

Faculty Instructions for Using Self Service

To log into Self Service, click the @UPsem link at the top of www.upsem.edu. Once that page loads click the PowerCampus Self Service icon on the left side of the page.

Advising

1. Log into Self Service
2. Select the "Advising" tab
3. Select "Manage Advisees"
4. Select one of the following:
 - a. "My Advisees" to see your advisee information
 - b. "My Students" to see students who are in your courses
 - c. "Former Advisees" to see information on former students you advised

Class Roles

1. Log into Self Service
2. Select the "Classes" tab
3. Select "Schedule" to see your schedule for a particular term
4. Select "Enrollment" to see the enrollment in your courses and print a course list
5. Select "Grading" to enter grades (see Grades below)
6. To view the waitlist:
 - a. Select "Enrollment"
 - b. Select "Waitlist"
 - c. Select course

Grades:

1. Log into Self Service
2. Select the "Classes" tab
3. Select the "Grading"
4. Select the course you want to enter grades
5. Use the drop down boxes next to the student's name to enter their grades

Instructor Permission Required Courses: To approve students who wish to take a course that requires faculty permission please follow these steps:

1. Log into Self Service
2. Select the "Classes" tab
3. Select the "Enrollment" tab
4. Select "Permission Requests"
5. Select the course from the list provided
6. Approve or deny students who are requesting permission to enroll in your course

Other issues or problems please contact Stan Hargraves, x379 or Carolyn Day Pruett, x233. We are very happy to help you.