

Overview

This business process guide demonstrates how to navigate and use Faculty Self Service.

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Login to MySJSU

The MySJSU homepage displays.

1. Go to MySJSU (<http://my.sjsu.edu/>).
2. Click the **MySJSU Sign In** button.

MYSJSU
SAN JOSE STATE UNIVERSITY |

Search SJSU

MY SJSU

ShareThis

Quick Links

- Class Search/Browse Catalog
- My Password/Sign In Help
- System Downtime

MySJSU SIGN IN

Contact Us
MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

ABOUT MYSJSU NEWS, EVENTS & ANNOUNCEMENTS

The Login page displays.

3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

ORACLE[®]

PEOPLESOFT ENTERPRISE

SJSU ID: 00

Password: ●●●●●●●●

Sign In

View My Weekly Schedule

This section demonstrates how to view your weekly teaching schedule.

The Main Menu and Faculty Center displays.

- From **Main Menu**, click **View Weekly Teaching Schedule**.

Faculty Center

My Schedule

Spring 2012 | San Jose State University

[change term](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster

My Teaching Schedule > Spring 2012 > San Jose State University

	Class	Class Title	Enrolled	Days & Times
	ENGL 1A-01 (23128)	Composition I (Seminar)	25	MoWe 7:30AM - 8:45AM
	ENGL 1A-02 (23500)	Composition I (Seminar)	25	TuTh 7:30AM - 8:45AM
	ENGL 1A-03 (20418)	Composition I (Seminar)	25	MoWe 2:30PM - 3:45PM

[View Weekly Teaching Schedule](#)

The View My Weekly Schedule page displays.

- Select the week you want to view and click the **Refresh Calendar** button.

Faculty Center

View My Weekly Schedule

<< previous week

Week of 1/23/2012 - 1/29/2012

next week >>

Show Week of 02/20/2012

Start Time 8:00AM

End Time 6:00PM

[refresh calendar](#)

Time	Monday Jan 23	Tuesday Jan 24	Wednesday Jan 25	Thursday Jan 26	Friday Jan 27	Saturday Jan 28
8:00AM			ENGL 1A - 01 Seminar 7:30AM - 8:45AM Clark Building 316	ENGL 1A - 02 Seminar 7:30AM - 8:45AM Boccardo Business Center 123		
9:00AM						
10:00AM						
11:00AM						
12:00PM						
1:00PM						
2:00PM			ENGL 1A - 03 Seminar 2:30PM - 3:45PM Dudley Moorhead Hall 354			
3:00PM						

The View My Weekly Schedule displays with dates selected.

Faculty Center

View My Weekly Schedule

<< previous week Week of 2/20/2012 - 2/26/2012 next week >>

Show Week of 02/20/2012 Start Time 8:00AM End Time 5:00PM [refresh calendar](#)

Time	Monday Feb 20	Tuesday Feb 21	Wednesday Feb 22	Thursday Feb 23
8:00AM	ENGL 1A - 01 Seminar 7:30AM - 8:45AM Clark Building 316	ENGL 1A - 02 Seminar 7:30AM - 8:45AM Boccardo Business Center 123	ENGL 1A - 01 Seminar 7:30AM - 8:45AM Clark Building 316	ENGL 1A - 02 Seminar 7:30AM - 8:45AM Boccardo Business Center 123
9:00AM				
10:00AM				
11:00AM				
12:00PM				
1:00PM				
2:00PM	ENGL 1A - 03 Seminar 2:30PM - 3:45PM Dudley Moorhead Hall 354		ENGL 1A - 03 Seminar 2:30PM - 3:45PM Dudley Moorhead Hall 354	
3:00PM				

The Display Options section displays.

- To adjust your weekly schedule, check (or uncheck) the boxes next to various display options, and then click the **Refresh Calendar** button.

Display Options

Show AM/PM
 Monday
 Thursday
 Show Class Title
 Tuesday
 Friday
 Sunday
 Show Instructor Role
 Wednesday
 Saturday

[refresh calendar](#)

The updated weekly schedule displays.

- View the weekly class schedule information for the week selected.

Time	Monday Feb 20	Tuesday Feb 21	Wednesday Feb 22	Thursday Feb 23
8:00AM	ENGL 1A - 01 Composition I Seminar / Primary Instructor 7:30AM - 8:45AM Clark Building 316	ENGL 1A - 02 Composition I Seminar / Primary Instructor 7:30AM - 8:45AM Boccardo Business Center 123	ENGL 1A - 01 Composition I Seminar / Primary Instructor 7:30AM - 8:45AM Clark Building 316	ENGL 1A - 02 Composition I Seminar / Primary Instructor 7:30AM - 8:45AM Boccardo Business Center 123
9:00AM				
10:00AM				
11:00AM				
12:00PM				
1:00PM				
2:00PM	ENGL 1A - 03 Composition I Seminar / Primary Instructor 2:30PM - 3:45PM Dudley Moorhead Hall 354		ENGL 1A - 03 Composition I Seminar / Primary Instructor 2:30PM - 3:45PM Dudley Moorhead Hall 354	
3:00PM				

Field Description List: Display Options Section (above)

Field Name	Description
Subject	Displays the subject area of the class.
Catalog	Displays the catalog number assigned to the course.
Section	Displays the section number of the course.
Component	Displays the type of course offering (for example, lecture, lab, seminar or activity).
Start Time	Displays the time class begins.
End Time	Displays the time class ends.
Building	Displays the building where the class is taught.
Room	Displays the room number where class is held.

Class Rosters and Permission Numbers

This section demonstrates how to view your class rosters and permission numbers.

The Main Menu and the Faculty Center page displays.

Note: If the Faculty Center does not display, click the Faculty Center link in the Main Menu.

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs: Faculty Info & Tasks, Student Info & Tasks, My Messages, and Employee Info & Tasks. Below these is a 'Personalize Content | Layout' link. On the left is a 'Menu' sidebar with a search box and a list of links including CSU SA Baseline, Alert-SJSU, Campus Info, Self Service, SJSU Campus Solutions, Campus Community, Set Up SACR, Reporting Tools, Advisor Center, Student Center, Faculty Center, Class Search/Browse Catalog, To Do List, Holds, Other Indicators, View Message Recipients, My Messages, AS Elections, Send Messages, and My Personalizations. The main content area is titled 'Faculty Center' and shows 'Fiona Faculty' with buttons for 'Faculty Center', 'Advisor Center', 'my schedule', and 'class roster'. Below this is a 'Faculty Center' section and a 'My Schedule' section for 'Spring 2012 | San Jose State University' with a 'change term' button. There is also a 'Select display option' section with radio buttons for 'Show All Classes' and 'Show En'. At the bottom, there is a table titled 'My Teaching Schedule > Spring 2012 > San Jose State Uni' with columns for Class, Class Title, Enrolled, and Days & Ti.

Class	Class Title	Enrolled	Days & Ti
ENGL 1A-01 (23128)	Composition I (Seminar)	25	MoWe 7:00-8:00
ENGL 1A-02 (23500)	Composition I (Seminar)	25	MoWe 7:00-8:00

1. If the term is correct, proceed to step 5.
2. If term is incorrect, click the **Change Term** button.

My Schedule

Spring 2012 | San Jose State University

change term

The Select Term page displays.

3. Select the radio button for the correct **Term**.
4. Click the **Continue** button.

Select Term

The screenshot shows the 'Select Term' page. At the top, there is a 'CONTINUE' button. Below it is a table with the heading 'Select a term then click Continue.' The table has columns for Term and Institution. The 'Fall 2011' row is selected with a radio button.

Term	Institution
<input type="radio"/> Spring 2012	San Jose State University
<input checked="" type="radio"/> Fall 2011	San Jose State University
<input type="radio"/> Summer 2011	San Jose State University

The classes display for the term selected.

- Click the **Class Roster** icon for the selected class.

Faculty Center


My Schedule

Spring 2012 | San Jose State University [change term](#)

Select display option: Show All Classes Show Enr

Icon Legend:  Class Ros

My Teaching Schedule > Spring 2012 > San Jose State Unive

	Class	Class Title	Enrolled	Days & Tim
	ENGL 1A-01 (23128)	Composition I (Seminar)	25	MoWe 7:30
	ENGL 1A-02 (23500)	Composition I (Seminar)	25	MoWe 7:30

The Class Roster page displays.

Note: To view students who have dropped the class or who are on the wait list for the section, select Dropped or Waiting from the dropdown menu.

Class Roster

Spring 2012 | Regular Academic Session | San Jose State University | Undergraduate

▼ [ENGL 1A - 01 \(23128\)](#) [change class](#)

Composition I (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 7:30AM-8:45AM	Clark Building 316	Fiona Faculty	01/25/21 05/15/21

Enrollment Status: (dropdown menu open showing: Enrolled, All, Dropped, Enrolled, Waiting)

Enrollment Capacity:

Enrolled Students

ID	Name	Grade Basis	Units	Program - Plan - Subplan
1 00	Student Name	Graded	3.00	UGD - Undergraduate Degree - Undeclared
2 00	Student Name	Graded	3.00	UGRM - Undergraduate Remedial - Pre-Nursing
3 00	Student Name	Graded	3.00	UGRM - Undergraduate Remedial - Undeclared
4 00	Student Name	Graded	3.00	UGD - Undergraduate Degree - Undeclared

- To download the class roster, click the **Download** icon.

*Enrollment Status Enrolled ▼ [Class Permissions](#)

Enrollment Capacity 25 Enrolled 25

Enrolled Students Find | View All |  | First

ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
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The Class Roster Download page displays.

- View information about the students enrolled in the course and the class permission numbers.

	A	B	C	D	E
1	ID	Name	Grade Basis	Units	Program - Plan - Subplan
2	00	Student Name	Graded	3	UGD - Undergraduate Degree - Undeclared
3	00	Student Name	Graded	3	UGRM - Undergraduate Remedial - Pre-Nursing
4	00	Student Name	Graded	3	UGRM - Undergraduate Remedial - Undeclared
5	00	Student Name	Graded	3	UGD - Undergraduate Degree - Undeclared

Field Description List: Class Roster Download Page (above)

Field Name	Description
ID	Displays the student's SJSU ID (found on the back of Tower Card).
Name	Displays the student's last and first name.
Grading Basis	Displays the grading basis assigned to the course.
Units	Displays the units the student will receive for completion of the course.
Program	Displays the academic program for the student. The student's program indicates whether the student is matriculated, if the degree program is state or self-supported or if they are taking classes on- or off-campus.
Plan-Subplan	Displays the student's academic major.
Academic Level	Displays the student's grade level. Note: Level of 50 or EX are Post Baccalaureate (2nd Bacc). Level of GR or EX are graduate/credential.

Class Permission Numbers

The Class Roster displays.

1. Click **Class Permissions**.

Spring 2012 | Regular Academic Session | San Jose State University | Undergraduate

▼ ENGL 1A - 01 (23128) change class			
Composition I (Seminar)			
Days and Times	Room	Instructor	Dates
MoWe 7:30AM-8:45AM	Clark Building 316	Fiona Faculty	01/25/2012 - 05/15/2012

*Enrollment Status Enrolled ▼

[Class Permissions](#)

Enrollment Capacity 25 Enrolled 25

The Class Permission Numbers page displays.

2. Scroll to the bottom of the page to view the **Class Permission Numbers**.

Class Permission Numbers

ENGL 1A - 01 (23128) Composition I (Seminar)

Spring 2012 | Regular Academic Session | San Jose State University | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 7:30AM-8:45AM	Clark Building 316	Fiona Faculty	01/25/2012 - 05/15/2012

Permission Numbers only generate for "Enrollment" sections. Non-enrollment sections (aka related classes) do not produce permission numbers.

If the class is an Enrollment section and a permission list does not appear below, permission numbers have not been generated for this class. Permission numbers generate 24 hours after the class is initially created.

Note: If a permission number indicates "Used", the student should appear in the "Enrolled" list above unless the student has dropped the course.

Class Permission Numbers								Customize	Find	First	1-40 of 40	Last
Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name					
1	592200	Not Used	A	02/13/2012								
2	135345	Not Used	A	02/13/2012								
3	420000	Not Used	A	02/13/2012								
4	646650	Not Used	A	02/13/2012								

Field Description List: Class Permission Numbers Page (above)

Field Name	Description
Seq #	Displays a system-generated sequence number for each class permission number based on the order it was created.
Number	Displays a five or six digit random, system-generated permission number.
Status	Displays one of two statuses, Used or Unused.
Perm Type	Displays value of A, indicating that the student can add the course. Once a permission number is used, it will display the SJSU ID of the student who used it.
Expire Date	Displays the date the permission number will expire (defaults from the Default Date above).
Use Date	Displays the date the permission number was used.
ID	Displays the SJSU ID of the student who used the permission number
Name	Displays the name of the student who used the permission number.

Grade Roster

This section demonstrates how to post class grades. The Faculty Center page is available for input on the first day of finals for each term (subject to change).

The Faculty Center page displays.

1. If you see your term listed, you can proceed to step 5.

Faculty Center

Fiona Faculty

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

Spring 2012 | San Jose State University [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only [view textbooks](#)

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Spring 2012 > San Jose State University						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 1A-01 (23128)	Composition I (Seminar)	25	MoWe 7:30AM - 8:45AM	Clark Building 316	Jan 25, 2012- May 15, 2012
	ENGL 1A-02 (23500)	Composition I (Seminar)	25	MoWe 7:30AM - 8:45AM	Boccardo Business Center 123	Jan 25, 2012- May 15, 2012

2. If term is incorrect click the **Change Term** button.

My Schedule

Spring 2012 | San Jose State University

[change term](#)

The Select Term page displays.

3. Select the radio button for the correct **Term**.
4. Click the **Continue** button.

Select Term

Select a term then click Continue.

Term	Institution
<input type="radio"/> Spring 2012	San Jose State University
<input checked="" type="radio"/> Fall 2011	San Jose State University
<input type="radio"/> Summer 2011	San Jose State University

[CONTINUE](#)

The courses for the selected term display.

- To select the class, click the **Grade Roster** icon.

Faculty Center

My Schedule

Fall 2011 | San Jose State University

[change term](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster

My Teaching Schedule > Fall 2011 > San Jose State University

	Class	Class Title	Enrolled	Days & Times
	ENGL 1B-01 (40456)	Composition 2 (Seminar)	25	MoWe 7:30AM - 8:45AM

The Grade Roster page displays.

- Enter student grades on this page.

Grade Roster

Fall 2011 | Regular Academic Session | San Jose State University | Undergraduate

[ENGL 1B - 01 \(40456\)](#)

[change class](#)

Composition 2 (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 7:30AM-8:45AM	Boccardo Business Center 123	Fiona Faculty	08/24/2011 - 12/08/2011

Display Options:

*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action:

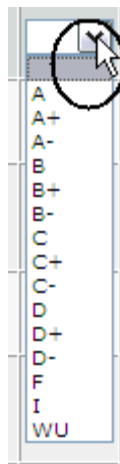
*Approval Status

[save](#)

[See Faculty Grade Entry Guide](#)

Student Grade	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Grading Basis
<input type="checkbox"/>	1 00	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Industrial Design	Freshman	Graded
<input type="checkbox"/>	2 00	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Business Admin/Human Resource	Sophomore	Graded
<input type="checkbox"/>	3 00	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Art/Studio Practice	Senior	Graded

- Click the dropdown arrow to view valid grades for the course.



The Grade Roster page displays.

- View valid grades for the course from the dropdown menu.
- Scroll down to select grade.

Note: You can also type in a letter repeatedly to select the grade.

		Student Grade			
	ID	Name	Roster Grade	Official Grade	
<input type="checkbox"/>	1 00	Student Name	A- ▼		
<input type="checkbox"/>	2 00	Student Name	B ▼		
<input type="checkbox"/>	3 00	Student Name	▼		
<input type="checkbox"/>	4 00	Student Name	A A+ A- B B+ B- C C+ C- D D+ D- F I WU		
<input type="checkbox"/>	5 00	Student Name	E		
<input type="checkbox"/>	6 00	Student Name	C+ C- D D+ D- F I WU		
<input type="checkbox"/>	7 00	Student Name			

10. To give all students the same grade, click **Select All**.

<input type="checkbox"/>	23	00	Student Name	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	24	00	Student Name	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	25	00	Student Name	<input type="text"/>	<input type="text"/>

View All | | [Download](#) | Rows 1 - 25 of 25

[Select All](#) [Clear All](#)

<- add this grade to selected students

The Grade Roster page displays with all rows selected.

11. Select grade and click the **add this grade to selected students** button.

<input checked="" type="checkbox"/>	24	00	Student Name	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	25	00	Student Name	<input type="text"/>	<input type="text"/>

View All | | [Download](#) | Rows 1 - 25 of 25

[Select All](#) [Clear All](#)

<- add this grade to selected students

The Grade Roster page displays.

All students have been assigned the grade selected.

<input checked="" type="checkbox"/>	24	00	Student Name	B	<input type="text"/>
<input checked="" type="checkbox"/>	25	00	Student Name	B	<input type="text"/>

12. To assign a grade to specific students, check the select row box.

<input type="checkbox"/>	19	00	Student Name	<input type="text" value=""/>
<input checked="" type="checkbox"/>	20	00	Student Name	<input type="text" value=""/>
<input type="checkbox"/>	21	00	Student Name	<input type="text" value=""/>
<input type="checkbox"/>	22	00	Student Name	<input type="text" value=""/>
<input checked="" type="checkbox"/>	23	00	Student Name	<input type="text" value=""/>
<input type="checkbox"/>	24	00	Student Name	<input type="text" value=""/>
<input checked="" type="checkbox"/>	25	00	Student Name	<input type="text" value=""/>

View All | | [Download](#) | Rows 1 - 25 of 25

13. Select grade and click the **add this grade to selected students** button.

<input checked="" type="checkbox"/>	25	00	Student Name	<input type="text" value=""/>
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View All | | [Download](#) | Rows 1 - 25 of 25

[Select All](#) [Clear All](#)

<- add this grade to selected students

The Grade Roster page displays.

All students selected have been assigned the selected grade.

<input checked="" type="checkbox"/>	20	00	Student Name	B	▼
<input type="checkbox"/>	21	00	Student Name		▼
<input type="checkbox"/>	22	00	Student Name		▼
<input checked="" type="checkbox"/>	23	00	Student Name	B	▼
<input type="checkbox"/>	24	00	Student Name		▼
<input checked="" type="checkbox"/>	25	00	Student Name	B	▼

14. To assign a different grade to other students click **Clear All**.

<input checked="" type="checkbox"/>	25	00	Student Name	B	▼
-------------------------------------	----	----	--------------	---	---

View All | | Download | Rows 1 - 25 of 25

[Select All](#) | [Clear All](#)

▼ add this grade to selected students

15. Click the **Save** button.

Note: Remember to save your work.



16. If all grades are entered, select **Approved** from the Approval Status dropdown menu.

*Note: If you have not yet entered all grades, leave the Approval Status as **Not Reviewed**.*

17. When the Approval Status displays **Approved**, click the **Save** button.

A message displays when the roster is approved and saved.

18. Click **OK**.

The Grade Roster page displays.

Note: The grade boxes disappear.

ENGL 1B - 01 (40456) [change class](#)

Composition 2 (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 7:30AM-8:45AM	Boccardo Business Center 123	Fiona Faculty	08/24/2011 - 12/08/2011

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved [save](#)

[See Faculty Grade Entry Guide](#)

Display Options:

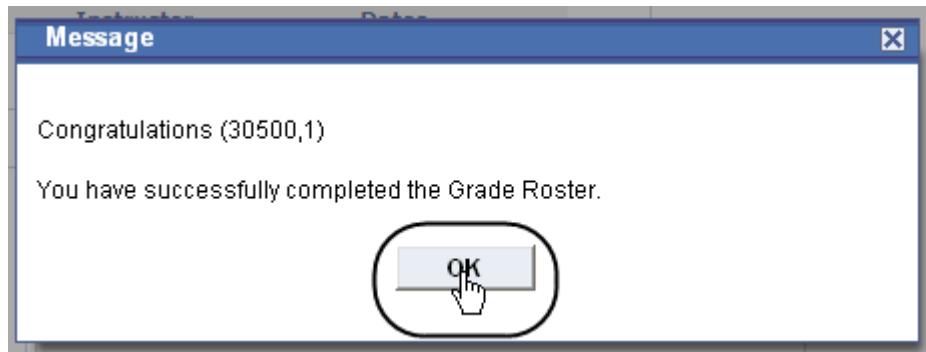
*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved [save](#)

[See Faculty Grade Entry Guide](#)



Student Grade						
	ID	Name	Roster Grade	Official Grade	Incomplete Contract	
<input type="checkbox"/>	1 00	Student Name	B			
<input type="checkbox"/>	2 00	Student Name	I			Update
<input type="checkbox"/>	3 00	Student Name	B			

Change Grades

Posted Status displays.

Note: If the Status displays as **Posted**, and you need to change a grade, you must do so with the Student Grade Update form and submit it to the Registrar's Office.

The Grade Roster page displays.

1. Select **Not Reviewed** from the **Approval Status** dropdown menu.

The grade boxes display.

2. Select the student and enter the new grade.
3. Once all grade changes have been entered, click the **Save** button.

The Grade Roster page displays.

4. If all grades are entered, use the **Approval Status** dropdown menu to select **Approved**.

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Grading Basis	Status
1 00	Student Name	C	C	UGD - Undergraduate Degree - Undeclared	Freshman	Graded	Posted
2 00	Student Name	A-	A-	UGD - Undergraduate Degree - Computer Science	Freshman	Graded	Posted

Display Options:
*Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

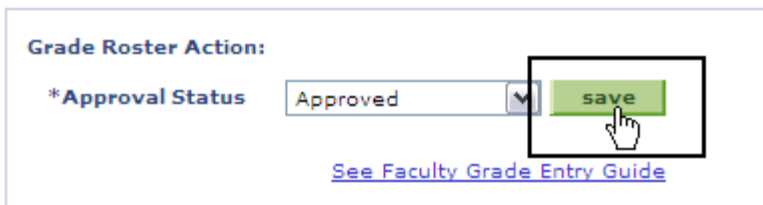
Grade Roster Action:
*Approval Status: Not Reviewed [save]
[See Faculty Grade Entry Guide](#)

ID	Name	Roster Grade	Official Grade	Incomplete Contract
1 00	Student Name	B		
2 00	Student Name	I		Update
3 00	Student Name	A		

Display Options:
*Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: Approved [save]
[See Faculty Grade Entry Guide](#)

5. Once Approval Status displays Approved, click the **Save** button.



Field Description List: Grade Roster Page (above)

Field Name	Description
Course	Displays subject area of the course and the catalog number.
Institution	Displays the institution (San José State University).
Description	Displays the course title.
Term	Displays the term the class was taught.
Class Number	Displays the system-generated number used for registration.
Session	Indicates which session course is offered (for example, Regular or Special).
Section Number	Displays the section number of the course.
Career	Indicates the career attached to the course.
Component	Displays the type of course offering lecture or lab.
Day	Displays the day(s) of the week the course was held.
Instructor	Displays the name of the instructor assigned to teach the class.
Time	Displays the time the class was held.
Location	Displays where the class was taught.
Roster Type	Displays the type of roster (for example, final grade or mid-term grade).
Display Ungraded Students Only	Component. Check this box On if you want the grade roster to display only ungraded students.

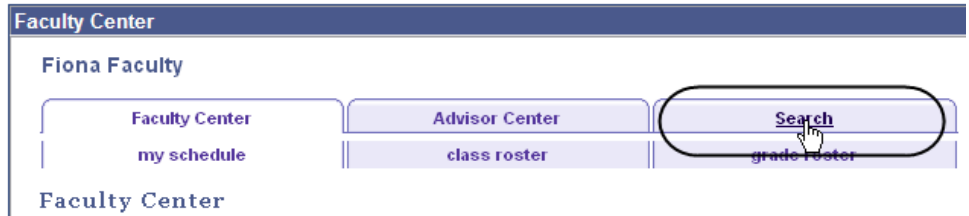
Field Name	Description
Approval Status	Displays the status of the grades entered: <ul style="list-style-type: none"> • Approved for grades ready to be posted • Not Reviewed for incomplete grade rosters
Add this grade to selected students	If used, will assign the same grade to all selected students on the roster.
ID	Displays the student's SJSU identification number.
Name	Displays the student's name.
Grade	Displays the grade that will post to the student's record.
Program and Plan	Displays the student's academic program and major.
Level	Displays the student's academic level.
Status	Displays the status of the grade roster (Pending until the Grade Roster Posting Process is run by the Register's Office).

View the Course Catalog

This section demonstrates how to view the online course catalog.

The Main Menu displays.

1. Click the **Search** tab.



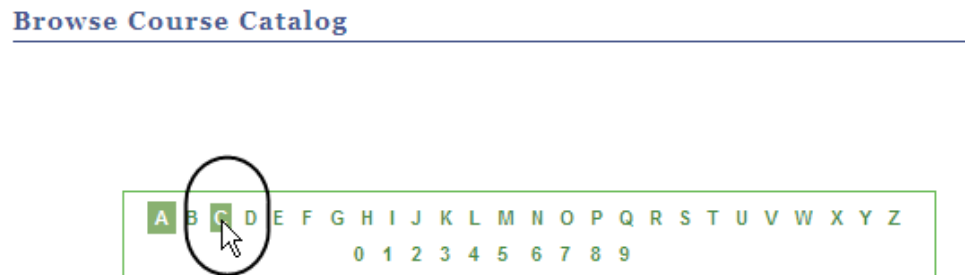
The Faculty Center page displays.

2. Click the **Browse course catalog** tab.



The Browse Catalog page displays.

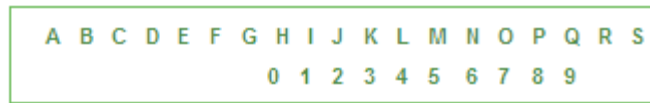
3. Click the letter of the subject you wish to view.



The subject search results display.

4. Click the subject you wish to view.

Browse Course Catalog



Select subject code to display or hide course information.

- ▶ CA - Creative Arts
- ▶ CD - Child & Adolescent Dvlpmnt
- ▶ CE - Civil & Environment Engr
- ▶ **CHAD - Child & Adolescent Dvlpmnt**

The Courses display.

5. Click the course title you wish to view.

Select subject code to display or hide course information.

- ▶ CA - Creative Arts
- ▶ CD - Child & Adolescent Dvlpmnt
- ▶ CE - Civil & Environment Engr
- ▼ **CHAD - Child & Adolescent Dvlpmnt**

Course Nbr	Course Title	Typically Offered
60	Child Development	Spring and Fall Terms
67	Development of Human Potential	Spring and Fall Terms

The Course Detail page displays.

- To view the schedule of classes for the course, click the View Class Sections hyperlink.

Browse Course Catalog

Course Detail

[Return to Browse Course Catalog](#)

CHAD 60 - Child Development

Course Detail

Career	Undergraduate	view class sections
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	
Campus	San Jose State University Main	
Academic Group	Undergraduate	
Academic Organization	Child & Adolescent Development	

Enrollment Information

Typically Offered	Spring and Fall Terms
Course Attribute	Service Learning Course Area E: Human Understanding & Development

Description

The child in the family and community from prenatal life throughout the adolescent years. Observation required.

The Course Schedule Results page displays.

- Select Term.
- Click **Show Sections**.

Course Schedule

Terms Offered Spring 2011 [show sections](#)

Fall 2011
Spring 2011
Spring 2012

Open
 Closed
 Wait List

CHAD 60 sections for Spring 2011

Section	Session	Status
01-LEC (21338)	1	●
Days	Start	End
MoWe	12:00PM	1:15PM
Room	Instructor	
Sweeney Hall 100		
Dates		
01/26/2011 - 05/17/2011		

Section	Session	Status
03-LEC (21952)	1	●
Days	Start	End
MoWe	12:00PM	1:15PM
Room	Instructor	
Sweeney Hall 313		
Dates		
01/26/2011 - 05/17/2011		

The Course Schedule for term selected displays.

View courses offered for term.

Course Schedule

Terms Offered

Open Closed Wait List

CHAD 60 sections for Spring 2012

Section	Session	Status
01-LEC (21122)	1	
Days	Start	End
MoWe	12:00PM	1:15PM
Room	Instructor	
Sweeney Hall 100		
Dates		
01/25/2012 - 05/15/2012		

Section	Session	Status
02-LEC (26767)	1	
Days	Start	End
TuTh	12:00PM	1:15PM
Room	Instructor	
Sweeney Hall 211		
Dates		
01/25/2012 - 05/15/2012		

Field Description List: Class Search Results Page (above)

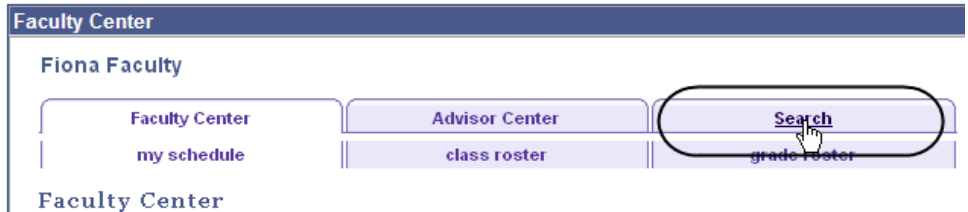
Field Name	Description
Subject	Displays the subject of the course.
Catalog Number	Displays the catalog number assigned to the course.
Course Title	Displays the title of the course.
Units	Displays the unit value assigned to the course.
Grading Basis	Displays the grading basis for the course.
Course Components	Displays the required course offerings (for example, lecture, lab, seminar or activity).
Long Description	Displays a description of the course content as well as miscellaneous lab notes, pre or co-requisites and general notes.

View the Schedule of Classes

This section demonstrates how to view the online schedule of classes.

The Main Menu and Faculty Center displays.

1. Click the **Search** tab.



The Search for classes page displays.

2. Select the **Term** from the dropdown menu.

Search for Classes

Enter Search Criteria

Institution: San Jose State University
Term: Winter Session 2011
Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria
Course Subject:

The Enter Search Criteria page displays.

3. Enter the **Subject, Course Number** or **Course Career** in the appropriate fields.

Enter Search Criteria

Institution: San Jose State University
Term: Spring 2012
Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria
Course Subject: HUM Humanities
Course Number: is exactly
Course Career:
 Show Open Classes Only
Use Additional Search Criteria to narrow your search results.

Note: This search page requires you to enter two pieces of data. The Show Open Classes Only checkbox will count as one. Remember that leaving this checkbox selected will only display classes that have space available.

The Enter Search Criteria page displays.

4. If you do not know the subject abbreviation, click the **select subject** button.

Enter Search Criteria

Institution
Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

The Enter Search Criteria page displays.

5. Click the letter for the appropriate subject title.

Enter Search Criteria

San Jose State University | Spring 2012

The **Select a Subject** page displays.

6. Click the **Select** button for the appropriate subject.

Select a Subject		
select	HA	Humanities & the Arts
select	HEBR	Hebrew
select	HIST	History
select	HPED	Human Performance Education
select	HPRF	Health Professions
select	HRTM	Hospitality, Recreation and Tourism Management
select	HS	Health Science
select	HSED	Health Science Education
select	HSPM	Hospitality Management
select	HUM	Humanities
select	HUP	Human Performance

The **Search for Classes** page displays the subject selected.

7. If more information is needed, click the **Additional Search Criteria** hyperlink.

Enter Search Criteria

Institution:

Term:

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject	select subject	<input type="text" value="HUM"/>	Humanities
Course Number	<input type="text" value="is exactly"/>	<input type="text"/>	
Course Career	<input type="text"/>	<input type="text"/>	

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

The Additional Search Criteria search fields display.

- 8. Enter a minimum of two values in the search fields.

Note: In this example, course subject and mode of instruction are used.

- 9. Click the **Search** button.

Enter Search Criteria

Institution
 Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject Humanities
 Course Number
 Course Career
 Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Start Time
 Meeting End Time (example: 1:00PM)
 Day of Week
 Mon Tues Wed Thurs Fri Sat Sun
 Instructor Last Name
 Class Nbr (example: 1136)
 Course Attribute (example:Class Category)
 Course Attribute Value (example:GE Classes)
 Course Title Keyword (example: statistics)
 Minimum Units
 Maximum Units
 Course Component
 Session
 Mode of Instruction
 Campus

The Class Search results page displays.

10. To view all sections of a class, click the **view all sections** hyperlink.

Open Closed Wait List

▼ HUM 1A - Background of Western Culture and Society

View All Sections First 1-3 of 3 La

Section [10-LEC\(27470\)](#) Status ●

[View Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:30AM - 11:45AM	Sweeney Hall 100		01/25/2012 - 05/15/2012

Section [12-SEM\(27472\)](#) Status ●

[View Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 12:00PM - 1:15PM	Dudley Moorhead Hall 226B		01/25/2012 - 05/15/2012

Section [13-SEM\(27473\)](#) Status ●

[View Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 12:00PM - 1:15PM	Sweeney Hall 238		01/25/2012 - 05/15/2012

11. To view more details about a particular section, click the class number hyperlink.

Open Closed Wait List

▼ HUM 1A - Background of Western Culture and Society

View All Sections First 1-3 of 3 La

Section [10-LEC\(27470\)](#) Status ●

[View Textbooks](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:30AM - 11:45AM	Sweeney Hall 100		01/25/2012 - 05/15/2012

The Class Detail page displays.

12. Use this page to view detailed section information.

Class Detail

HUM 1A - 10 Background of Western Culture and Society

San Jose State University | Spring 2012 | Lecture

[VIEW SEARCH RESULTS](#)

Class Details			
Status	● Open	Career	Undergraduate
Class Number	27470	Dates	1/25/2012 - 5/15/2012
Session	Regular Academic Session	Grading	
Units	0 units	Campus	San Jose State University
Instruction Mode	In Person		Main
Class Components			

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 10:30AM - 11:45AM	Sweeney Hall 100		01/25/2012 - 05/15/2012

Field Description List: Class Detail Page (above)

Field Name	Description
Status	Displays the status of the class (for example, Active).
Career	Indicates the career attached to the course.
Class Number	Displays a system-generated number used for registration (in the legacy system it is referred to as the class code).
Dates	Displays the dates of instruction for the course.
Session	Indicates which session course is offered.
Grading	Indicates the basis for how the course is graded.
Units	Indicates the number of units granted upon course completion.
Campus	Displays the campus where course is offered.
Instruction Mode	Indicates if the course is taught in person, on the web or via TV.
Class Component(s)	Displays the type of course offering lecture or lab.
Location	Indicates the location where course will be taught.

Field Name	Description
Days and Times	Displays the days the class is held as well as the start and end times.
Room	Indicates the building and room number for the course.
Instructor(s)	Displays the name of the instructor(s) assigned to teach the course.
Meeting Dates	Displays the start and the end dates of the course.
Consent	Indicates if the class requires a class permission number at the time of registration.
Enrollment Requirements	Displays the course prerequisites.
Course Attribute	Displays additional course information (for example, GE information or course level).
Class Capacity	Displays the enrollment capacity for the course.
Enrollment Total	Displays The total number of students enrolled in the section.
Class Type	Displays the class type, indicating whether a section requires manual enrollment or non-enrollment (system-driven).
Available Seats	<p>Displays the total number of class seats available.</p> <p><i>Note: If a course has multiple components (for example, lab, lecture or activity). Only one component can be the enrolled section. Other components will display the class type Non-Enrollment.</i></p>