

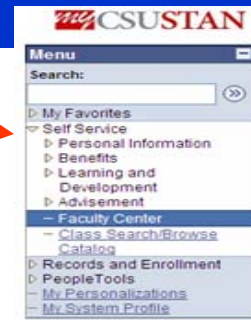
**Log in and Documentation**

User ID = First part of your University email up to the @ sign  
 Password = University email password  
 Need help? Contact the OIT helpdesk at 667-3687

System Access = <http://my.csustan.edu/>  
 Documentation = <http://www.csustan.edu/cms/Documentation-Faculty.html>  
 System access & documentation links are also available at myCSUSTAN

**Navigation and Notes**

From left side menu, select **Self Service > Faculty Center**



Click on each tab to display different information:  
**Faculty schedule**      **Advisement**      **Class Search**

Click on **View My Weekly Schedule** to see the display below

Week of 9/8/2008 - 9/14/2008

Time	Monday Sep 8	Tuesday Sep 9	Wednesday Sep 10	Thursday Sep 11	Friday Sep 12	Saturday Sep 13	Sunday Sep 14
8:00AM		CIS 2000 - 001 Discussion 9:05AM - 10:03AM Demergasso-Bava Hall 106		CIS 2000 - 001 Discussion 9:05AM - 10:03AM Demergasso-Bava Hall 106			
9:00AM		CIS 2000 - 001 9:05AM - 10:03AM		CIS 2000 - 001 9:05AM - 10:03AM			
10:00AM		CIS 2000 - 003 Laboratory 10:10AM - 11:07AM Demergasso-Bava Hall 107		CIS 2000 - 003 Laboratory 10:10AM - 11:07AM Demergasso-Bava Hall 107			
11:00AM		CIS 2000 - 004 Laboratory 11:15AM - 12:13PM Demergasso-Bava Hall 107		CIS 2000 - 004 Laboratory 11:15AM - 12:13PM Demergasso-Bava Hall 107			
12:00PM		CIS 2000 - 004 11:15AM - 12:13PM		CIS 2000 - 004 11:15AM - 12:13PM			
1:00PM	CIS 4720 - 001 Discussion 1:35PM - 2:33PM Dorothy & Bill Bizzini Hall 214		CIS 4720 - 001 Discussion 1:35PM - 2:33PM Dorothy & Bill Bizzini Hall 214				
2:00PM	CIS 4720 - 001 Laboratory 1:35PM - 2:33PM Vasche Library Building 125C		CIS 4720 - 001 Laboratory 1:35PM - 2:33PM Vasche Library Building 125C				
3:00PM	CIS 4720 - 002 Laboratory 2:35PM - 3:33PM Vasche Library Building 125C		CIS 4720 - 002 Laboratory 2:35PM - 3:33PM Vasche Library Building 125C				

Click on **Class link** to see class details

**Download to Excel**

**Class & Grade Rosters**

My Favorite Websites

EDIT MY FAVORITE WEBSITES      [Google](#)      [CNN](#)

Configure your favorite web sites

Navigation: some screens have keys such as Close and Cancel to go back to previous screen

Return      CLOSE      CANCEL



faculty center | advisement | class search

**Class Search** | **Example of Class Detail**

**Class Detail**

**ACCT 201 - 01 Elementary**  
 CSU Semester University | Spring 2008

Current status for class can be seen here:  
 -Open  
 -Wait list  
 -Closed

**CLASS DETAILS**

Status: ● Open

Class Number: 1035 | Dates: 1/21/2008 - 5/31/2008

Session: Regular Academic Session | Grading: Graded (CR/NC Available)

Units: 3 units | Location: CSU - Semester

Instruction Mode: In Person | Campus: CSU Semester

**MEETING INFO**

Days & Times: TBA | Meeting Dates: 1/21/2008 - 5/31/2008

**CLASS AVAILABILITY**

Class Capacity	120	Wait List Capacity	50
Enrollment Total	3	Wait List Total	0
Available Seats	117		

•Class capacity  
 •Total enrollment  
 •Wait list

1035 - ACCT 201 - Elem Financial Accounting

**Class Roster Information**

Course: ACCT 201 | Institution: CSU Semester University  
 Title: Elem Financial Accounting | Term: Spring 2008  
 Class Number: 1035 | Session: Regular Academic Session  
 Class Section: 01 | Career: Undergraduate  
 Component: Seminar

**Example of Class Roster**

•Download to Excel  
 •Print  
 •Send email to all or selective

\*Enrollment Status: Enrolled | change

Total Students: 3 | Enrollment Capacity: 120

**Enrolled Students**

Notify	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level
<input type="checkbox"/>	SR0000013	Brad Pitt	GRD CR/NC	3.00	Undergraduate Degree - Criminal Justice BS	Freshman
<input type="checkbox"/>	SR0000004	Baby Pitt	GRD CR/NC	3.00	Undergraduate Degree - Undeclared Undergraduate	Freshman
<input type="checkbox"/>	SR0000015	Angie Pitt	GRD CR/NC	3.00	Undergraduate Degree - Pre-Psychology	Sophomore

NOTIFY SELECTED STUDENTS | NOTIFY LISTED STUDENTS | PRINTER FRIENDLY VERSION

\*Grade Roster Type: Final Grade |  Display Unassigned Roster Grade Only

\*Approval Status: Not Reviewed

**Example of Grade Roster**

•Enter grades  
 •Print Grade Roster  
 •Download Roster  
 •Check for missing grades & Approve for processing

Student Grade | Transcript Note

Notify	ID	Name	Grade	Grade	Career	Grading Basis
<input type="checkbox"/>	SR0000013	Brad Pitt			Undergraduate	GRD CR/NC
<input type="checkbox"/>	SR0000004	Baby Pitt			Undergraduate	GRD CR/NC
<input type="checkbox"/>	SR0000015	Angie Pitt			Undergraduate	GRD CR/NC

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

faculty center | advisement | class search

**New Drop-In Advisees**

**Example of Advisement Information**

Click on Search to select student

Select category and click on change

James Bond

VIEW MY ADVISEES

View Student's:  
 •Schedule, Address, etc.  
 In the future you can view:  
 •Grades, Unofficial transcript and more