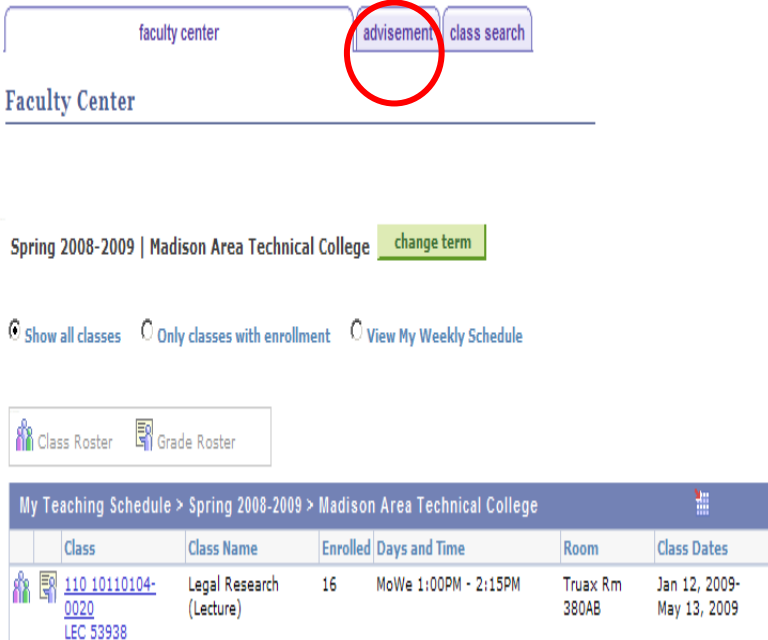
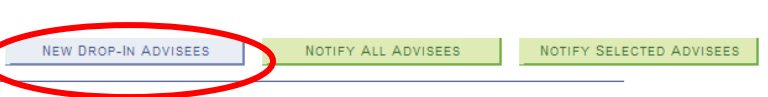
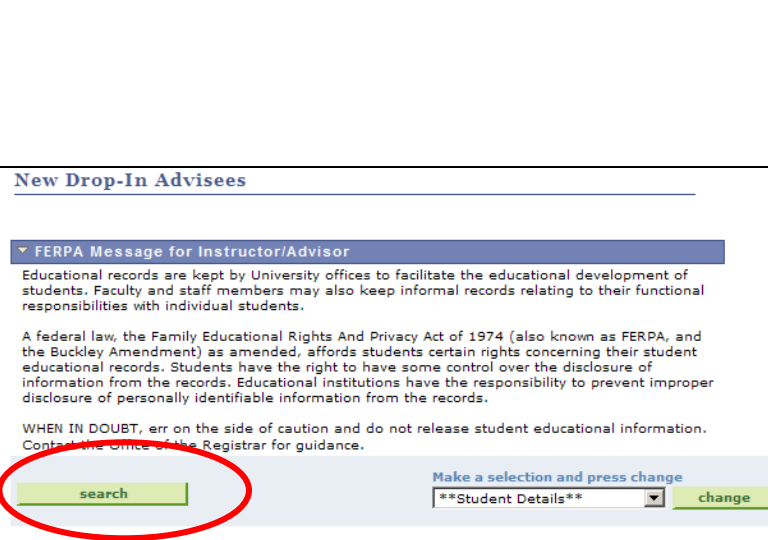


Other Functions Available Through Faculty Center

Left navigation access to **Records and Enrollment** and **Curriculum Management** has been updated to address the new Role-Based Security Project.

The good news is that you can obtain most of the student information in one location in the Faculty Center, Advisement Tab to look up a student's program/plan information, run degree audits, review grades, find student contact information, and more.

<p>1. Click on the Advisement Tab</p>	
<p>2. Click on the New Drop-In Advisees pushbutton</p>	
<p>3. Click on the Search pushbutton</p>	

<p>4. Enter the student ID, or National ID, or name information. Click on the Look Up pushbutton.</p>	<p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p>
<p>5. Select Student Details needed from the drop down menu:</p> <p>Academic Information-- (Student's program/plan) Address Class Schedule Degree Progress (Degree audit) Emergency Contacts Enrollment Appointments Grades Telephone To Do List Transfer Credit Report Unofficial Transcript</p> <p>6. Once you have made a selection, Example: Address, Click the Change pushbutton.</p> <p>7. The result will work similarly for each selection made from the Student Details drop down menu.</p>	<p>New Drop-In Advisees</p> <hr/> <p>▼ FERPA Message for Instructor/Advisor</p> <p>Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.</p> <p>A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.</p> <p>WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.</p> <p><input type="button" value="search"/> Lisa Chase Make a selection and press change <input type="text" value="**Student Details**"/> <input type="button" value="change"/></p> <hr/> <p>Advisee's Current Addresses</p> <hr/> <p>Address Type: Mailing</p> <p>Country: United States</p> <p>Address: 7304 36th Ct. SE Lacey, WA 98503</p>