Advising Report

- Find the appropriate student on the **My Advisees** page.
- Select **Advising Report** from the pull-down menu and click the **GO** button on the right.



Academic Institution: Texas Christian University
Report Type: Academic Advising Report
go

- Click the **GO** button.
- When the report is complete click the link: **Click this link. Then click YOUR OUTPUT.**
- Another window will open. Click the **YOUR OUTPUT pdf** link.



Report

Report ID: 983123 Process Instance: 2456030 [Message Log](#)
Name: YOUR_OUTPUT Process Type: Crystal
Run Status: Success

YOUR_OUTPUT

Distribution Details

Distribution Node: XCOPY Expiration Date: 07/23/2010

File List

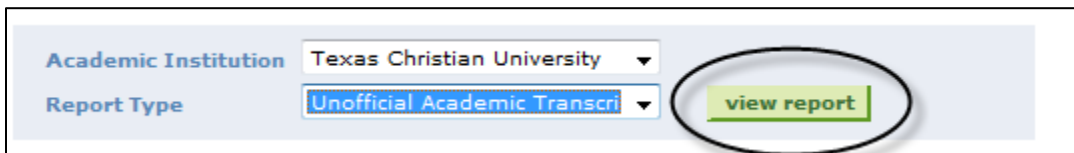
Name	File Size (bytes)	Datetime Created
Message Log	0	07/09/2010 3:25:11.000000PM CDT
YOUR_OUTPUT_2456030.PDF	92,351	07/09/2010 3:25:11.000000PM CDT
sqltrace.trc	507	07/09/2010 3:25:11.000000PM CDT

Distribute To

Distribution ID	Type	*Distribution ID
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Unofficial Transcripts

- Find the appropriate student on the **My Advisees** page. Click on the **View Student Details** link on the far right.
- Under the **Academics** section, select **Transcript: View Unofficial** from the pull-down menu and click the button on the right.
- Choose **Unofficial Academic Transcript** for the **Report Type**.
- Click the **View Report** button.

A screenshot of a web interface for selecting a transcript. It features two dropdown menus and a button. The first dropdown menu is labeled "Academic Institution" and has "Texas Christian University" selected. The second dropdown menu is labeled "Report Type" and has "Unofficial Academic Transcri" selected. To the right of these menus is a green button with the text "view report". A black oval highlights the "view report" button.

- The **Unofficial Academic Transcript** will appear in the window and can be viewed using the **View Report** button on the far left.
- Use the **Cancel** button to go back to the previous window.
- Click the **Cancel** button to return to the **Advisee Student Center** page.