MyCampus2 Portal

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Portal Support Contact:
Jonathan Soon
Scott Hall Basement B11
(909) 607-7547
portalfeedback@pitzer.edu

Portal Feedback:
portalfeedback@pitzer.edu

Updated July 30, 2015
Client Browser Requirements

The suggested minimum browser requirements are:

**Microsoft Windows:** Internet Explorer 11, Chrome 44, Firefox 38 (Windows 7 or later)

**Macintosh:** Firefox 39 (Mac OS X 10.8 or later), Safari 8.0 (Mac OS X 10.10 or later)

Accessing the MyCampus2 Portal

The MyCampus2 portal can be accessed through the Pitzer College website as follows.

- Go to [http://www.pitzer.edu](http://www.pitzer.edu)
- Hover over Quicklinks link
- Click on Faculty & Staff
- Click on the MyCampus2 Portal link
- This will take you to the new portal homepage. Follow the directions below to login and access the portal tools.

Logging in to MyCampus2 Portal

In the username and password fields, enter your Pitzer computer account information.

- **User Name:** Enter the Pitzer College network username that you use to login to your computer.
- **Password:** Enter the password assigned to the user name you entered.
- **Login:** Click the Login button to enter the portal.
Upon login you will be directed to the portal Homepage.

Faculty Applications

To access the faculty applications, click on the Faculty tab.
On the Faculty page you will see the following applications available:

- Faculty Course Control
- Low Grade Notification
- Advisee Roster

**Faculty Course Control**

Faculty Course Control can be used to access your Faculty Schedule, Course Details, Class Lists, and Grade Entry.
To view the faculty schedule for the current session and year click on the View My Faculty Schedule link. To view a different session and year use the Term drop down menu and choose the preferred session and year.

To view the course details for a class, click the Go Directly To drop down box next to the preferred course and select Course Details.
To view the class list for a class, click the *Go Directly To* drop down box next to the preferred course and select Class List.
To clear a student to register click on the Faculty tab and in the Advisee Roster application click on the Advisee Status drop down menu and select Registration Clearance.
To give a student registration clearance click the *Grant* button along side their name. This will toggle the button to *Remove*. To revoke registration clearance click the *Remove* button along side their name.

**Advissee Roster**

**Set Options**

**Search for Advisees**

You must select a year and term if you select one of the following Advisee Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Registration Clearance,' 'New Students,' and 'Not Yet Registered.' Selecting one of the other Advisee Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

- **Advisor:** Poppins, Mary
- **Advisee Status:** Registration Clearance
- **ID (optional):** 50092604
- **Last Name:**
- **First Name:**

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**Term:** FA 2015

**Search**  **Advanced Search**

Education records and the student information you access through this portal are protected by both the federal Family Educational Rights and Privacy Act (FERPA) and College policy.

While information may be shared with other Pitzer College faculty and staff based upon a legitimate educational interest, disclosures to third parties require the prior written consent of the student.

**Advisee Roster for: Mary Poppins (1 advisees)**

**Email Selected Student(s)**  **Email All Advisees**

- **FERPA Restrict**
- **Name:**
- **Student ID:** 50092604
- **Classification:** SENIOR
- **Registration Appointment:**
- **Registration Clearance:** Has clearance. Click to REMOVE

**Advisors**

- Peters, Eva S.
  - Academic Advisor
- Morales, Cheryl
- Schweng, Janet M.
  - Secondary
- Poppins, Mary
Some classes require faculty permission or are restricted based on class, major, etc. With the PERMisson system, students may elect to request PERMision, and may send comments along with the request. The instructor receives an email announcing the request has been submitted. The email has a link to the specific page in the portal to “Process the PERMision request”. (You will need to enter your username and password).

Pitzer College
PERMision to Enroll Request

A student has requested permission to enroll in your restricted and/or closed course:
Student Name: Finn Test, Huckleberry
Student ID: 50092504
Student Email: cheryl_morales@pitzer.edu
Advisor: Poppins, Mary
Major(s): Economics
Planned Graduation: 0
Request Date: Wed Nov 11 12:19:25 2009

<table>
<thead>
<tr>
<th>Course</th>
<th>Sec</th>
<th>Title</th>
<th>Instructor</th>
<th>Sess</th>
<th>Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVS095</td>
<td>PZ</td>
<td>01 US Environmental Policy</td>
<td>Morales, Cheryl</td>
<td>SP</td>
<td>2010</td>
</tr>
</tbody>
</table>

Student Comments: 11-11-09 12:20pm

To view and process the request, please click here. Alternatively, you can log in at http://mycampus2dev.pitzer.edu and access the PERMission to Enroll Requests page on the Instructor tab.

Because this is a system-generated message you cannot reply to this email. If you have any questions, please contact the Registrar’s Office at registrar@pitzer.edu.
To approve or deny permission to register in a class click on the Faculty tab and then click the **PERMission to Enroll Request** link on the left hand side of the portal. This brings up the **Faculty Course Authorization** application. Click the **Process PERM Request** button next to the appropriate course to view and/or process student requests.

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**Process PERMS SP 2010**

To process PERMs for a course, click the 'Process PERM Requests' button next to the course's title.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Process PERM Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Course</td>
<td>TEST001 PZ-01</td>
<td></td>
</tr>
<tr>
<td>Banana Republics</td>
<td>SPAN158 PZ-01</td>
<td></td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>PSYC010 PZ-01</td>
<td></td>
</tr>
<tr>
<td>Science of Organic Gardening</td>
<td>ENV5087 PZ-01</td>
<td></td>
</tr>
</tbody>
</table>
There are three permission options:

- Clear all restrictions – This option clears all restrictions so the student can enroll in the course
- Clear all restrictions except closed course override – This option allows the student to enroll unless the course is closed.
- Deny request – This option denies the student from enrolling in the course.

You may also email the student from this page if you wish.

Once you choose an option, the student will receive a notification that you’ve either approved or denied the request.

Note there are two tabs: Unprocessed PERMs and Processed PERMs. Once you’ve processed a request, it appears under the “Processed Perms” page. This is where you can see when you issued a perm and if the student has registered. You can also expand your PERMISSION if you’d previously not granted permission to override a closed section restriction.
To view or enter grades for a class, click the Faculty Course Control tab. Select the Term and it will bring up a list of all of your courses under the term selected. Next, select Grade Entry in the *Go Directly To* dropdown for that particular course.
In the Update Student Grades window, select the grade to be given to each student and then click the *Submit* button.
A completion page will display confirming that the grade has been submitted. In addition, an email confirmation will be sent to the Registrar and to the faculty who submitted the grade(s).

Faculty Course Control

To create and submit a low grade notice, go to the Faculty tab and in the Low Grade Notice section. Click Create Notifications button next to the course of your choice.
You may Select Reason Codes, enter Additional Notes and select a Low Grade for the appropriate student(s). You may leave the grade field blank, if desired. Click *Submit for this student only* to submit for an individual student or click *Submit All Notices Created* to submit more than one notification.

Review the confirmation screen for errors. If a correction is necessary click the *Go Back* button and make any corrections before submitting. If the low grade information is correct, click the *Submit Low Grade Notifications* button to complete the process.
After clicking the *Submit Low Grade Notifications* button a success message will appear. A low grade email will be sent to the student, the student’s advisor and the faculty member submitting the low grade.

To view a history of the low grades that have been submitted, click the *History* button. Click the Back button to return to the Low Grade Notification application.
As an advisor you can view information about your advisee’s using the Advisee Roster application. Information available includes: Prior Education/Exams, GPA Projection, Grade Report, Unofficial Transcript, View Low Grade History, other Advising Documents such as High School Transcript, SAT Scores, TOEFL Scores, etc.

Advisees can be viewed all at once or by their status. To view them all at once, simply leave the Advisee Status as All and click the Search button. To view your advisees by a specific status, select the appropriate status in the Advisee Status drop down menu and click the Search button. Advisee’s can also be searched one at a time by entering their ID number into the ID field and clicking the Search button or by name by using the Advanced Search option.
The results of searching for all advisees will look similar to the screenshot below. On this page you can do several things. You can send an email to all your advisees by clicking on the Email All Advisees link, you can view the list in Excel by clicking the Export to Excel link, and you can view detailed information for each student by clicking on their name.

Advice Roster

Search for Advicee(s)

You must select a year and term if you select one of the following Advice Status options: 'Currently Registered,' 'Need Advisor Approval,' 'Registration Clearance,' 'New Students,' and 'Not Yet Registered.' Selecting one of the other Advice Status options will not allow you to specify a year and term. Additionally, the options where no year and term is available will not display the Registration Clearance column.

Advisor: Poppins, Mary
Advicee Status: All
ID (optional): 
Last Name: 
First Name: 

Search Advanced Search

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While information may be shared with other Pitzer College faculty and staff based upon a legitimate educational interest, disclosures to third parties require the prior written consent of the student.

Advice Roster for: Mary Poppins (5 advisees)
Note: Some students are missing e-mail addresses.

<table>
<thead>
<tr>
<th>FERPA Restrict</th>
<th>Name</th>
<th>Student ID</th>
<th>Classification</th>
<th>Registration Appointment</th>
<th>Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Farris, PreferredName</td>
<td>50092990</td>
<td>SENIOR</td>
<td></td>
<td>Poppins, Mary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Schwing, Janet M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Secondary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Foppins, Mary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Soon, Jonathan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Poppins, Mary</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Academic Adviser</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Morales, Cheryl</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Freshman Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Morales, Cheryl</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Major2 Advisor</td>
</tr>
</tbody>
</table>
The Advisee Details screen also lists any holds that the student may have.
In the Tools and Information section, you can view the following:

Prior Education/Exams for Huck Finn

**Adviser Roster**

<table>
<thead>
<tr>
<th>Education</th>
<th>GPA</th>
<th>Grad Date</th>
<th>Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mount San Antonio College</td>
<td>0</td>
<td>N</td>
<td></td>
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</table>

**Exams**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Date</th>
<th>Score(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>06/03/09</td>
<td>READING: 600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH: 600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WRITING: 300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESSAY: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMPOSITE: 0</td>
</tr>
</tbody>
</table>

Grade Report for Huck Finn

**Adviser Roster**

**Term:** SP 2015

**Undergraduate Program**

**Advisor:** Peters, Eva S. - Academic Advisor
 Morales, Charyl - Soon, Jonathan - Poppins, Mary - Schwing, Janet M. - Secondary

**Classification:** SENIOR
**Academic Status:** Good Standing

**First Major:** Psychology
**Second Major:** Economics
**Minor:** Int/Intercultural Stds
**Combined Major:** Psychology

**Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Final Grade</th>
<th>Repeat</th>
<th>Attempted Credits</th>
<th>Earned Credits</th>
<th>Pass Credits</th>
<th>GPA Credits</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST001 PZ-01</td>
<td>Test Course for Web Reg</td>
<td>B+</td>
<td>N</td>
<td>1.000</td>
<td>1.000</td>
<td>0.000</td>
<td>1.000</td>
<td>3.330</td>
<td></td>
</tr>
<tr>
<td>TEST001 PZ-02</td>
<td>Test Course for Web Reg</td>
<td>IP</td>
<td>N</td>
<td>1.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>

**Term Totals:**

|                | 1.000 | 1.000 | 0.000 | 1.000 | 3.330 | 3.330 |

**Cumulative:**

|                | 30.000 | 25.000 | 8.000 | 26.000 | 79.330 | 3.051 |

**Printer Friendly Custom Grade Report**
Unofficial Transcript for Huck Finn

Advisee Roster

Summary

<table>
<thead>
<tr>
<th></th>
<th>Attempted Credits</th>
<th>Earned Credits</th>
<th>Pass Credits</th>
<th>GPA Credits</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Residential</td>
<td>30.000</td>
<td>25.000</td>
<td>8.000</td>
<td>20.000</td>
<td>79.330</td>
<td>3.051</td>
</tr>
<tr>
<td>Cumulative</td>
<td>30.000</td>
<td>25.000</td>
<td>8.000</td>
<td>20.000</td>
<td>79.330</td>
<td>3.051</td>
</tr>
</tbody>
</table>

Advisor(s):
- Peters, Eva S.
- Morales, Cheryl
- Soon, Jonathan
- Poppins, Mary
- Schwing, Janet M.
Secondary
Classification: SENIOR
Major: Psychology
Second Major: Economics
Minor: Intercultural Studies
Combined Major: Psychology
Academic Status: Good Standing

Non-Resident Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Repeat</th>
<th>Attempted Credits</th>
<th>Earned Credits</th>
<th>Pass Credits</th>
<th>GPA Credits</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTSOMO-</td>
<td>SMOPOLYCOLYPSE</td>
<td>C</td>
<td>N</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>TESTTEST-</td>
<td>TEST TRANSFER CRS</td>
<td>P</td>
<td>N</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>X-</td>
<td>Writing</td>
<td>A</td>
<td>N</td>
<td>1.000</td>
<td>1.000</td>
<td>1.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>X-</td>
<td>Hiking</td>
<td>A</td>
<td>N</td>
<td>0.500</td>
<td>0.500</td>
<td>0.500</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
</tbody>
</table>

Notes:
- Transfer Work
- Transfer Work from test
- Transfer Work from University of Bristol
- Equivalent Course: WI 800 PZ
- Transfer Work from University of Bristol
- Transfer Work
View Low Grade History for Huck Finn

You can also find the *Advising* documents under the Tools and Information section and in the Advising category.

In the upper right corner of every portal page there will be a Printer Friendly link which can be used to print the contents of the page in a printer friendly format.
A session timeout is an important security control for the portal. It specifies the length of time that an application will allow a user to remain logged in without any activity (e.g. no clicking on the mouse or typing on the keyboard). We allow 30 minutes for a user to stay on the portal without any activity. After 30 minutes, the user will be automatically logged out. Please finish your work first if you intend to leave portal session unattended longer than the specified time.