

Scripps Portal Instructions
For Faculty
August 2018

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Logging on to the Scripps Faculty Portal

% Go to <https://mycampus.scrippscollege.edu>

& Login by entering your Username and Password

U NOTE: Your Username is the first portion of your faculty email address

J Ex: **ZJW`hm**@scrippscollege.edu

' " Click on the **@ [j b ` V i H t c b `**

The screenshot shows the Scripps Faculty Portal login page. At the top, the Scripps logo is displayed with the text "THE WOMEN'S COLLEGE • CLAREMONT". Below the logo, the word "Home" is centered. The page is divided into several sections:

- Portal Login:** A section with two input fields labeled "User Name:" and "Password:". A red arrow points to the "User Name:" field, and another red arrow points to the "Password:" field. Below the fields is a blue "Login" button.
- Campus Announcements:** A section with a blue header and a white background. It contains a red text announcement: "New students can login on June 6, 2018".
- Course Search:** A section with a blue header and a white background. It contains a search icon and the text "Course Search".
- Get Ready!:** A section with a blue header and a white background. It contains a list of links under the heading "Campus Resources":
 - Portal Classes
 - Name Pronunciation Recording
 - Important Website links
 - OGU Course Schedule
 - Scripps Catalog
 - Sakai at The Claremont Colleges
 - Scripps Outlook 365 Access
 - Campus Events Calendar
 - Scripps Registrar
 - Scripps Home Page
 - My Financial AidA "Go to Main Screen" link is located at the bottom right of this section.

At the bottom of the page, there is a footer with the text "Powered by Jenzabar, v8.5.1" on the left and "Privacy Policy About Us Contact Us" on the right. The background of the page features a blue sky and a palm tree.

Searching for Courses

% From the Portal Homepage, click on **7 CI F G9 G95 F7 <**

Course Registration

[Add/Drop > Course Search >](#)

Add/Drop

Current Term: Fall Term - 2018

[Add Period Open](#) / [Drop Period Open](#)



[Add/Drop Courses](#)



[Course Search](#)



Your Schedule (Registered)

Course	Title	Status
TEST002 SC-01	Test Course at Scripps	Current

& Here you will find the following search criteria:

U Term - (FA, SP, etc.)

V Course Number Range

W Title

X Course Code

Y Course Program

Z Course Area - Search by Discipline (GE requirements begin with "SC").

[" Campus

**** " Building

] " Section Status

^ " Min/Max Hours

' " Type in the search criteria and click on the **G95 F7 <** button at the bottom of the page.

<-BH. The most effective search criterion is Course Area, where all disciplines and departments are listed.

Course Registration - Course Search

[Add/Drop > Course Search](#)

Course Search

Student Program: None

2 Term:

Course Number Range: to

Title:

Course Code:

Course Program:

Course Area:

Campus:

Building:

Section Status:

Min/Max Hours: to

3

Course Listings

% After searching for a course you will be presented with the course listings that meet your search criteria.

U In this section:

- I" Course Code
- II" Course Title
- III" Faculty
- Ij " Seats/Status
- j " Days/Times
- j I" Class Locations
- j II" Credits values

Course Code	Name	Req	Note	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
CORE001 SC-01	Histories of Present: Community Perm requests: 0			Novy, Adam	0/16	Open	TWR 11:00AM - 12:15 PM; SC Campus, Balch Hall, 203	1.0	09/04/2018	12/21/2018

&" Click on a Course Code to see the Course Details page

Search Results

Search Options

Other previously selected search criteria still apply.

Term: Course Program: Course Area:

Student Program: Undergraduate Program

[Show All](#)

CO - CO | CO - CO [Next Page ->](#)

Course Code	Name	Req	Note	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
CORE001 SC-01	Histories of Present: Community Perm requests: 0			Novy, Adam	0/16	Open	TWR 11:00AM - 12:15 PM; SC Campus, Balch Hall, 203	1.0	09/04/2018	12/21/2018

Course Details

There are five main sections on the course details page.

- 1 Section 1: Information regarding the term, department, course area, credits, and status of the course. Look in Course Area for courses to satisfy GE requirements (beginning with "SC").
- 2 Section 2: Information regarding course requirements and student eligibility
- 3 Section 3: Course day/time, dates, and location
- 4 Section 4: Course description
- 5 Add this Course / Back: Use the Add this Course link to Add a course (BCH9: 8 C' BCH' I G9 the 6 5 7 ? 'button on your 6 FCK G9F; use the Green Arrow Back Link)

Course Registration - Course Details

Add/Drop > Course Search > Results > Course Details

Course Details

Histories of the Present - Histories of Present: Community (CORE001 SC-01) [Textbook Information](#)

+ Add this course 5 ← Back

Instructor(s): Novy, Adam ;

Fall Term - 2018

Dept: Humanities

Course Area: SC Core GE

Status: Open

Changed section

Added section (0 out of 16 seats)

1.00 Credit(s), Letter Grade (Grading Not Allowed: Pass/Fail Option)

1

This course has other requirements. [Course Requisites](#)

2

Note: Fee: \$25. SC only.
Eligible to register? No. Reason: You have not met the course requirements. Instructor permission required. PERM(s) already submitted for this course: 0.
[Request a PERmission to enroll authorization](#)

Course Schedules

Day & Time	Date(s)	Location
TWR 11:00AM-12:15PM. BL Room 203 (Balch Hall)	3	09/04/2018 - 12/21/2018 SC Campus, Balch Hall, 203

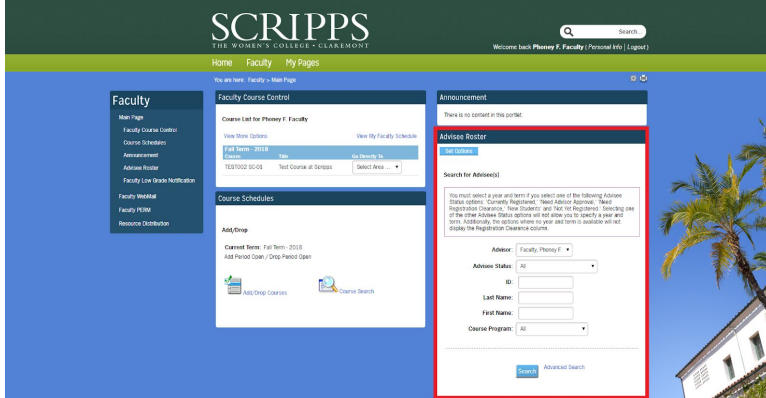
Course Description

4

Core I. Histories of the Present: Community. With "Histories of the Present," Core I faculty and students will explore the relationship between historically informed critical thinking and our engagement with contemporary issues and debates. Our investigations seek to highlight the categories and values that we may take to be given or obvious and the ways in which the conventional or received understanding and application of these categories and values can prevent us from seeing ourselves and the world—social and natural—in other ways. Core I takes up this task through an examination of communities. Starting with the question "What is a community?" we look at both large imagined communities such as modern nation-states and religious groups and smaller, more intimate groups that we regularly label as a "community." We ask: How are communities formed and transformed? What role does historical memory and forgetting play in the creation of community? How are communities at once inclusive and exclusionary? What role do performance and memory play in the formation and transformation of communities? Any when are communities beneficial and when are they potentially harmful? In this course, we examine the ways in which communities are created and transformed through political acts, religious practices, military intervention, cultural performances, social networks, and bonding. In conjunction with this, we critique the ways in which practices of overt and implicit exclusion along the lines of birth, class, race, gender, sexuality, ability, and religious beliefs limit the possibility of belonging. We explore the ways in which individuals and communities define and represent themselves in accordance with and in resistance to the dominant powers that often determine a community's boundaries. We also explore how communities work in resistance to transform their own and other's political, economic and social condition.

Adviser Registration Clearance

From the Faculty Home Page (Default Page), select Advisee Roster to access registration clearance. BCH9. H]g]gUgc`UWWYgg]V`Y`Zca`h`Y`<ca`Y`DUj`Y`cb`h`Y`F][`h7`c`i`a`b`"



1. Click on the Advisee Status drop down menu and select NEED REGISTRATION CLEARANCE.
2. Select the proper term.
3. Then click the Search Button at the bottom of the page.

Advisee Roster

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,' 'Need 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: Arakawa, Casey

Advisee Status: Need Registration Clearance ← 1

ID:

Last Name:

First Name:

Course Program: All

Term: FA 2018 ← 2

3 → Advanced Search

Advisee Roster

(10 advisees)

Email Selected Student(s) Email All Advisees Export to Excel

<- Previous Page Fa - Ha | **Ko - Tr**

<input type="checkbox"/> FERPA Restrict	Name	Student ID	Classification	Needs to Register?	Registration Clearance	Advisors
<input type="checkbox"/>	Last Name, First Name (Middle Name)	00020255998	Junior	04/18/2018 1330 - 10/25/2018 2359	5 Not Applicable	MacNaughton, Mary D. Major2 Advisor Lemoline, France Primary Advisor Forlino, Marino Minor1 Advisor Prakas, Tessie Major1 Advisor
<input type="checkbox"/>	Last Name, First Name (Middle Name) Pronoun: She, Her, Hers, Herself	00020257289	Sophomore	04/19/2018 915 - 10/25/2018 2359	6 <input type="button" value="Grant"/>	Forlino, Marino Primary Advisor
<input type="checkbox"/>	Last Name, First Name (Middle Name)	00020257355	Sophomore	04/19/2018 915 - 10/25/2018 2359	7 <input type="button" value="Remove"/>	Forlino, Marino Primary Advisor
<input type="checkbox"/>	Last Name, First Name (Middle Name)	00020257293	Continuing First Year	04/19/2018 845 - 10/25/2018 2359	<input type="button" value="Remove"/>	Forlino, Marino Primary Advisor
<input type="checkbox"/>	Last Name, First Name (Middle Name) Pronoun: Last Name, First Name (Middle Name) She, Her, Hers, Herself	00020256942	Sophomore	04/19/2018 915 - 10/25/2018 2359	<input type="button" value="Remove"/>	Forlino, Marino Major1 Advisor Forlino, Marino Primary Advisor

Email Selected Student(s) Email Listed Advisees Export to Excel

<- Previous Page Fa - Ha | **Ko - Tr**

4. The next screen will display a list of advisees with their
 - a. Photograph
 - b. Student ID number
 - c. Class
 - d. Registration time and add/drop period
 - e. Options to Grant or Remove clearance
5. **BCH5 DD@7 5 6 @** means the student does not need registration clearance or you are not the Primary Academic Adviser.
6. Students who need clearance will have a **; F5 BH** button.
7. To rescind registration approval, click the **F9 ACJ9** button.
8. Click on the Student's Name to view their Academic Information.

Advisee Details

After clicking on a student's name on the Advisee Roster page, you will see the Advisee Details. This section contains information regarding the student's academic and course history, grades, and your advisee's degree audit and unofficial transcript.

Tools and Information	
Academic Records	Housing
Academic History	Residence Info
Course History	Registration
GPA Projection	Student Schedule
Grade Report	Advanced Course Search
Unofficial Transcript	
Advising	
Degree Audit	

5 WUXYa JWfYW&fXg'

- Academic History
 - List of academic information including Test Scores (AP, ACT, SAT) and Transfer Credit
- Course History
 - List of academic information and courses taken by TERM (Ex.2018 Fall Term)
- GPA Projection
 - Contains GPA calculator to predict GPA based on courses completed
- Grade Report
 - Grades by Term
- Unofficial Transcript
 - Academic history of the student including placement exam results
 - PDF available at the bottom of the screen

5 Xj]g]b['

- Degree Audit
 - Audit of GE Requirements:
 - Displays completed general education requirements and GE requirements still outstanding.
 - PDF available at the bottom of the screen

<ci g]b['

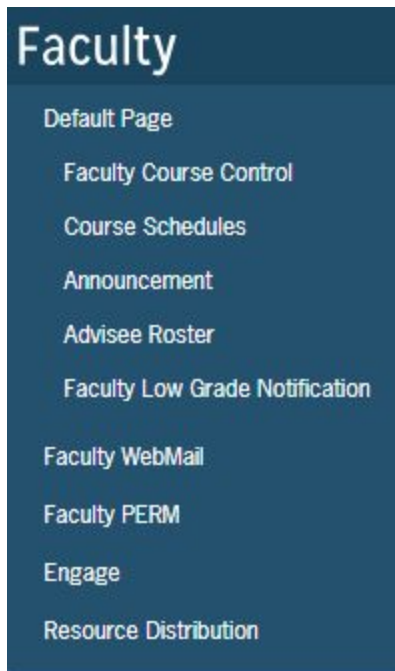
- Residence Info

FY[]gfU]cb'

- Student Schedule
 - Student's current enrollment
- Advanced Course Search
 - Portal Course Search

Granting Student PERM Requests

Students will send PERM requests for courses that require instructor permission, for closed courses, or courses that a student does not meet the registration criteria (i.e. seniors only, SO and JR only). Instructors may choose to approve or deny these requests. NOTE: Granting course permission does not place the student into the course. Students must add the course once permission is granted.



On the left navigation menu, click on Faculty PERM.

You will be presented with a list of courses that have PERM requests. To view the submitted PERM requests, click on



Process PERMS FA 2018

FA 2018

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

Course Title	Course Code	
Test Course at Scripps TEST only	TEST001 SC-01	<input type="button" value="Process PERM Requests"/>
Test Course at Scripps	TEST001 SC-02	<input type="button" value="Process PERM Requests"/>
Test Course at Scripps	TEST002 SC-01	<input type="button" value="Process PERM Requests"/>

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.

E-mail Selected Students E-mail All Students

	Student Name	CXID	Course Information	Enr/Max	Col	Cl	Major(s)	Comment	ReqTime
<input type="checkbox"/>	Earhart, Amelia 	20260912	TEST001 SC - 01 FA 2018	0 / 10	SC	FF	Dance	Hello, I would like to enroll into this course.	8/14/2018 1:59:18 PM

(02 - Approved)

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.](#)

When a student submits a PERM, the UNPROCESSED request will appear in the Faculty PERM section of the portal. From here you can choose to Allow (Approve) or Deny the PERM request.

1. Allow to register even if the section is closed.
 - a. Choosing this option will allow the student to add the course even if the course is closed for registration.
2. Allow to register only if the section is open.
 - a. Choosing this option will allow the student to register ONLY if it is either OPEN or REOPENED on the portal. REMINDER: Approving a PERM does NOT register the student into the course. Even with an approved PERM, the student may not be able to register for other reasons.
3. Deny Request
 - a. Denying a request prevents the student from registering for the course. You may add a comment to the student if you would like to provide reasons for the denial.

9A5=@9L5AD@.

Scripps College PERmission to Enroll Request

A student has requested permission to enroll in your restricted and/or closed course:

Student Name: Earhart, Amelia
Student ID: 20260912
Student Email: lpurcell@scrippscollege.edu
Advisor: Hogencamp, Kelly
Major(s): Dance
Planned Graduation: SP 2021
Request Date: Tue Aug 14 13:59:18 2018

Course	Sec	Title	Instructor	Sess	Yr
TEST001 SC	01	Test Course at Scripps	Faculty, Phoney F.	FA	2018

Student Comments: Hello, I would like to enroll into this course.

To view and process the request, please [click here](#). Alternatively, you can log in at <https://mycampus.scrippscollege.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@scrippscollege.edu.

Applying an Expiration Date

After you approve or deny a PERM, you may place an expiration date on the PERM if you wish. To do so follow these steps:

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.

E-mail Selected Students E-mail All Students

<input checked="" type="checkbox"/> Student Name	CXID	Course Information	Enr/Max	Col	Cl	Major(s)	Comment	ReqTime
<input type="checkbox"/> Earhart, Amelia <input type="checkbox"/>	20260912	TEST001 SC - 01 FA 2018	0 / 10	SC	FF	Dance	Hello, I would like to enroll into this course.	8/14/2018 1:59:18 PM

(02 - Approved)

Allow to register even if the section is closed. Allow to register only if the section is open. Deny Request

1. Select an option to approve or deny a request.

Your request was completed in 00:00:00.028

You are about to submit the following:

Student Name: Earhart, Amelia
Student ID: 20260912
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

2 (points to the date picker)

3 (points to the Submit button)

2. Select the desired expiration date
3. Click Submit

