Y·E·S SERVING YOU BETTER

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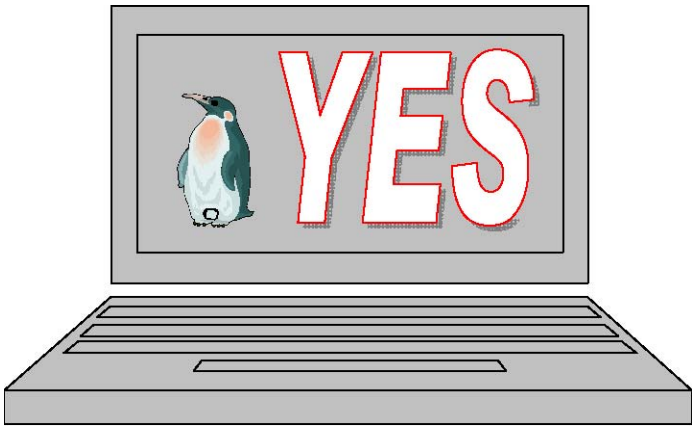


Youngstown State University

Donna Wainio

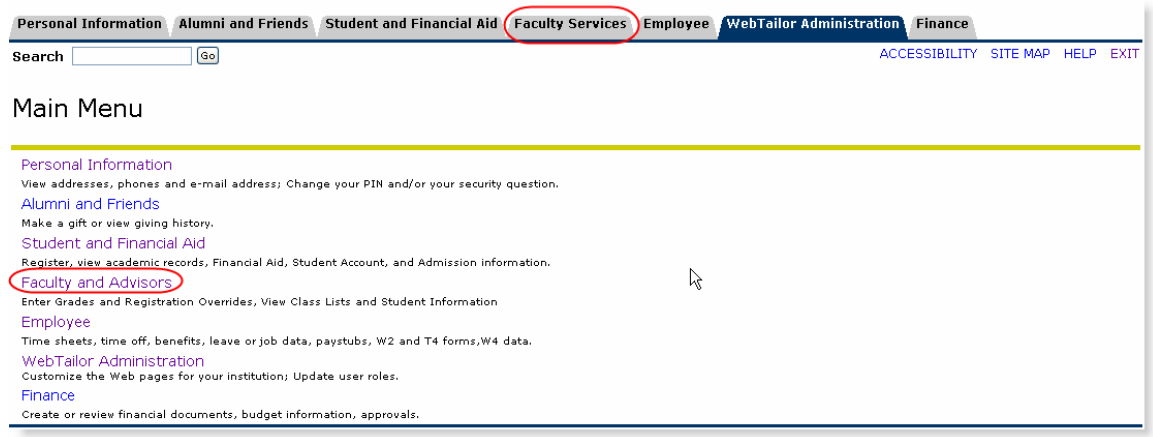
Academic Overview

Faculty/Advisement Services

Faculty and advisors can use the Faculty Services tab to review student information, document advisement information, unofficial transcripts, schedules and request a DARS audit; faculty can access information regarding class enrollment, obtain detailed and summary rosters, teaching schedules, and process online final grades.

Access this information by clicking the Faculty Services tab or the Faculty and Advisors link.

1. Click Faculty Services tab
2. Click Faculty and Advisors



The number of tabs that are available vary based on your role at YSU. Students will have a minimum of two tabs—Personal Information and Student and Financial Aid. Faculty and advisors will have a minimum of three tabs—Personal Information, Faculty Services and Employee.

Use the Return to Menu option to navigate back to the starting menu within the Self-Service environment.

Term Selection

The results that appear are based on the term selected.

1. **Click Term Selection**

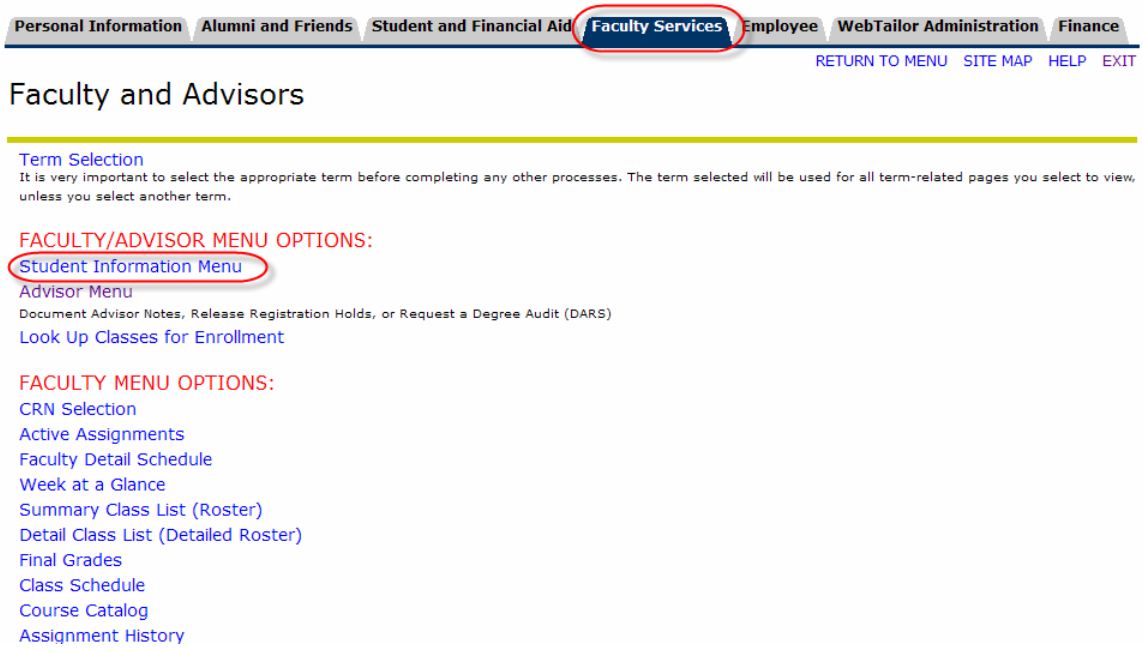
It is very important to select the appropriate term before completing any other processes. The term will be used for all term-related pages you select from the Faculty Services menu unless you return to this page later in your session and select another term.

2. **Select** <appropriate> **Term**
3. **Click Submit**

Faculty Services/Advisors Menu

Faculty members and advisors can view a variety of information about a selected student. Information displayed is based on a selected term.

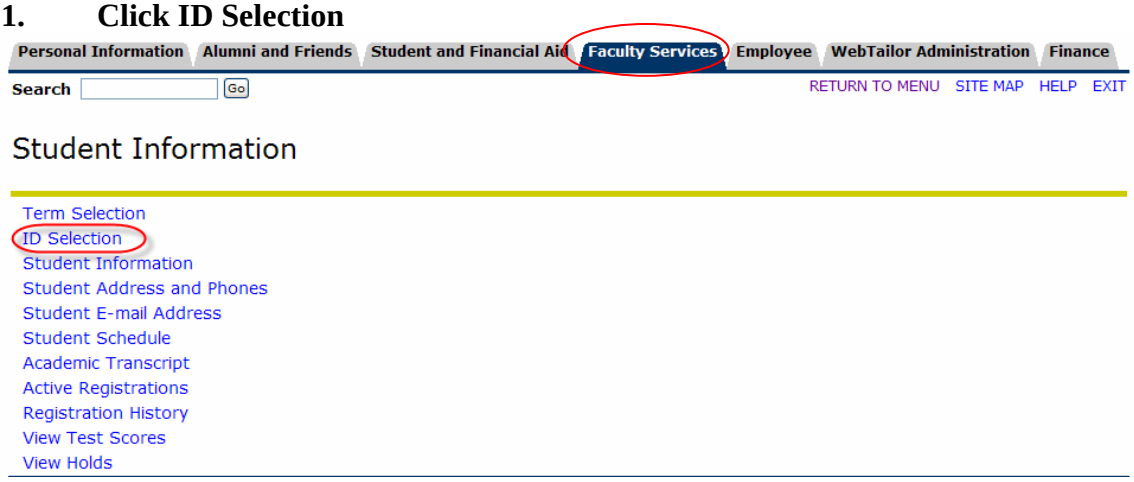
1. **Click Student Information Menu**



ID Selection

Faculty and advisors can select a student by name or Banner ID.

1. Click ID Selection



All Banner IDs begin with a *capital Y* followed by eight (8) numbers. The Y must be typed with a capital letter! The SSN is an alternate ID and can be used when necessary.

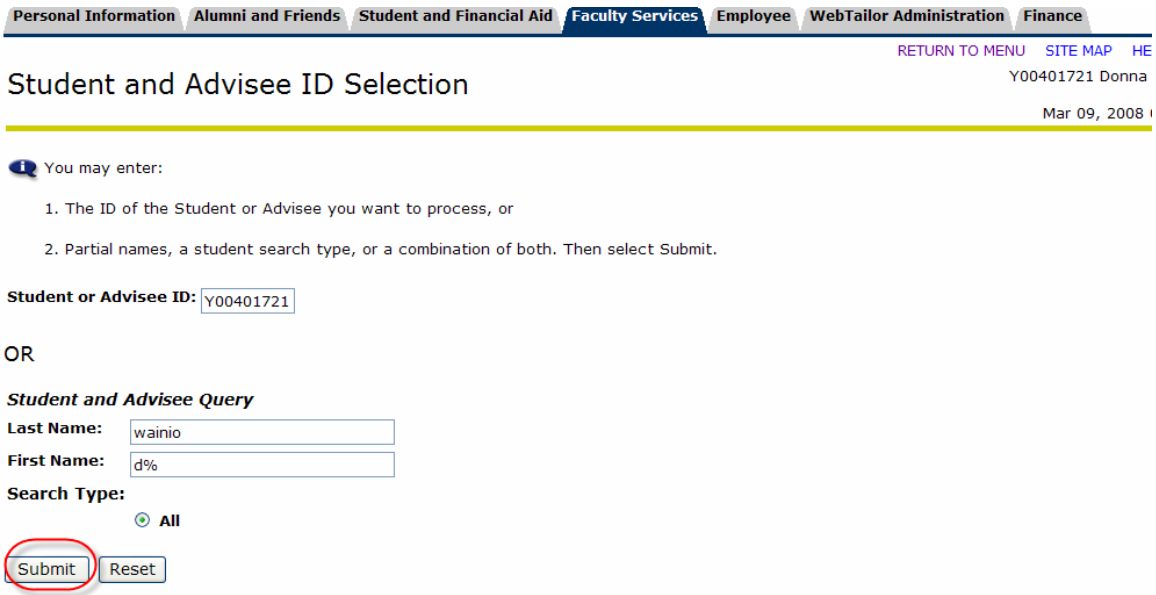
2. **Enter** <desired> **Banner ID**

or

2a. **Enter** <desired> **Name**

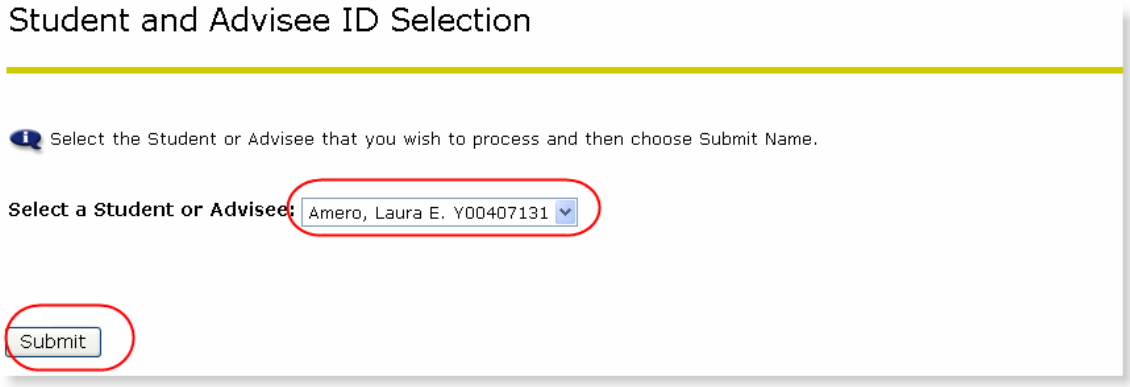
3. **Click All**

4. Click Submit



Use a % sign with the name search to broaden the results.

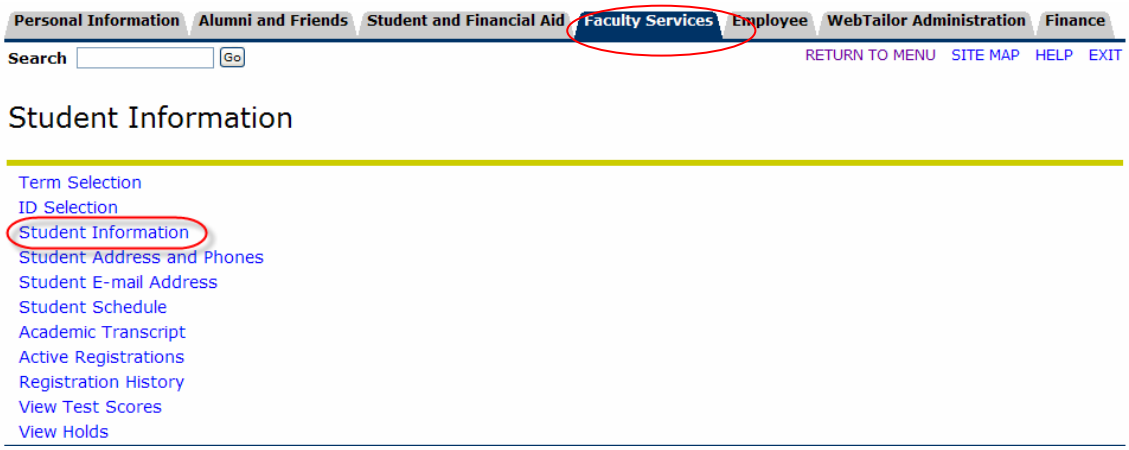
5. **Verify** <selected> **student**
6. **Click Submit**

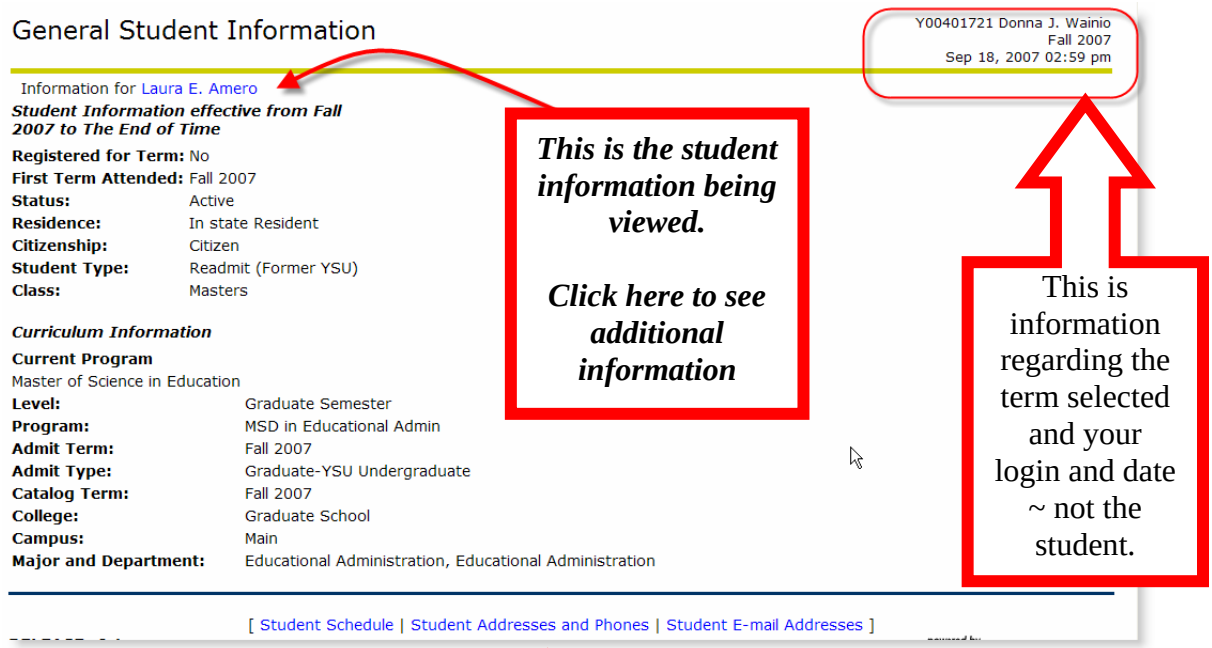


Student Information

The Student Information option displays a variety of information including first term attended, current registration indicator, residency, citizenship, student type, status, admit term, catalog term, and curriculum details including program, level, college, degree, majors, minors and concentrations.

1. Click Student Information



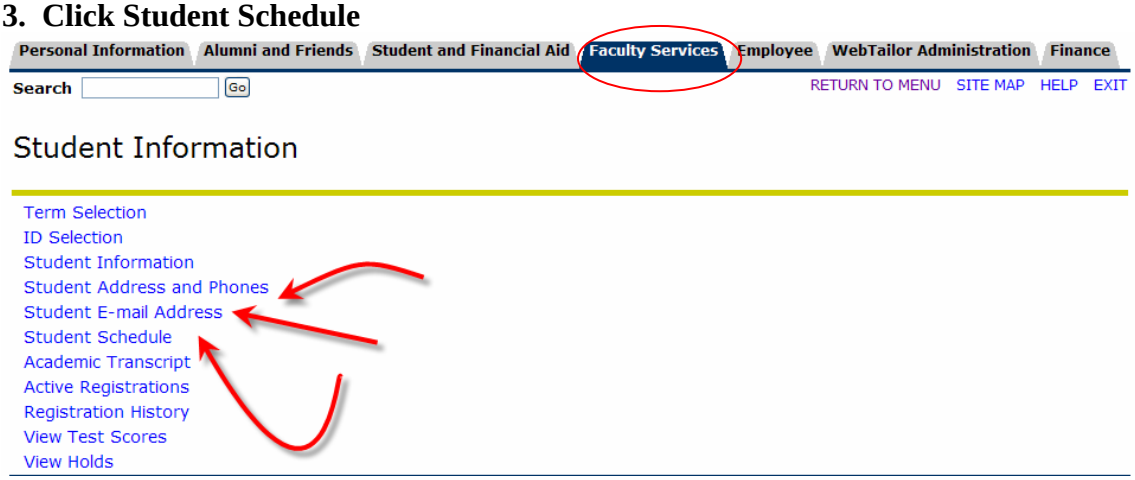


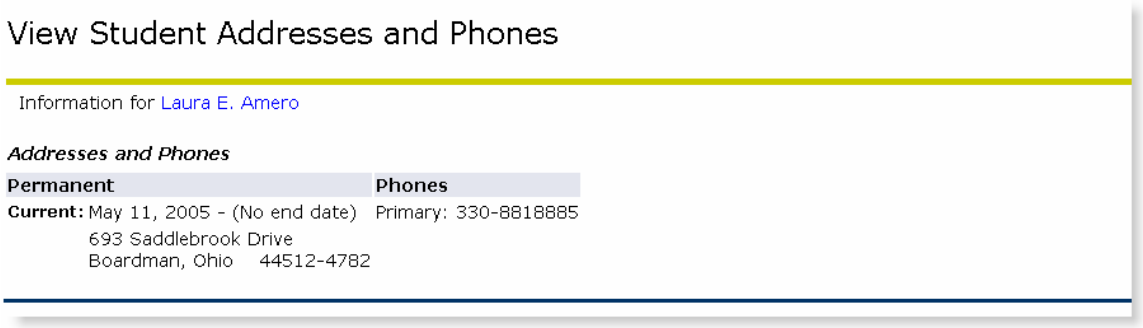
The links provide for navigation to other demographic information and the student's schedule.

Student Address/Phones/E-mail/Schedule

The Student Information Menu also provides links to student address, phone and e-mail information as well as the student's schedule.

1. Click Address and Phones
or
2. Click Student E-mail Address
or
3. Click Student Schedule



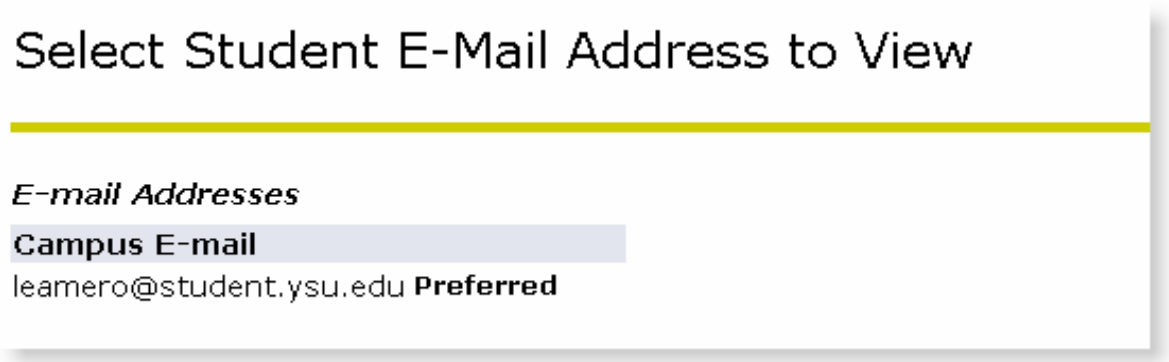


View Student Addresses and Phones

Information for Laura E. Amero

Addresses and Phones

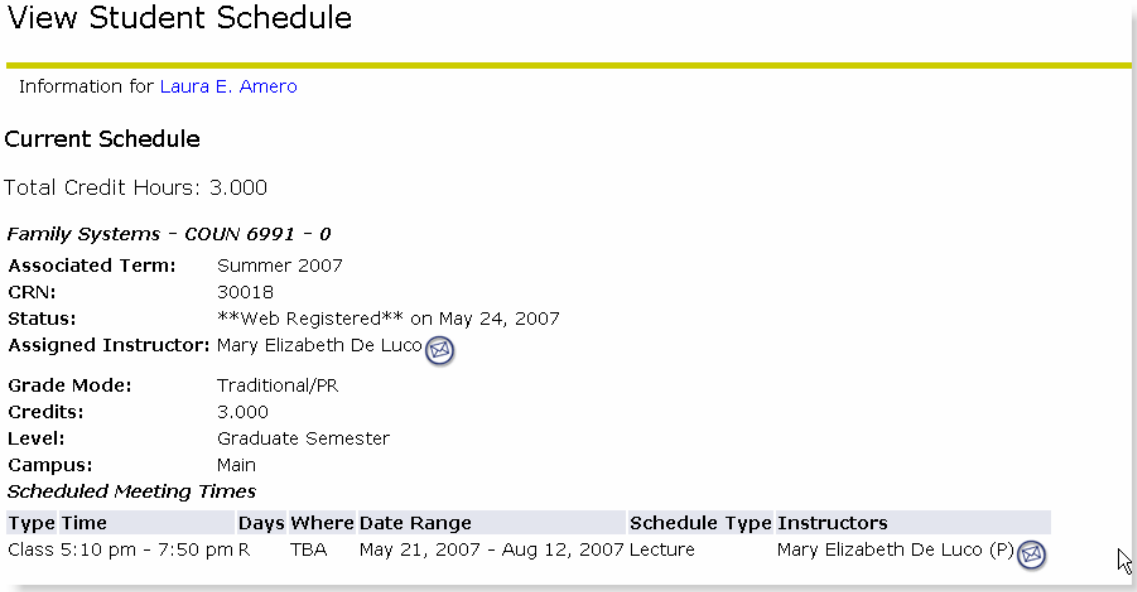
Permanent	Phones
Current: May 11, 2005 - (No end date) 693 Saddlebrook Drive Boardman, Ohio 44512-4782	Primary: 330-8818885



Select Student E-Mail Address to View

E-mail Addresses

Campus E-mail
leamero@student.ysu.edu **Preferred**



View Student Schedule

Information for Laura E. Amero

Current Schedule

Total Credit Hours: 3.000

Family Systems - COUN 6991 - 0

Associated Term: Summer 2007
CRN: 30018
Status: **Web Registered** on May 24, 2007
Assigned Instructor: Mary Elizabeth De Luco

Grade Mode: Traditional/PR
Credits: 3.000
Level: Graduate Semester
Campus: Main

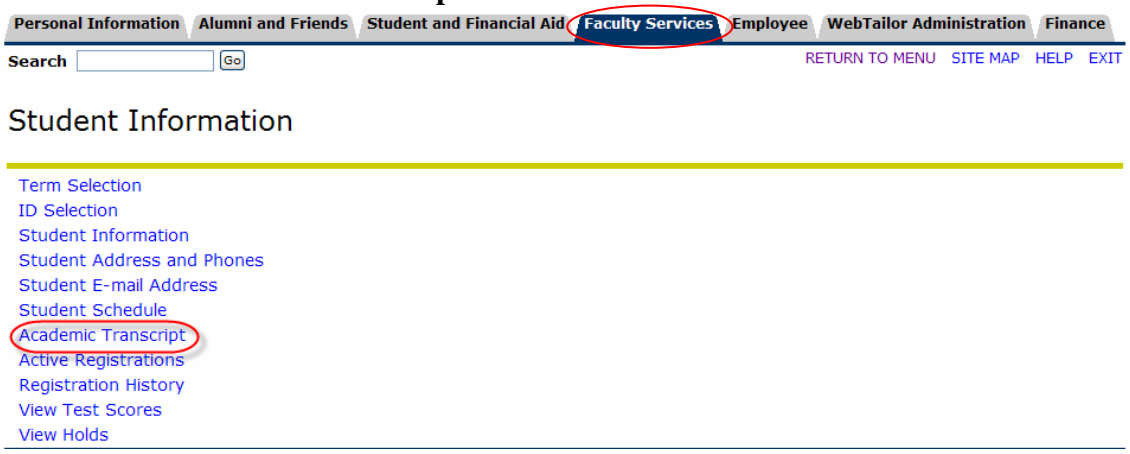
Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	5:10 pm - 7:50 pm	R	TBA	May 21, 2007 - Aug 12, 2007	Lecture	Mary Elizabeth De Luco (P)

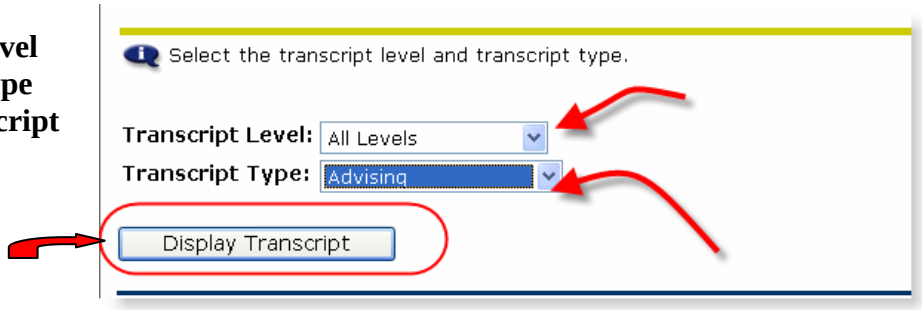
Transcripts

The student's unofficial transcript can be viewed by a faculty/advisor or by the student.

1. Click Academic Transcript



2. Select Transcript Level
3. Select Transcript Type
4. Click Display Transcript



Spring 2005

College: Business Administration
Major: Human Resource Management

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R
ACCT	2602	UG	FINANCIAL ACCOUNTING	B	3.000	9.00	I
CMST	1545	UG	COMM THEORY/PRACTICE	X	3.000	0.00	E
CMST	1545	UG	COMM THEORY/PRACTICE	B	3.000	9.00	I
ECON	3780	UG	BUS & ECON STATISTIC	B	4.000	12.00	I
ECON	3781	UG	BUS/ECON STAT WRKSHP	B	1.000	3.00	I
GEOL	1504	UG	THE DYNAMIC EARTH	A	3.000	12.00	I
PHIL	2625	UG	INTRO TO PROF ETHICS	B	3.000	9.00	I

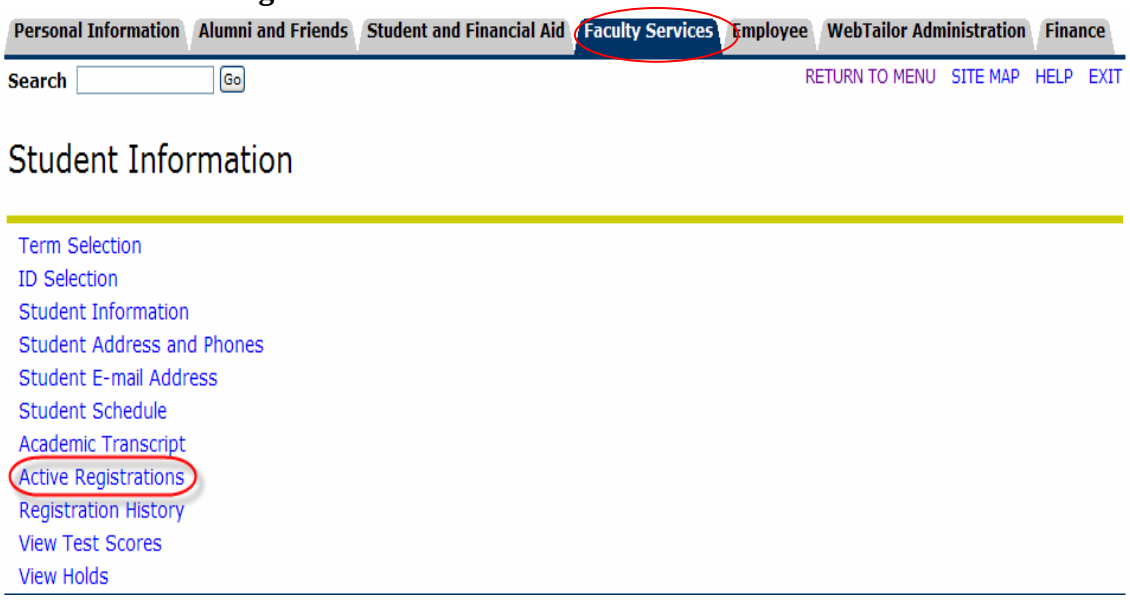
Unofficial Transcript

This transcript is NOT an official transcript

Active Registration

Displays the active registration (i.e., not rolled to academic history) for the current selected term or the upcoming term if registration is in process.

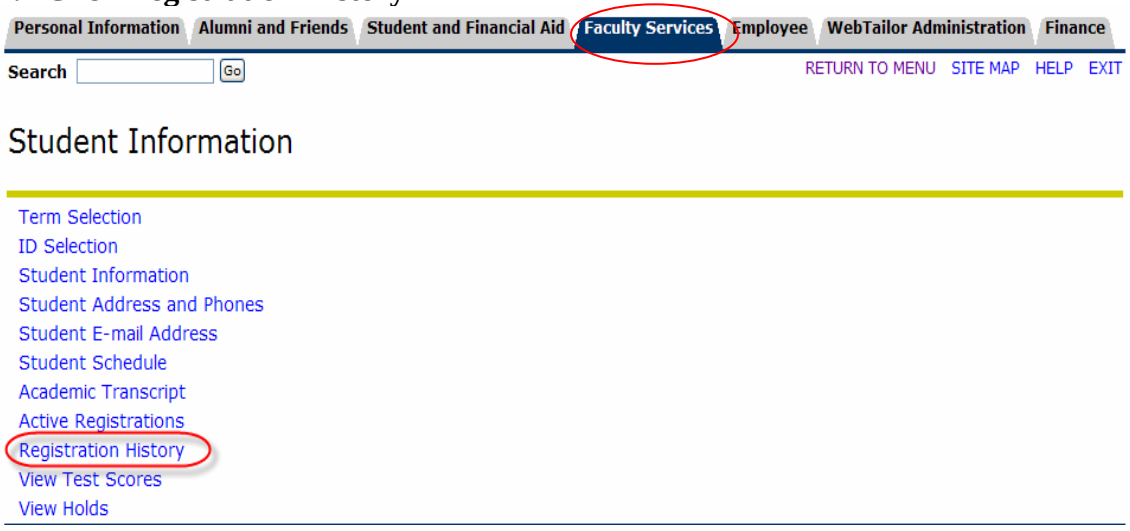
1. Click Active Registrations



Registration History

This page displays all of the student's registration activity, **regardless** of status or term. Since there is no term requirement, registration information displayed may cross various terms. Therefore, the information is presented by course within term.

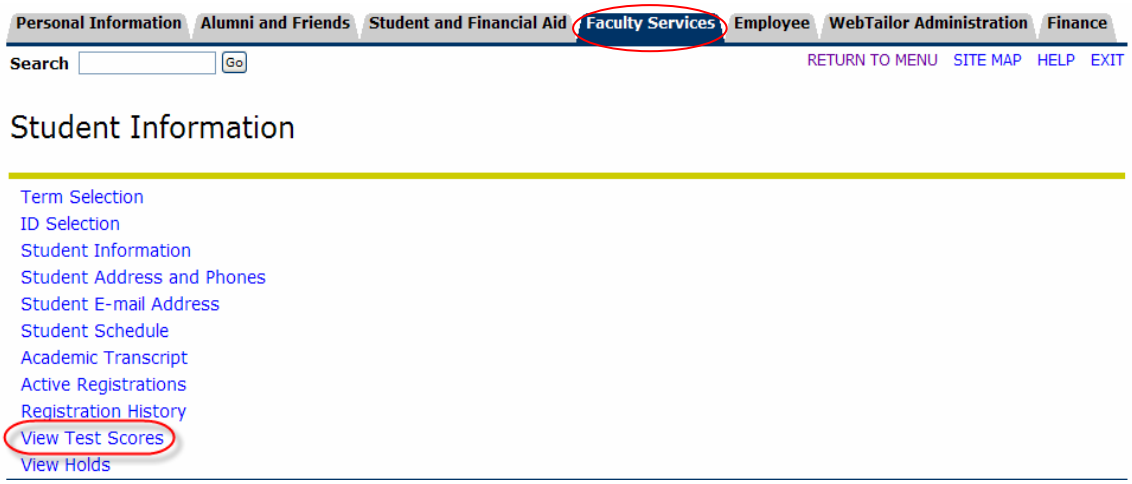
1. Click Registration History

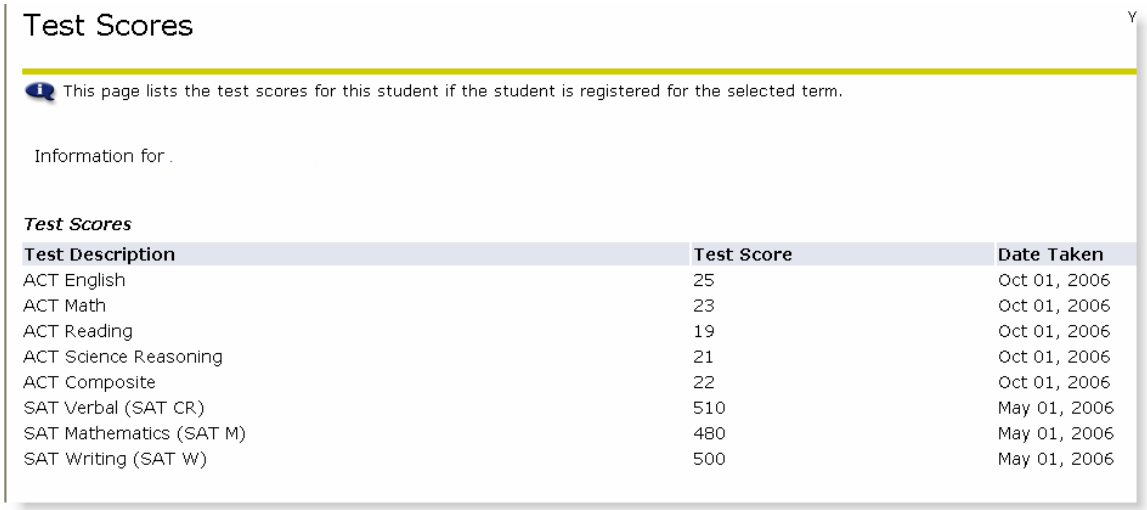


View Test Scores

Displays student's test scores.

1. Click View Test Scores



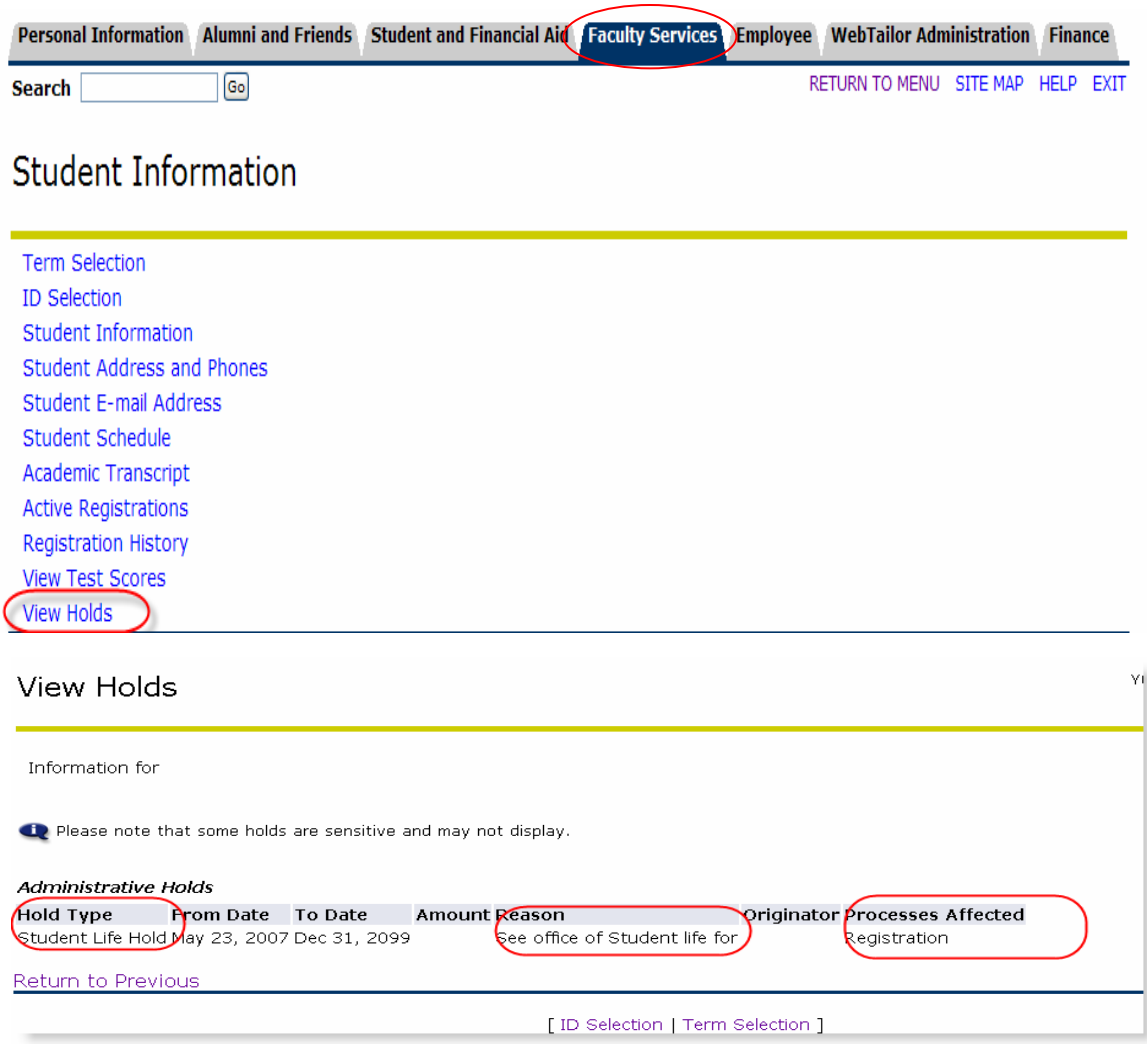


Test Description	Test Score	Date Taken
ACT English	25	Oct 01, 2006
ACT Math	23	Oct 01, 2006
ACT Reading	19	Oct 01, 2006
ACT Science Reasoning	21	Oct 01, 2006
ACT Composite	22	Oct 01, 2006
SAT Verbal (SAT CR)	510	May 01, 2006
SAT Mathematics (SAT M)	480	May 01, 2006
SAT Writing (SAT W)	500	May 01, 2006

View Holds

Displays any holds that have been applied to the student's record on a per-term basis.

1. Click View Holds



Advisement - Call Your Advisor
Financial Hold - 941-3133
Old Balance - 941-3143
Old Balance - 941-3143
Old Balance - 941-3143
Hld for Credentials 941-3182
Old Balance - 941-3143
Old Balance - 941-3143
Financial Hold - 941-3133
Graduation - 941-3182
Grad Admissions - 941-3091

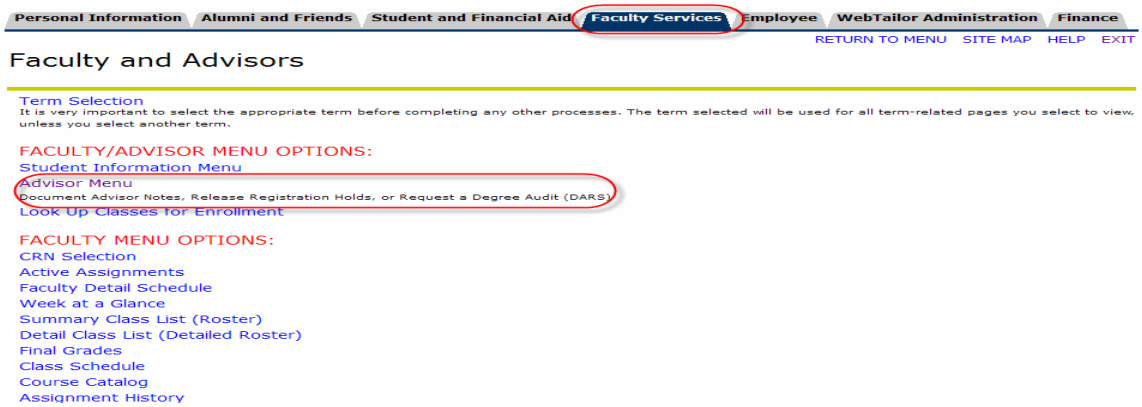
Library Fine - 941-3675
Financial Hold - 941-3133
Old Balance - 941-3143
Perkins Loan - 941-3135
Perkins Loan - 941-3135
Parking Fine- 941-7189
Partial Record - 941-3182
Registration Cnvt - 941-2267
Registrar's - 941-3178
Student Life - 941-4703
Stafford Ext Intrvw 941-3505

Undergrad Adm - 941-2000
Unverified Record - 941-3182
Old Balance - 941-3143
Convert Transcript Hold

Advisor Menu

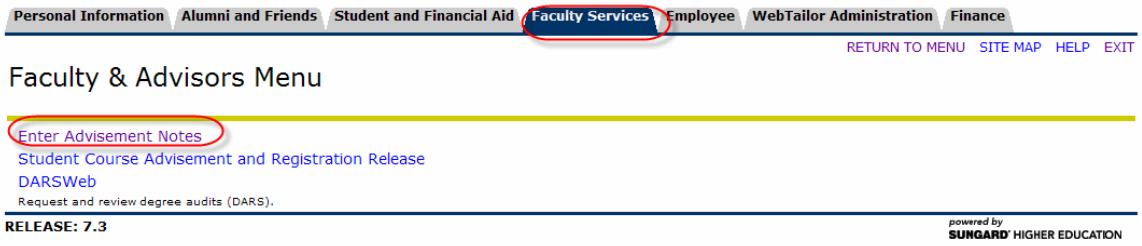
Faculty members and advisors can document course advisement, advisor notes and perform a DARS Degree Audit.

1. **Click Advisor Menu**

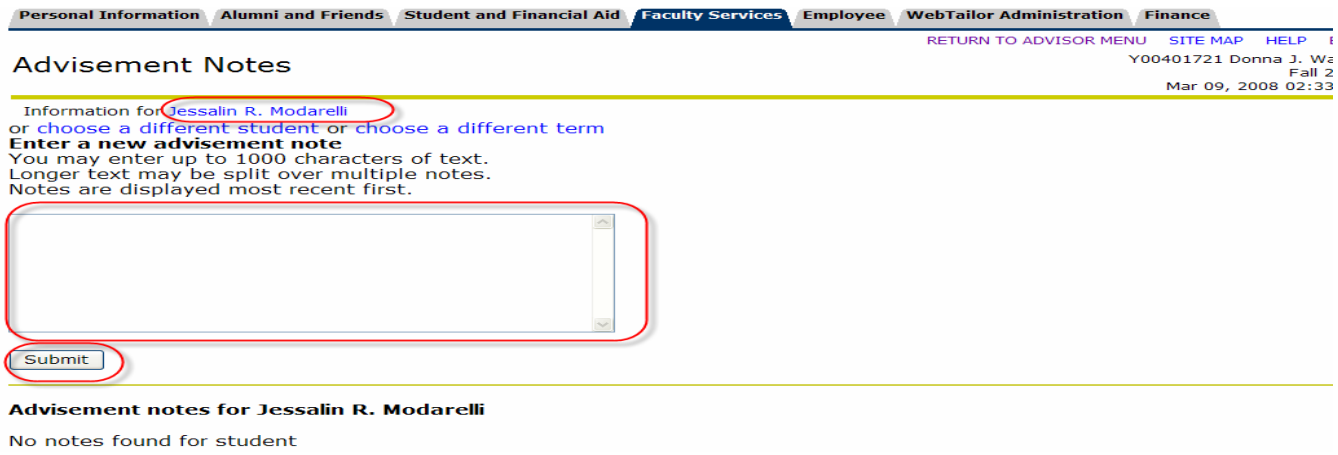


Enter Advisement Notes

Provides an area to document and display notes to student by term. The courses that you identify on the Advisement Notes or Student Course Advisement and Registration Release are for documentation purposes and will not force or prevent the student for registering for those courses.

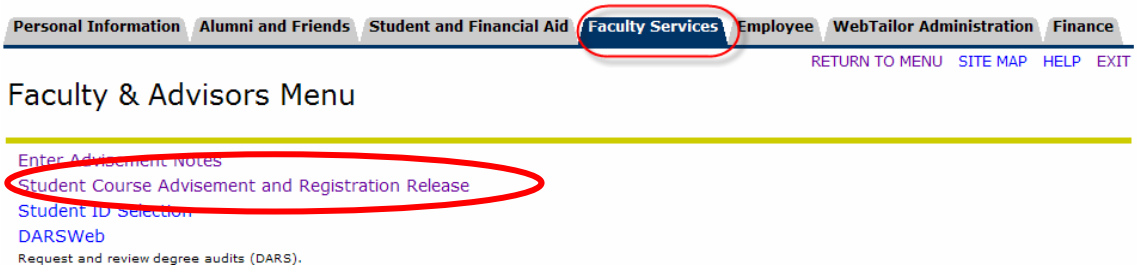


1. **Click Enter Advisement Notes**
   Choose the appropriate term and Student ID as identified above
2. **Verify** <appropriate> student
3. **Enter** <desired text> in notes area
4. **Click Submit**



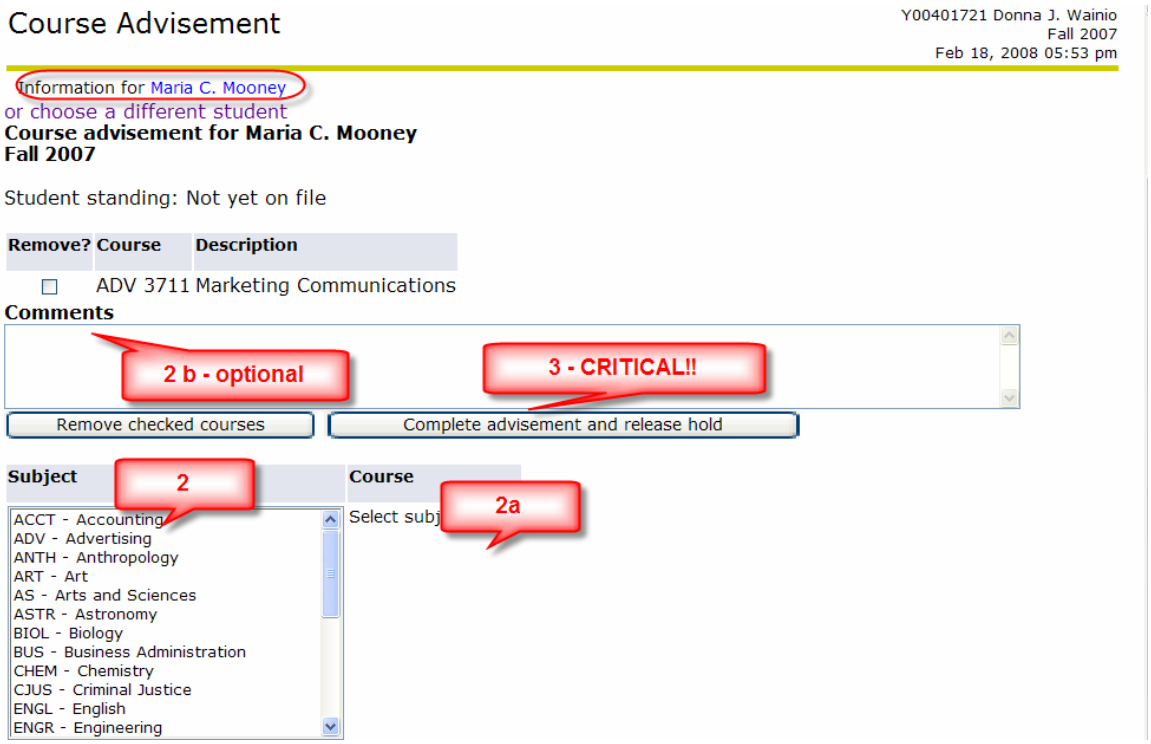
Enter Course Advisement and Registration Release

Provides an area to suggest course(s) and release the student to register by term.



1. Click Student Course Advisement and Registration Release

Choose the appropriate term and Student ID as identified above



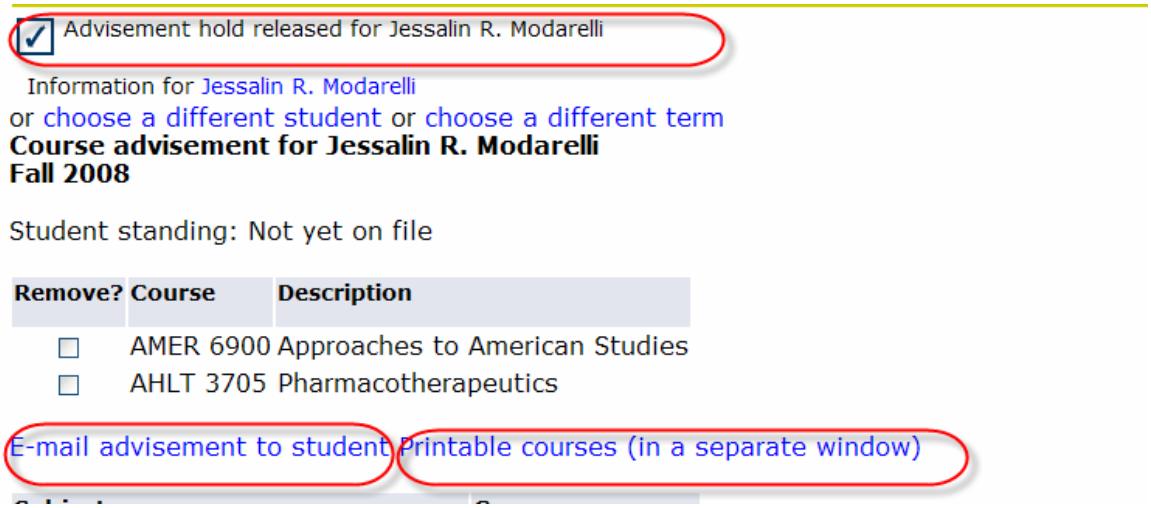
1a. **Verify** <appropriate> student
2. **Double-click** <desired Subjects>
2a. Double-click <desired Courses>

The selected courses appear at the top of the screen; if necessary to remove any previously selected courses, place a checkmark in the box under the remove column and click Remove checked courses.

2b. **Add** <additional text> in comments area if necessary
3. **Click Complete advisement and release hold**

If the hold is not released, the student will not be able to register!

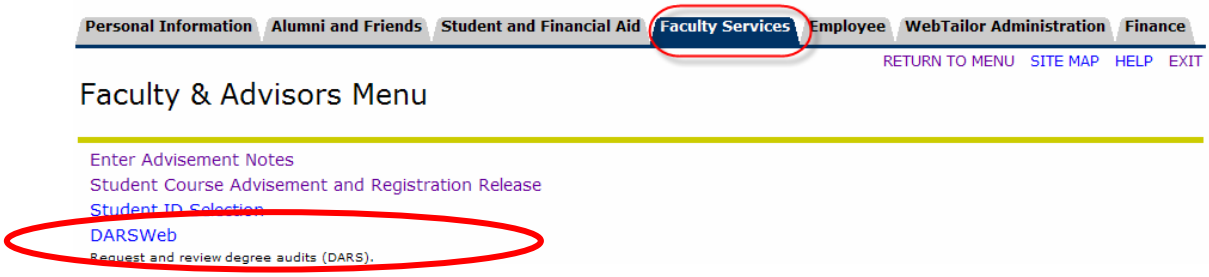
4. **Verify** the **Advisement Hold** has been released
5. **Email** or **Print** a copy for the student



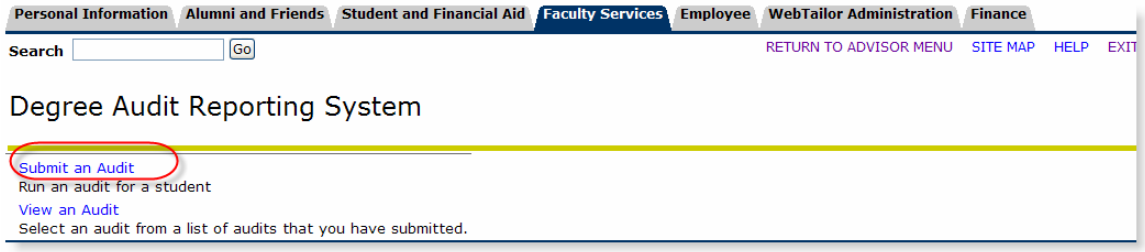
DARSWeb

Provides an opportunity to perform an online review of a degree audit.

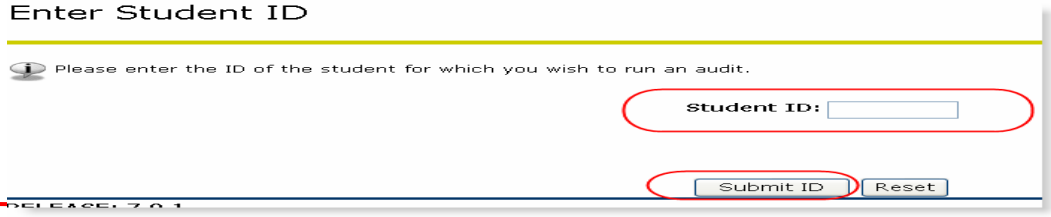
1. **Click DARSWeb**



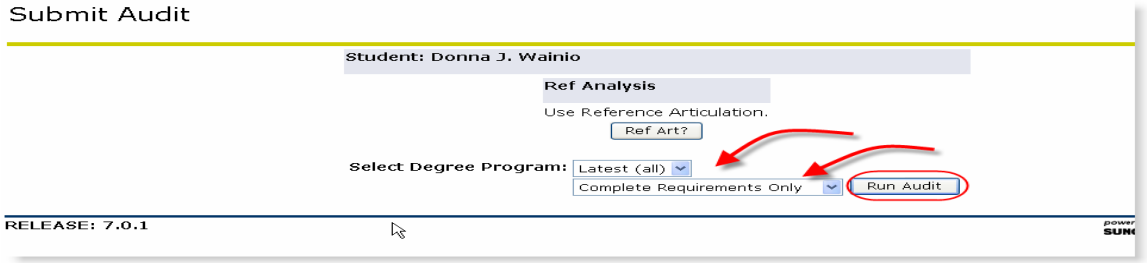
2. **Click Submit an Audit**



3. **Enter** <desired> **Student Banner ID**
4. **Click Submit ID**



5. **Select** <appropriate> **degree program**
6. **Select** <appropriate> **requirements**
7. **Click Run Audit**



8. **Click View Submitted Audits**

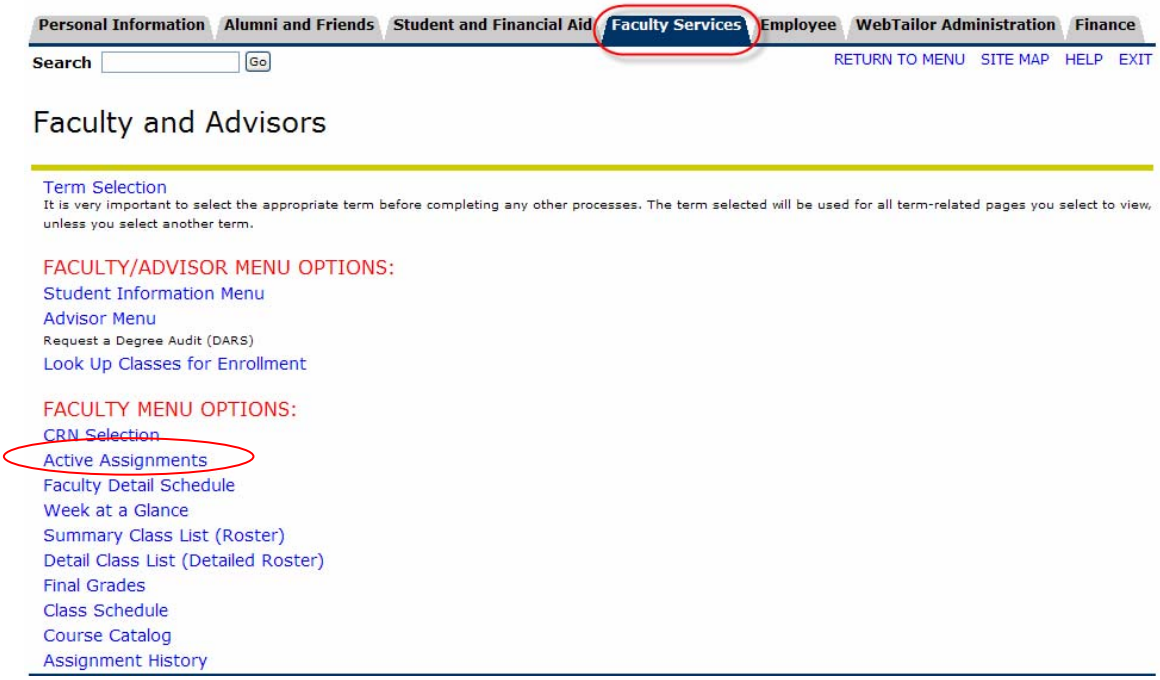
Faculty Services Options

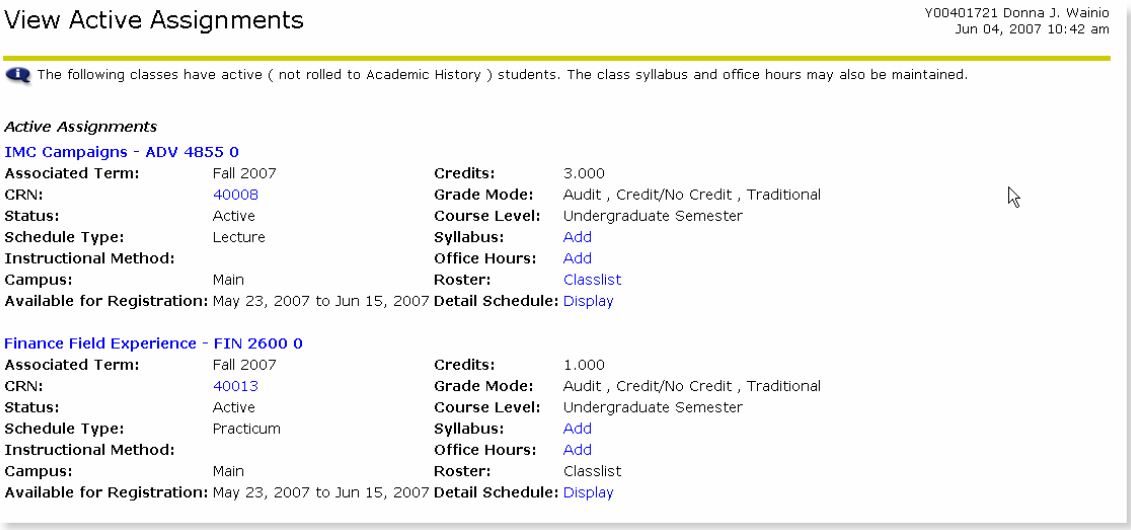
In addition to the information provided above, faculty members can view information regarding his/her teaching assignments.

Active Assignments

Displays the faculty member's current teaching assignments (i.e., not rolled to academic history); the results that appear are based on the term selected.

1. Click Active Assignments

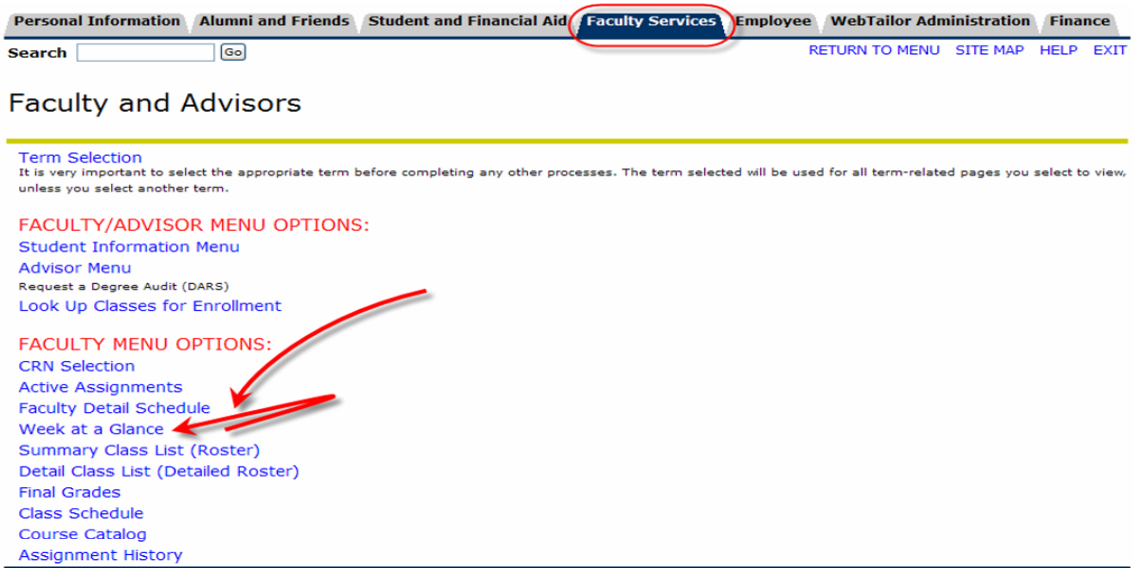


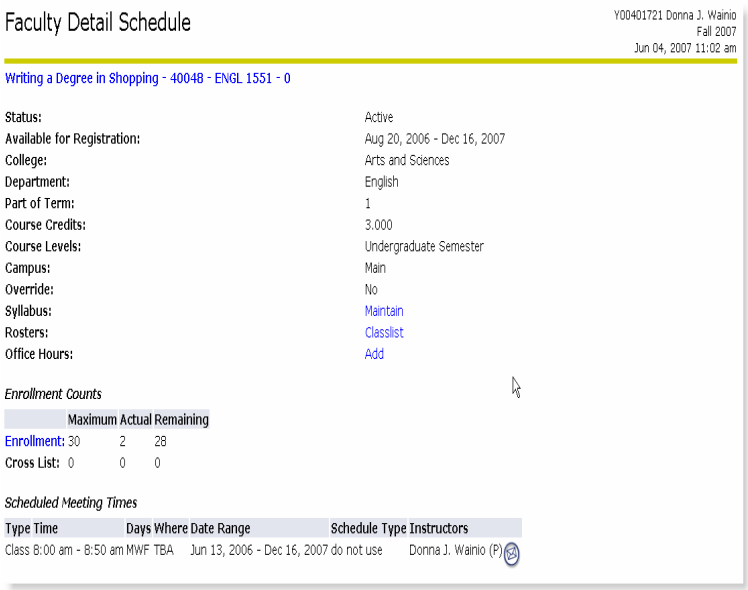


Faculty Schedules

Faculty members can choose various calendar options to display information about the classes assigned in a term.

1. Click Faculty Detail Schedule
or
1a. Click Week at a Glance

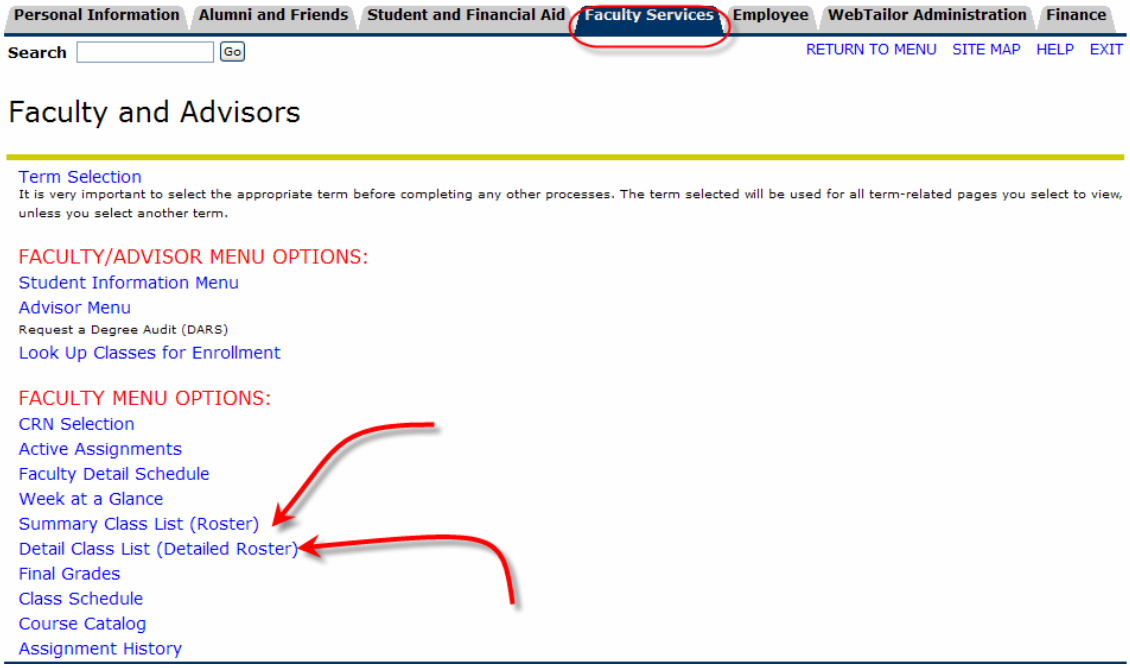


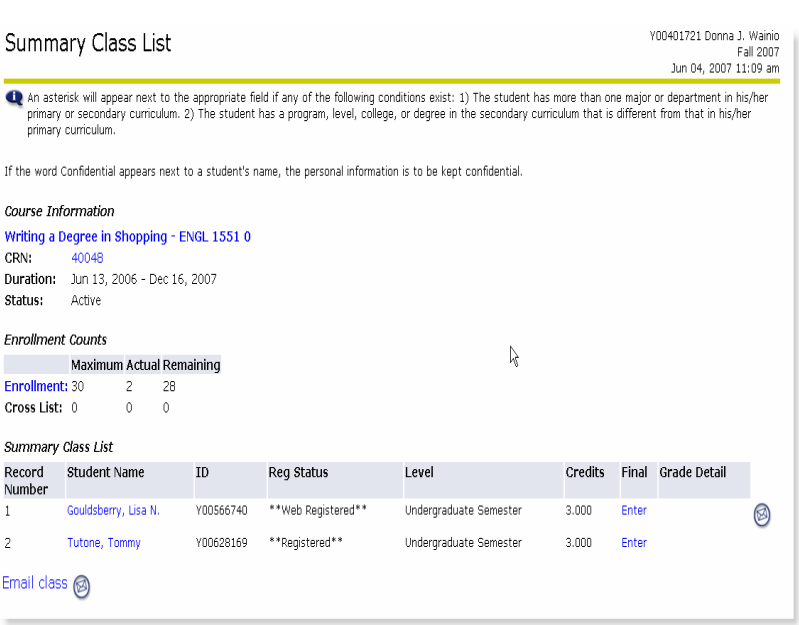


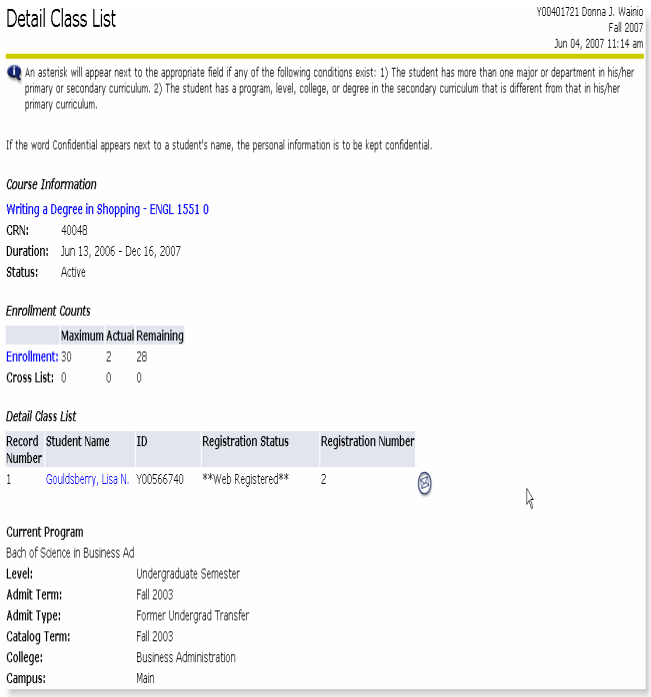
Faculty Class Lists

Faculty members can choose various options to display information about the students registered for the course. The Summary Class List page displays details such as name, ID, level, credit hours, and grades. The Detail Class List page displays all the details about the students, plus the student's program, college, department, degree, major, class, and registration status date.

1. Click Summary Class List (Roster)
or
1a. Click Detail Class List (Detailed Roster)



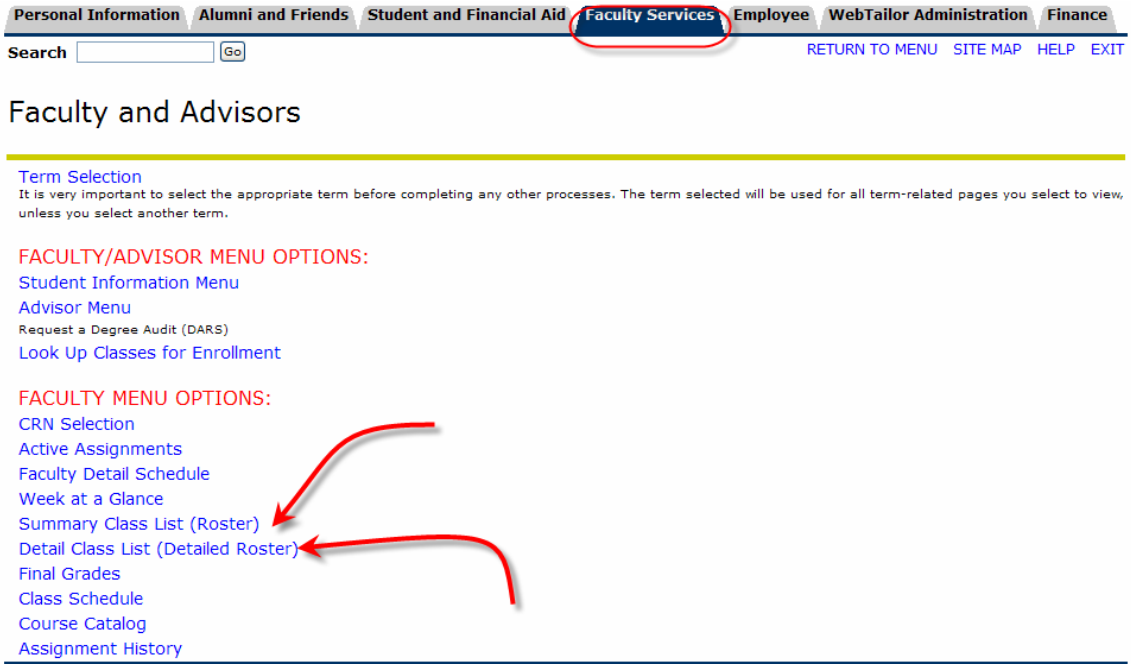




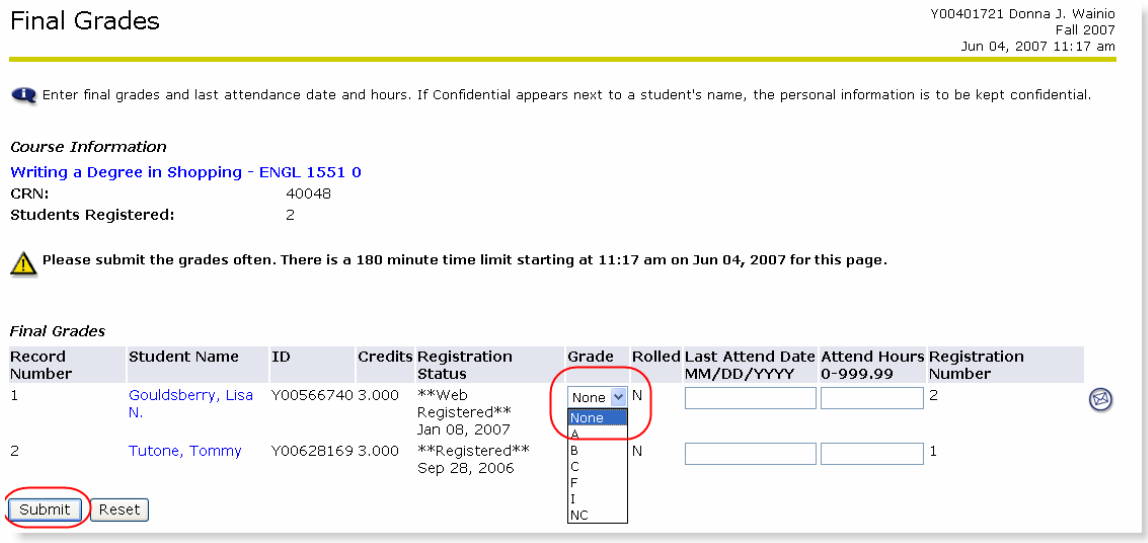
Final Grades

Faculty members can enter/change final grades until grades have been rolled to academic history.

1. Click Final Grades



2. **Choose** <appropriate> **Grade** from dropdown list for each student registered
3. **Click Submit**



Schedule/Catalog Search Options

Faculty members can choose search options to display information about the schedule of classes and the catalog. These options can be used rather than clicking on the link in the detail schedule.

1. Click Class Schedule

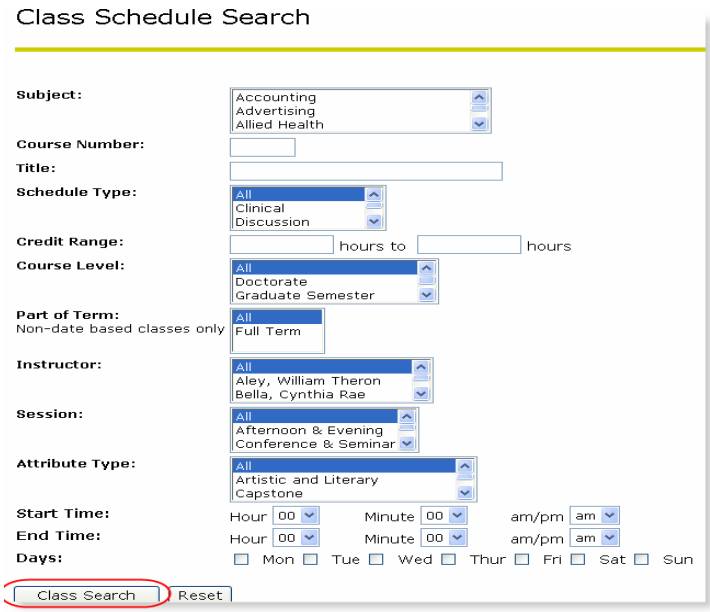
or

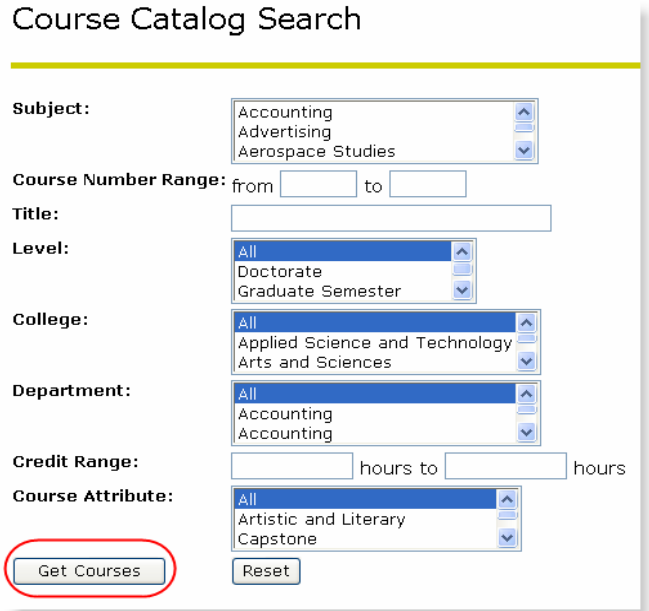
1a. Click Course Catalog

2. **Choose** <desired> **term**
3. **Choose** <desired> **criteria**
4. **Click Class Search**

or

5. **Get Courses**

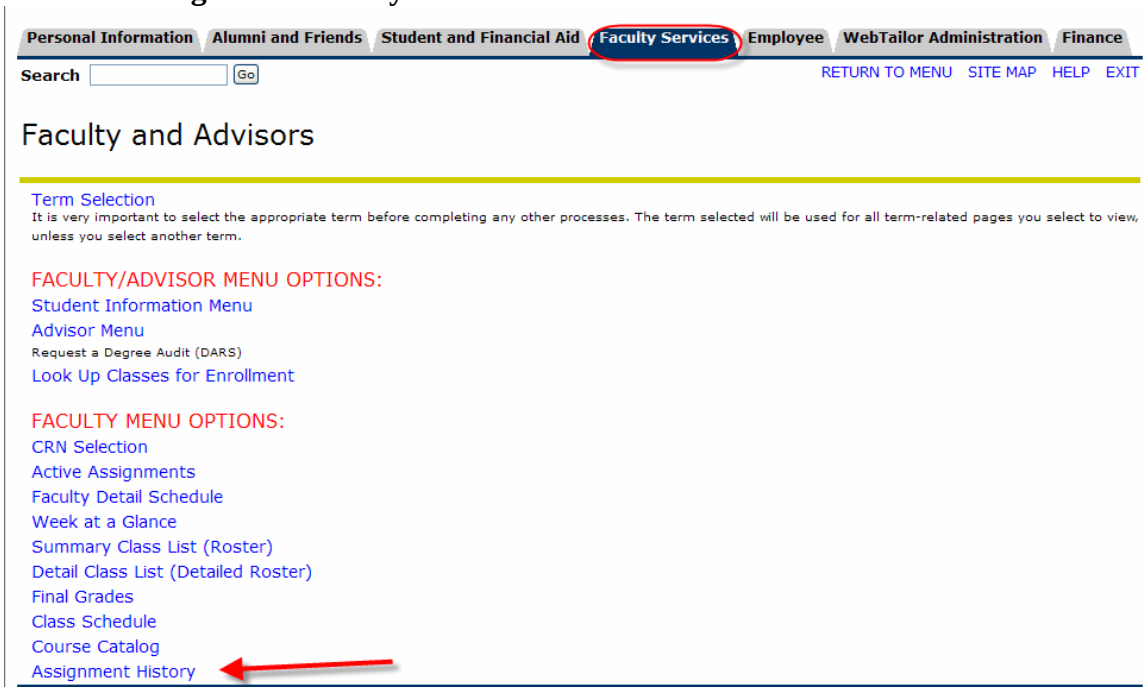


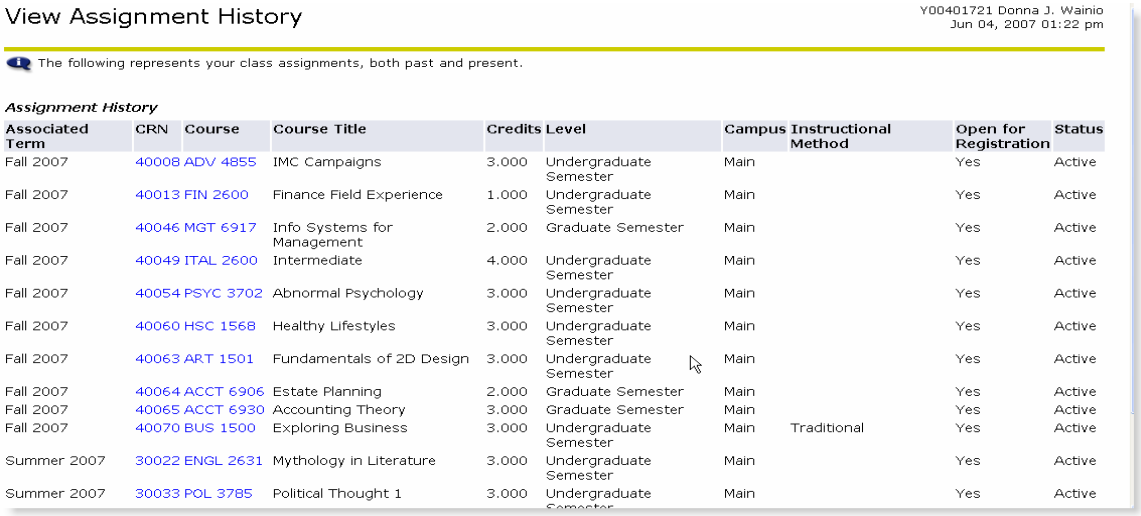


Assignment History

Faculty members can review past and present teaching assignments using the Assignment History feature.

1. Click Assignment History





View Assignment History

Y00401721 Donna J. Wainio
Jun 04, 2007 01:22 pm

The following represents your class assignments, both past and present.

Assignment History

Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
Fall 2007	40008	ADV 4855	IMC Campaigns	3.000	Undergraduate Semester	Main		Yes	Active
Fall 2007	40013	FIN 2600	Finance Field Experience	1.000	Undergraduate Semester	Main		Yes	Active
Fall 2007	40046	MGT 6917	Info Systems for Management	2.000	Graduate Semester	Main		Yes	Active
Fall 2007	40049	ITAL 2600	Intermediate	4.000	Undergraduate Semester	Main		Yes	Active
Fall 2007	40054	PSYC 3702	Abnormal Psychology	3.000	Undergraduate Semester	Main		Yes	Active
Fall 2007	40060	HSC 1568	Healthy Lifestyles	3.000	Undergraduate Semester	Main		Yes	Active
Fall 2007	40063	ART 1501	Fundamentals of 2D Design	3.000	Undergraduate Semester	Main		Yes	Active
Fall 2007	40064	ACCT 6906	Estate Planning	2.000	Graduate Semester	Main		Yes	Active
Fall 2007	40065	ACCT 6930	Accounting Theory	3.000	Graduate Semester	Main		Yes	Active
Fall 2007	40070	BUS 1500	Exploring Business	3.000	Undergraduate Semester	Main	Traditional	Yes	Active
Summer 2007	30022	ENGL 2631	Mythology in Literature	3.000	Undergraduate Semester	Main		Yes	Active
Summer 2007	30033	POL 3785	Political Thought 1	3.000	Undergraduate Semester	Main		Yes	Active

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