

Pitzer College Faculty Portal

Pitzer ITS

Who We Are

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- Getting Help
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 - Registrar
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What is the Portal?

- Students: can register for classes, look at the classes, look at financial aid, look at housing information, look at courses, and more...
- Faculties: can view the available courses and see their classes via Faculty Course Control and Class List

Known Portal Issues:

- Due to the nature of how the portal is built, it does not always work using the browser's back button.
 - Due to this, please use the breadcrumbs, tabs, and links to navigate through the portal.



You are here: [Faculty Course Control](#) > [Default Page](#) > [Faculty Course Center](#)

Student Forms

Faculty

Faculty Course Control

Faculty Tab

- This is where you will likely spend most of your time as a faculty.
 - It can be located among the top tabs here:



- The Faculty Tab contains a few major elements to it.
 - Faculty Course Control
 - Advisee Roster
 - Low Grade Notifications
 - PERMs
 - Email Roster

A screenshot of the Faculty Tab interface. At the top, it says 'You are here: Faculty > Default Page'. On the left is a sidebar with 'Faculty' selected, containing links for 'Default Page', 'PERmission to Enroll Requests', 'Email Roster', 'Quick Links', 'My Pages', 'Registration Information (Faculty & Students only)', and 'Proxy Login Tools' (with sub-links 'Re-Login As Current User' and 'Log Back Into Original User'). The main content area has a 'Faculty' header and three panels: 'Faculty Course Control' (with a search message and 'View More Options' link), 'Low Grade Notification' (with a dropdown for 'FA 2021' and a 'Go' button), and 'Advisee Roster' (with 'Set Options', a search field, and a dropdown for 'Advisee Status' set to 'All'). A 'Privacy Disclosure' panel is also visible on the right.

Faculty Course Control

A place where to . . .

- See your courses taught in the current or previous terms
- See your courses as a schedule
- See a Course's Details
- See your Classlist where your students are listed
 - Here, you can learn more about a student such as their
 - Name Pronoun (He, Her, Ms, Mr and so on . . .)
 - How to Pronounce their names
- Do Grade Entries
- Access Perms for students
 - Perms allow a student to enroll in a course despite some restrictions such as prerequisites or a soft limit on capacity.

Faculty Course Control has its own tab as well, the functionality is the same.

Faculty Course Control

[Faculty Course Control](#)



Course List for Mary Poppins

Search options

[View My Faculty Schedule](#)

- Course code
- Faculty Member

Term:

Course Program:

Course Code:

[View Courses](#)

Spring Term - 2022

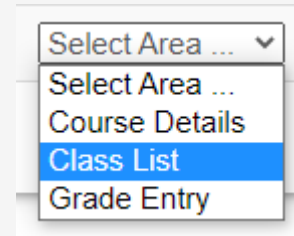
Course	Title	Catalog	Course Program	Go Directly To
TEST001 PZ-01	Test Course-Disregard	UG21	Undergraduate Program	<input type="text" value="Select Area ..."/>
TEST001 PZ-02	Test Course-Disregard	UG21	Undergraduate Program	<input type="text" value="Select Area ..."/>

- Select Area ...
- Select Area ...
- Course Details
- Class List**
- Grade Entry

Faculty Course Control

Under the **Select Area...** column there are the following options . . .

- Course Details
 - This page will describe the course. It will, display the seats, term, instructor, textbook, requisites, time, and more.
- Class List
 - This will list the students currently enrolled in the course.
 - It will also display some information about the student such as their pronoun and their pronunciation.
- Grade Entry
 - This is where final grades are entered or changed.
 - An email will be sent to the registrars, they will make the official modifications.



Advisee Roster

You can manage your advisees on this page.
Registration clearance can also be done here.

- Advisee Status
 - All: Shows all students for advisor
 - Registration Clearance: Shows students who need clearance for registration
 - New Students: Shows new students
 - Graduated: Shows graduated students

Set Options

Search for Advisee(s)

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.





Advisee Status

ID (optional)

Last name

First name

Advisee Roster

FERPA Restrict	Name	Student ID	Classification	Registration Appointment	Advisors
+	 Crowley, Dennis M. 	[REDACTED]	Graduated		<p>[REDACTED] Academic Advisor</p> <p>[REDACTED] Minor Advisor</p> <p>Poppins, Mary</p>
+	!	 Finn, PreferredName 	50092604	Senior	<p>Jauregui, Angel Minor Advisor</p> <p>Poppins, Mary</p> <p>Gilman, Sarah Academic Advisor</p>

Low Grade Notifications

This is a system that was built to notify students of low performance scores. A low performance entry includes the following elements . . .

- Reason codes: Poor Attendance, Conference requested, Missing or overdue course work, Poor academic record
- Additional notes: Recommended
- Low Grade: The current grade
- Submit (to specific entry): Only submits for that student
- Submit to All (applies to all entries created): Submits all at once.

Low Grade Notification

SP 2022 Go

Create Low Grade Notifications SP 2022

To create low grade notifications for a course, click the 'Create Low Grade Notifications' button next to the course's title.

Course Title	Course Code	Create Low Grade Notification	View History
Test Course-Disregard	TEST001 PZ-01	Create Notifications	View History
Test Course-Disregard	TEST001 PZ-02	Create Notifications	View History

StudentName	Reason codes	Additional Notes	Low Grade	Single student confirmation
Finn, PreferredName - (00050092604)	<input type="checkbox"/> Poor attendance <input type="checkbox"/> Conference requested <input type="checkbox"/> Missing or overdue work <input type="checkbox"/> Poor academic record	These notes will be included in the notification sent to the student and the student's advisor(s).	Select... ▼	Submit for this student only

Submit All Notices Created

Finding Your Perms

Perms can be located by first moving to the Faculty Tab of your portal, then looking at the menu options on the left hand side.

Student Services FinAid Faculty Faculty Course Control Advisee Roster

Faculty

- Default Page
- PERMission to Enroll Requests**
- Email Roster

Quick Links

- My Pages
- Registration Information (Faculty & Students only)

Proxy Login Tools

- Re-Login As Current User
- Log Back Into Original User

Faculty

Faculty Course Control

Course List for Mary Poppins

[View More Options](#)

Spring Term - 2022

Course	Title
TEST001 PZ-01	Test Cou
TEST001 PZ-02	Test Cou

Low Grade Notification

PERMs - Course Overview

When you first click the link to move to the PERMs sections, you'll find a view similar to the one presented here.

This overview will list the courses assigned to you, and you can begin work by clicking "Process PERM Requests"

If you wish to view an older semester's courses, use the drop down menu to select a term then click "Go".

[PERMission to Enroll Requests](#)

Process PERMS SP 2022

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

Course Title	Course Code	
Test Course-Disregard	TEST001 PZ-01	Process PERM Requests
Test Course-Disregard	TEST001 PZ-02	Process PERM Requests

PERMs – Control Hub

Viewing PERMs for TEST001 PZ 01 SP 2022

Unprocessed PERMs

Processed PERMs

Expired PERMs

Once an authorization has been added for a student, it cannot be removed: contact your Registrar's Office for assistance.

[Get Selected E-mails](#)

[Email All Students](#)

<input checked="" type="checkbox"/>	Student Name	CXID	Course Information	Enr/Max	Col	CI	Major(s)	Comment	ReqTime
<input type="checkbox"/>	No Name No Email	50092604	TEST001 PZ - 01 SP 2022	1 / 5				Please let me in, I'll be a good student.	1/13/2022 2:59:58 PM

This student is registered in this section of the course (01)

[Allow to register even if the section is closed.](#)

[Allow to register only if the section is open.](#)

[Deny Request](#)

[View All PERMs regardless of course.](#)

PERMs - Control Hub

Getting to the overview for a course, you can see a bounty of information about your current PERMs. The tab meanings are as follows:

- Unprocessed PERMs: These PERMs are awaiting approval/disapproval.
- Processed PERMs: These PERMs have been approved or disapproved.
- Expired PERMs: These PERMs were not acted upon in time by the student after approval.

Viewing PERMs for TEST001 PZ 01 SP 2022

[Unprocessed PERMs](#) [Processed PERMs](#) [Expired PERMs](#)

Once an authorization has been added for a student, it cannot be removed: contact your Registrar's Office for assistance.

[Get Selected E-mails](#)

[✉ Email All Students](#)

	Student Name	CXID	Course Information	Enr/Max	Col	CI	Major(s)	Comment	ReqTime
<input type="checkbox"/>	No Name No Email	50092604	TEST001 PZ - 01 SP 2022	1 / 5				Please let me in, I'll be a good student.	1/13/2022 2:59:58 PM

This student is registered in this section of the course (01)

[Allow to register even if the section is closed.](#)

[Allow to register only if the section is open.](#)

[Deny Request](#)

[View All PERMs regardless of course.](#)

PERMs – Confirm/Deny

There are three options on what to do with a PERM as follows:


- Allow to register even if section is closed: This allows a student into the course section no matter what normal restrictions apply as long as they register the course.
- Allow to register only if section is open: This will treat the student as if they complete the requirements for the course normally, but are still limited to enter by the normal limitations for class size.
- Deny request: This will deny the student's request to enter the course section.

You are about to submit the following:

Student Name:

Student ID: 50092604

Auth Type: Allow the student to register if the section is open.

PERM Expiration:  Must be at least one day in future. Leave blank to not expire

Choosing to accept the student will bring you to the view above. You may choose to place a time limit on allowing them to enter, or leave it blank so they may register for the section with no time limit outside of normal registration limitations.

PERMs - Processed

Accepted or Denied, a PERM will move to the Processed section after you have decided what you wish to do with it. From that point they will stay there either indefinitely or until they have expired due to the time limit. If they expire, they will move the expired tab.

[Unprocessed PERMs](#) | **[Processed PERMs](#)** | [Expired PERMs](#)

Once an authorization has been revoked for a student, it cannot be undone: contact your Registrar's Office for assistance.

[Get Selected E-mails](#)

[✉ Email All Students](#)

	Student Name	CXID	Course Information	Col	CI	Majors	Comment	Status	Clr Type / Expiration Date	Issuer	Reg?
<input type="checkbox"/>	No Email	50092604	TEST001 PZ - 01 SP 2022				Please let me in, I'll be a good student.	Denied	Deny Request 	Poppins, Mary 1/13/2022 3:05:44 PM	Yes

[Clear All Restrictions](#) [Allow the student to register if the section is open.](#)

Finding Email Roster

Under the Faculty Tab you can find the Email Rosters.

The screenshot shows a navigation bar with the following tabs: Home, Student, Student Forms, Student Services, FinAid, Faculty, and Faculty Course Control. The Faculty tab is currently selected. Below the navigation bar, a breadcrumb trail reads "You are here: Faculty > Default Page". On the left side, there is a sidebar menu with two sections: "Faculty" and "Quick Links". Under the "Faculty" section, the "Email Roster" link is highlighted in yellow. Under the "Quick Links" section, there are links for "My Pages" and "Registration Information (Faculty & Students only)". On the right side, a "Faculty Course Control" panel is visible, containing a "Course List for Mary Poppins" section with links for "View More Options" and "View My Faculty Schedule", and a "Spring Term - 2022" section.

Home Student Student Forms Student Services FinAid Faculty Faculty Course Control

You are here: [Faculty](#) > [Default Page](#)

Faculty

Default Page

PERMission to Enroll Requests

Email Roster

Quick Links

My Pages

Registration Information (Faculty & Students only)

Faculty Course Control

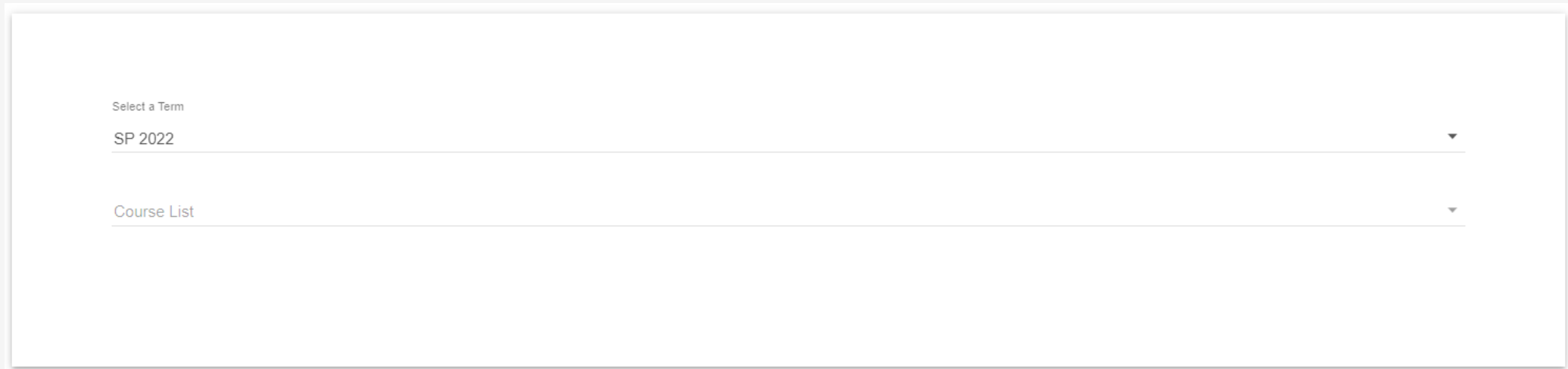
Course List for Mary Poppins

[View More Options](#) [View My Faculty Schedule](#)

Spring Term - 2022

Select A Course

From the Email Roster, you can select a term, then a course from those terms with the drop down menus.



Select a Term
SP 2022

Course List

Select Students

With a course selected you can select which students you wish to get the emails for, or choose to select all.

Course List
TEST001 PZ-01

SELECT ALL STUDENTS UNSELECT ALL STUDENTS REVERSE SELECTION

GET E-MAILS

(1) Students Selected

Portrait

Major:
English & World Lit.; Studio Art-
> Psychology-
 Environmental Analysis

Default E-mail:
cherylm@pitzer.edu

Advisor(s):

Finn,
 PreferredName
50092604

Get Emails

Select the "Get-Emails" and you'll see the following pop-up. You are able to click the "Here" link if you have a default email client set up for your computer. If not, you can copy the email list in the Option 2 section to the BCC section of your email client and make the email as normal.

(1) Selected Student E-Mails ✕

The student portal no longer supports composing e-mails. Please choose from the options below on how to send e-mails to your classlist.

Option 1: Click [Here](#) to launch your default email client.

- OR -

Option 2: Copy-and-Paste the email list below to the email service of your preference like **Outlook**, **GMail**, or **Mac Mail**. Please use **BCC** when sending through your e-mail client.

Finn, PreferredName <[REDACTED]@pitzer.edu>;

Please use a designated email service or e-mail client such as Gmail or Outlook to complete your e-mail letters. Please ensure to paste the email list in the **BCC** field when sending to your students.

