Youngstown State University

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**

   ![Banner Interface Screenshot]

   **Student Information**

   - Term Selection
   - ID Selection
   - Student Information
   - Student Address and Phones
   - Student E-mail Address
   - Student Schedule
   - Academic Transcript
   - Active Registrations
   - Registration History
   - View Test Scores
   - View Holds

   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**

   ![Banner Interface Screenshot]

   **Student and Advisee ID Selection**

   ![Banner Interface Screenshot]

   You may enter:
   1. The ID of the Student or Advisee you want to process, or
   2. Partial names, a student search type, or a combination of both. Then select Submit.

   **Student or Advisee ID:** [Y00401721]

   OR

   **Student and Advisee Query**
   - Last Name: [Last Name]
   - First Name: [First Name]
   - Search Type: [All]

   ![Banner Interface Screenshot]

   **Submit**

   Use a % sign with the name search to broaden the results.
5. Verify <selected> student
6. Click Submit

Student and Advisee ID Selection

Select the Student or Advisee that you wish to process and then choose Submit Name.

Select a Student or Advisee: Amero, Laura E. Y00407131

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

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: May 11, 2005 - (No end date)</td>
<td>Primary: 330-881-8888</td>
</tr>
<tr>
<td>693 Saddlebrook Drive</td>
<td>44512-4782</td>
</tr>
</tbody>
</table>

Select Student E-Mail Address to View

E-mail Addresses

Campus E-mail

learmero@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 Luca

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

Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days Where Date Range</th>
<th>Schedule</th>
<th>Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>5:10 pm - 7:50 pm R.</td>
<td>TBA</td>
<td>May 21, 2007 - Aug 12, 2007</td>
<td>Lecture</td>
<td>Mary Elizabeth De Luca (P)</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Level</th>
<th>Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>2602</td>
<td>UG</td>
<td>FINANCIAL ACCOUNTING</td>
<td>B</td>
<td>3.00</td>
<td>9.001</td>
</tr>
<tr>
<td>CMST</td>
<td>1545</td>
<td>UG</td>
<td>COMM THEORY/PRACTICE</td>
<td>X</td>
<td>3.00</td>
<td>0.001</td>
</tr>
<tr>
<td>CMST</td>
<td>1545</td>
<td>UG</td>
<td>COMM THEORY/PRACTICE</td>
<td>B</td>
<td>3.00</td>
<td>9.001</td>
</tr>
<tr>
<td>ECON</td>
<td>3780</td>
<td>UG</td>
<td>BUS &amp; ECON STATISTIC</td>
<td>B</td>
<td>4.00</td>
<td>12.001</td>
</tr>
<tr>
<td>ECON</td>
<td>3781</td>
<td>UG</td>
<td>BUS/ECON STAT WRKSHP</td>
<td>B</td>
<td>1.00</td>
<td>3.001</td>
</tr>
<tr>
<td>GEOL</td>
<td>1504</td>
<td>UG</td>
<td>THE DYNAMIC EARTH</td>
<td>A</td>
<td>3.00</td>
<td>12.001</td>
</tr>
<tr>
<td>PHIL</td>
<td>2625</td>
<td>UG</td>
<td>INTRO TO PROF ETHICS</td>
<td>B</td>
<td>3.00</td>
<td>9.001</td>
</tr>
</tbody>
</table>

*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

Student Information

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

Student Information
**View Test Scores**
Displays student’s test scores.

1. **Click View Test Scores**

![Image of the web interface with 'View Test Scores' highlighted]

**Student Information**

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
Academic Transcript
Active Registrations
Registration History
View Test Scores
View Holds

---

**Test Scores**

This page lists the test scores for this student if the student is registered for the selected term.

Information for

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Test Score</th>
<th>Date Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT English</td>
<td>25</td>
<td>Oct 01, 2006</td>
</tr>
<tr>
<td>ACT Math</td>
<td>23</td>
<td>Oct 01, 2006</td>
</tr>
<tr>
<td>ACT Reading</td>
<td>19</td>
<td>Oct 01, 2006</td>
</tr>
<tr>
<td>ACT Science Reasoning</td>
<td>21</td>
<td>Oct 01, 2006</td>
</tr>
<tr>
<td>ACT Composite</td>
<td>22</td>
<td>Oct 01, 2006</td>
</tr>
<tr>
<td>SAT Verbal (SAT CR)</td>
<td>510</td>
<td>May 01, 2006</td>
</tr>
<tr>
<td>SAT Mathematics (SAT M)</td>
<td>480</td>
<td>May 01, 2006</td>
</tr>
<tr>
<td>SAT Writing (SAT W)</td>
<td>500</td>
<td>May 01, 2006</td>
</tr>
</tbody>
</table>
**View Holds**
Displays any holds that have been applied to the student’s record on a per-term basis.

1. **Click View Holds**

---

**Student Information**

- **Term Selection**
- **ID Selection**
- **Student Information**
- **Student Address and Phones**
- **Student E-mail Address**
- **Student Schedule**
- **Academic Transcript**
- **Active Registrations**
- **Registration History**
- **View Test Scores**
- **View Holds**

---

**View Holds**

Information for

Please note that some holds are sensitive and may not display.

**Administrative Holds**

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount</th>
<th>Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Life Hold</td>
<td>May 23, 2007</td>
<td>Dec 31, 2009</td>
<td></td>
<td>See office of Student life for registration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Advisement - Call Your Advisor</th>
<th>Library Fine - 941-3675</th>
<th>Undergrad Adm - 941-2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Hold - 941-3133</td>
<td>Financial Hold - 941-3133</td>
<td>Unverified Record - 941-3182</td>
</tr>
<tr>
<td>Old Balance - 941-3143</td>
<td>Old Balance - 941-3143</td>
<td>Old Balance - 941-3143</td>
</tr>
<tr>
<td>Old Balance - 941-3143</td>
<td>Perkins Loan - 941-3135</td>
<td>Convert Transcript Hold</td>
</tr>
<tr>
<td>Old Balance - 941-3143</td>
<td>Perkins Loan - 941-3135</td>
<td></td>
</tr>
<tr>
<td>Hld for Credentials 941-3182</td>
<td>Parking Fine - 941-7189</td>
<td></td>
</tr>
<tr>
<td>Old Balance - 941-3143</td>
<td>Partial Record - 941-3182</td>
<td></td>
</tr>
<tr>
<td>Old Balance - 941-3143</td>
<td>Registration Cnvt - 941-2267</td>
<td></td>
</tr>
<tr>
<td>Financial Hold - 941-3133</td>
<td>Registrar's - 941-3178</td>
<td></td>
</tr>
<tr>
<td>Graduation - 941-3182</td>
<td>Student Life - 941-4703</td>
<td></td>
</tr>
<tr>
<td>Grad Admissions - 941-3091</td>
<td>Stafford Ext Intrvw 941-3505</td>
<td></td>
</tr>
</tbody>
</table>
Advisor Menu

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

1. Click Advisor Menu

![Advisor Menu](image)

**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.

![Enter Advisement Notes](image)

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

Submit 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
2. **Click Course Catalog**

3. **Choose <desired> term**
4. **Choose <desired> criteria**
5. **Click Class Search**
   or
6. **Get Courses**

---

**Course Catalog Search**

| Subject:   | Accounting, Advertising, Allied Health |
| Course Number Range: | from to |
| Title:     |                                      |
| Level:     | All, Doctorate, Graduate Semester     |
| College:   | Applied Science and Technology, Arts and Sciences |
| Department:| Accounting, Accounting                |
| Credit Range: | hours to hours |
| Course Attribute: | Artistic and Literary, Capstone |
Assignment History
Faculty members can review past and present teaching assignments using the Assignment History feature.

1. Click Assignment History

<table>
<thead>
<tr>
<th>Assignment History</th>
<th>CRN</th>
<th>Course Title</th>
<th>Credits</th>
<th>Level</th>
<th>Instructional Method</th>
<th>Open</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2007</td>
<td>40286 ADV 4695</td>
<td>INC Campaigns</td>
<td>3.00</td>
<td>Undergraduate</td>
<td>Seminar</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40015 FIN 2600</td>
<td>Finance Field Experience</td>
<td>1.00</td>
<td>Undergraduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40048 MGT 5917</td>
<td>Information Systems Management</td>
<td>2.00</td>
<td>Graduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40049 INTL 5600</td>
<td>Intermediate</td>
<td>4.00</td>
<td>Undergraduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40054 PSY 5702</td>
<td>Abnormal Psychology</td>
<td>3.00</td>
<td>Undergraduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40060 HSC 1568</td>
<td>Healthy Lifestyles</td>
<td>3.00</td>
<td>Undergraduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40063 APT 1501</td>
<td>Fundamentals of 2D Design</td>
<td>3.00</td>
<td>Undergraduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40064 ACCT 6906</td>
<td>Estate Planning</td>
<td>2.00</td>
<td>Graduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40065 ACCT 6930</td>
<td>Accounting Theory</td>
<td>3.00</td>
<td>Graduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>40070 IUR 1500</td>
<td>Exploring Business</td>
<td>3.00</td>
<td>Undergraduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Summer 2007</td>
<td>30022 ENGL 2631</td>
<td>Mythology in Literature</td>
<td>3.00</td>
<td>Undergraduate</td>
<td>Semester</td>
<td>Yes</td>
<td>Active</td>
</tr>
<tr>
<td>Summer 2007</td>
<td>30033 POL 3785</td>
<td>Political Thought 1</td>
<td>3.00</td>
<td>Undergraduate</td>
<td>Seminar</td>
<td>Yes</td>
<td>Active</td>
</tr>
</tbody>
</table>
# Index

**Faculty/Advisement Services** .................................................................................................................. 2  
Term Selection .............................................................................................................................................. 3

**Faculty Services/Advisors Menu** ............................................................................................................. 3  
ID Selection ................................................................................................................................................ 4  
Student Information ........................................................................................................................................ 5  
Student Address/Phones/E-mail/Schedule .................................................................................................. 6  
Transcripts .................................................................................................................................................. 8  
Active Registration ....................................................................................................................................... 9  
Registration History .................................................................................................................................... 9  
View Test Scores ........................................................................................................................................ 10  
View Holds ................................................................................................................................................ 11  
Advisor Menu ............................................................................................................................................. 12  
Enter Advisement Notes .......................................................................................................................... 12  
Enter Course Advisement and Registration Release ............................................................................ 13  
DARSWeb .................................................................................................................................................. 14  

**Faculty Services Options** ......................................................................................................................... 16  
Active Assignments ..................................................................................................................................... 16  
Faculty Schedules ....................................................................................................................................... 16  
Faculty Class Lists ...................................................................................................................................... 17  
Final Grades ............................................................................................................................................... 18  
Schedule/Catalog Search Options ............................................................................................................ 20  
Assignment History .................................................................................................................................. 20