

FACULTY ADVISORS Reference Guide Need help? Send text or email to ithelp@catawba.edu or call the IT Help Desk at 704-637-4666

Login to CatLink, then click the Faculty tab to view Advising & Registration tools

This updated guide covers two **CatLink** channels used by faculty during the advising and registration process: **Advisor Dashboard** and **Faculty Advising & Registration**

FACULTY ADVISING & REGISTRATION

- Advising & Online Registration Guide for Faculty
- DegreeWorks Guide for Faculty

- Advisee Grade Summary
- Advisee Listing
- Class Roster
- Degreeworks
- Look Up Classes (Detail View)
- Look Up Classes (Summary View)
- Registration Overrides
- Student Registration Changes
- **NEW!** Student Schedule
- Term Selection
- Week at a Glance



A. Advisor Dashboard channel

1. Click drop-down on **Term**, select term
2. Enter student's **Last Name** (or **ID** or **First Name**) to see a specific student, *OR first letter of Last Name* to see the entire group of students whose last name begins with that letter *
3. Click **Student** to see data about students enrolled in your courses
4. Click **Advisees** to see data on your advisees
5. Click **Both** to see data on students enrolled in your courses and your advisees
6. Click **All** to see data on any student enrolled at Catawba

* % is wild card character that may be used in search fields, but if search result is greater than 50 students, list will not be displayed; in that case, you should revise your search by using first letter of last name or a specific last name.

7. **Hold** — Flag indicates **Hold** — click to see cause
8. **Class Standing** — This link not active; use **Degree-Works** instead
9. **Major** — Click to see General Student Information and Curriculum Information.
10. **Test Scores** — SAT, etc. scores and dates(s) taken
11. **Transcript** — Select **Level** (Undergraduate) and **Type** (Advising or Unofficial Web Transcript) to see unofficial transcript data by term
12. **Email** — Click icon to email student

Name	Messages	Class Standing / Major	Tools
James A. Smith	Senior	Politics	[Icons]
Mary B. Johnson	Freshman	Musical Theatre	[Icons]
John C. Williams	Junior	Politics	[Icons]
Robert D. Jones	Senior	PolSci: Public Administration	[Icons]
Patricia E. Brown	Sophomore	PolSci: Pre-Law	[Icons]

Possible uses for Advisor Dashboard:

(1) Check for Holds on your advisees, or (2) Check academic records of students who request registration override

B. Faculty Advising & Registration channel

Advisee Grade Summary

Click [Advisee Grade Summary](#) link to see most recent grades for all advisees

13. Click drop-down and select term you wish to view, then click [Submit](#) — Advisee Grade Summary screen will appear

Advisee Grade Summary

C1000000 U. R. Faculty
Fall 2012
Jul 27, 2012 12:42 pm

This page displays the grades of the advisees for the selected term

Advisee Information

 [Smith, James A.](#) (C13009999)

Advisor Type: Major Advisor

Advisee Course and Grade Information

Course	Credits	Level	Status	Grade	Midterm:	Final:	Grade in Academic History:
10011 POLS 1101	3.000	UG	**Web Registered**Mar 27, 2012				
10014 POLS 3300	3.000	UG	**Web Registered**Mar 27, 2012				

14. [Major](#) and [Minor Advisor](#) will be displayed here

15. [Midterm](#) and [Final](#) grades appear only during relevant grading period; [Grade in Academic History](#) will show on transcript

Advisee Listing

Click [Advisee Listing](#) link to see list of all advisees and their PIN numbers

Information columns on [Advisee Listing](#) duplicate those shown on [Advisor Dashboard](#), with addition of [ID](#) and [Alternate PIN](#) columns

Important: You will need to access Advisee Listing in order to provide advisees with Alternate PIN numbers! Students must obtain Alternate PIN from their advisors — no one else has that information

Advisee Listing

C1000000 U. R. Faculty
Fall 2011
Mar 09, 2011 12:23 pm

Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Hold	Test Scores	Transcript	Degree Evaluation
James A. Smith	C13000001	 Major Advisor	DRHBSH	View				
Mary B. Johnson	C13000002	 Major Advisor	DFKQPL	View				
John C. Williams	C13000003	 Major Advisor	CTGLHW	View				

16. [Email](#) — Click icon to email student

17. [Alternate PIN](#) — Students must have their Alternate PIN number to register for classes. The only person who has this information is the student's advisor. Make sure to give Alternate PIN to your advisees after advising them.

18. [Student Information](#) — Click to see General Student Information and Curriculum Information.

19. [Hold](#) — Flag indicates [Hold](#); click [View](#) to see cause

20. [Test Scores](#) — SAT, etc. scores and dates(s) taken

21. [Transcript](#) — Select [Level](#) (Undergraduate) and [Type](#) (Advising or Unofficial Web Transcript) to see unofficial transcript data by term

22. [Degree Evaluation](#) — This link not active; use [DegreeWorks](#) instead

To email all advisees at once: Go to bottom of Advisee Listing screen and click "Email your advisees" link or icon

Class Roster

Click the [Class Roster](#) link to see listing of all enrolled students for any given course

23. Click drop-down and select term you wish to view, then click [Submit](#)

24. Click the drop-down arrow to see all courses you are teaching, click to select desired CRN, then click [Submit](#)

Select a CRN

C10000000 U. R. Faculty
Fall 2012
Jul 27, 2012 12:44 pm

CRN: HON 4300 6: Honors Thesis, 10511 (1) [v]
 HON 4300 6: Honors Thesis, 10511 (1)
 POLS 1101 1: Intro to American Politics, 10011 (22)
 POLS 1105 1: Intro to Comparative Politics, 10012 (15)
 POLS 3115 1: U.S. Campaigns & Elections, 10015 (13)
 POLS 3115 2: U.S. Campaigns & Elections, 10456 (0)
 POLS 3300 1: Legislative Politics, 10014 (6)
 POLS 3520 1: U.S. Con Law: Civil Liberties, 10016 (2)

Submit

CRN Directly | Look Up Classes (Summary View)]

CRNs not listed?

See page 8 of this guide for other ways to view Class Rosters if CRNs aren't listed here

Summary Class List (Class Roster) appears

Summary Class List

C10000000 U. R. Faculty
Fall 2012
Jul 27, 2012 12:45 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

U.S. Campaigns & Elections - POLS 3115 1

CRN: 10015
 Duration: Aug 15, 2012 - Dec 07, 2012
 Status: Active

Many items on this screen are self-explanatory — numbered items are described below

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	15	13	2
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Brown, Patricia E.	C14000999	**Web Registered**	Undergraduate	3.000	[icon]
2	Johnson, Mary B.	C14000888	**Web Registered**	Undergraduate	3.000	[icon]
3	Jones, Robert D.	C14000777	**Web Registered**	Undergraduate	3.000	[icon]
4	Smith, James A	C14000666	**Web Registered**	Undergraduate	3.000	[icon]
5	Williams, John C.	C14000555	**Web Registered**	Undergraduate	3.000	[icon]

25. **Course Information** — Click course title for Class Schedule Listing with course details (term, level, instructional method, registration dates, etc.)

26. **CRN** — Click CRN for Detail Class List with specifics on each student registered for this course (student's current program, major, admit date, etc.)

27. **Student Name** — Click to see Student Addresses and Phones with links to other student data at bottom of that display

28. **Grade Detail** — Will display student grades at mid-term, final

29. **Email** — Click icon to email student

To email all advisees at once: Go to bottom of Advisee Listing screen and click "Email your advisees" link or icon

DegreeWorks

See separate [DegreeWorks Guide](#) for information on degree evaluation and student audit

Look Up Classes (Detail View)

Click the **Look Up Classes (Detail View)** link to find courses and to view detailed data about courses

- 30. Click the **Look Up Classes (Summary View)** link, select **Term**, click **Submit**
- 31. You must choose at least one **Subject** (to select all, click first subject, press and hold Shift key and click last subject; to select non-contiguous subjects, click first subject, hold Control key and click other desired subjects). Make selections from other drop-down fields, and/or choose **Start Time**, **End Time** or **Days** as desired — then click **Class Search**.

Class Schedule Search

C1000000 U. R. Faculty
Fall 2012
Jul 27, 2012 12:47 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

In the **Schedule Type** filter, an asterisk (*) indicates that additional paper work must be completed in the Registrar's Office prior to enrolling in these classes.

Subject: Accounting
Art
Biology
Chemistry
Communication Arts
Dance
English
Environmental Science
Finance

Course Number:

Title:

Schedule Type: All
Clinical
Combined Lecture/Lab

Instructional Method: All
Blackboard
Computer-based Training

Credit Range: hours to hours

Campus: All
Davidson County Campus
Main Campus

Course Level: All
Continuing Education
Doctorate

Part of Term: All
Non-date based courses only
Block 1
Block 2

Instructor: All
Alvarez, Sonia M.
Anderson, Dayna A.

Session: All
Day
Graduate Studies

Attribute Type: All
Developmental/Remedial
Fine Arts

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search **Reset**

In this example, we'll select **English** in the **Subject** area and leave all other fields with **All** default setting

Then we'll click **Class Search** (bottom left of screen)

Detailed view of classes appears

Class Schedule Listing

C1000000 U. R. Faculty
Fall 2012
Jul 27, 2012 12:47 pm

Sections Found

English Proficiency - 10455 - ENGL 0103 - 1

Associated Term: Fall 2012
Registration Dates: Mar 26, 2012 to Aug 21, 2012
Levels: Post-Baccalaureate, Undergraduate

Main Campus Campus
Lecture Schedule Type
Traditional Instructional Method
0.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Days Where	Date Range	Schedule Type	Instructors
Class TBA	To Be Arranged	Aug 07, 2012 - Nov 27, 2012	Lecture	Aaron B. Butler (P)

English Proficiency - 10492 - ENGL 0103 - 2

Associated Term: Fall 2012
Registration Dates: Mar 26, 2012 to Aug 15, 2012
Levels: Post-Baccalaureate, Undergraduate

32

33

34

- 32. Click **Course Title and Section** for **Detailed Class Information**, which includes course details as well as **Seats** and **Wait List** counts, and links to **Catalog Entry** and **Textbook Information**
- 33. **View Catalog Entry** — Click **CRN** for **Detail Class List** with specifics on each student registered for this course (student's current program, major, admit date, etc.)
- 34. Click envelope icon to **Email** the instructor

Look Up Classes (Summary View)

Click the **Look Up Classes (Summary View)** link to see concise class listing (same view that students see)

35. Click the **Look Up Classes (Summary View)** link, select **Term**, click **Submit**
36. Click the **Advanced Search** button (at bottom of Look Up Classes screen)

Look Up Classes

C1000000 U. R. Faculty
Fall 2012
Jul 27, 2012 12:48 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

In the **Schedule Type** filter, an asterisk (*) indicates that additional paper work must be completed in the Registrar's Office prior to enrolling in these classes.

Subject:

- Accounting
- Art
- Biology
- Chemistry
- Communication Arts
- Dance
- Economics
- English
- Environmental Science
- Finance

36

Course Search **Advanced Search**

RELEASE: 8.5.2

37. You will see the **Advanced Search** screen (looks like **Class Schedule Search** screen shown on previous page of this guide). You must choose at least one **Subject** (to select all, click first subject, press and hold Shift key and click last subject; to select non-contiguous subjects, click first subject, hold Control key and click other desired subjects). Make selections from other drop-down fields, and/or choose **Start Time**, **End Time** or **Days** as desired — then click **Section Search**

Look Up Classes

*Many items on this screen are self-explanatory—
numbered items are described below*

C1000000 U. R. Faculty
Fall 2011
Mar 09, 2011 03:43 pm

Select the box in front of the CRN and choose Register or Add to Worksheet to select desired courses. C identifies a closed class, NR identifies a course not available for registration, and SR indicates a student restriction on the course

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
													Cap	Act	Rem	Cap	Act	Rem		(MM/DD)		
SR	10119	ENGL	0103	1	CC	0.000	English Proficiency	TBA		20	0	20	0	0	0	0	0	0	Julia G. Hayes (P)	08/17-12/09	TBA	
SR	10120	ENGL	1101	1	CC	3.000	Rhetoric & Composition I	MWF	08:00 am-08:50 am	10	1	9	0	0	0	0	0	0	Staff (P)	08/17-12/09	ADM 219	General Education
SR	10121	ENGL	1101	2	CC	3.000	Rhetoric & Composition I	MWF	09:00 am-09:50 am	10	0	10	0	0	0	0	0	0	Staff (P)	08/17-12/09	ADM 218	General Education

38. Students may see check-box in **Select** column; **C** indicates class is closed, **NR** indicates course not available for registration, **SR** indicates student restriction on course
39. **CRN is unique 5 digit course identification needed for registration.** (You might advise students to record CRNs, brief course titles, and days/times for courses in which they wish to register.)
40. **Cap** is capacity for course, **Act** indicates actual seats taken, **Rem** indicates seats remaining — these counts are real time
41. **WL Cap, Act, and Rem** indicate Wait List counts
42. **Attribute** indicates whether course satisfies some degree requirement(s) and if so, specifies requirement(s)

Check XL counts for Cross-listed classes

42

Searching for courses that satisfy degree requirements:

- A. Select at least one **Subject** — an easy way to let the search find any relevant courses is to click **Select All** in **Subject** field)
- B. Go to **Attributes** field (at bottom of screen) and make selection(s)

*Example: Student needs Fine Arts, Humanities and/or Social Science course(s); select **Fine Arts or Humanities** in **Attribute**, hold the Control key, select **Social/Behavioral Science** in **Attribute**, then click **Section Search***

Registration Overrides

Click the [Registration Overrides](#) link to allow a student into a full class

Registration Overrides

Information for Faron A. Brazis

Registration Overrides

Override: None
Course: None

None
Overload Enrollment Capacity
Override Classification
Override Corequisite
Instructor Approval
Override Major Restriction
Override Pre-requisite

43. Click [Registration Overrides](#) link
44. Select [Term](#), then click [Submit](#)
45. Enter student [ID](#) or [Last Name](#) in field, select [All](#) radio button, click [Submit](#)
46. Screen displays student you selected — click [Submit](#)
47. Override screen appears—select [Override](#) reason from drop-down list, select [Course](#) from drop-down list, click [Submit](#)

Registration Overrides are student-specific—only the student for whom you grant the override will be able to register for the class.

Some additional notes about Registration Override: 1) you must be the course instructor to perform a Registration Override; 2) you should always choose the correct Registration Override code for the situation; and 3) there can be multiple Registration Override codes per student per course.

Student Registration Changes

Click the [Student Registration Changes](#) link to opt-in to daily email notification of advisee/student registration changes

Student Registration Changes

Daily Email: No
Submit

Advisees
C13000001 James A. Smith Spring 2014

Students
C14000051 John Adams Spring 2014
C14000061 Thomas Jefferson Spring 2014
C14000071 Benjamin Franklin Spring 2014

Informs primary advisors about recent registration changes advisees have made in any term where registration is active. Also informs primary class instructor about students who have recently added/dropped their class in the current term. Reports on day students only and reports registration activity that has occurred in the last 7 days.

The [Advisees](#) section of the service lists your advisees who have made registration changes in the last 7 days. The [Students](#) section of the service lists students who have currently (within the last 7 days) added or dropped a class you are teaching in the current term.

Click a [student ID](#) to get details on their registration changes. Close the pop-up window before clicking another student ID. If you see **'No data'** in any section, it means no registration changes occurred in the last 7 days.

48. Click [Student Registration Changes](#) link
49. Click drop-down at [Daily Email](#) option, select [Yes](#), click [Submit](#)

Term Selection

Click the [Term Selection](#) link to access Banner options on the Faculty Services tab

50. Click the [Term Selection](#) link, click drop-down at [Select a Term](#) link, then click [Submit](#)

Here you will find all of the links contained in the Faculty Advising & Registration channel, plus other faculty-related items. For more information about other links, click [Help](#) at upper right of screen.

[Back to Faculty Tab](#)

[Personal Information](#) [Alumni and Friends](#) [Faculty Services](#) [Employee](#)

Search [Go](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Faculty and Advisors

[Look Up Classes \(Summary View\)](#)
[Look Up Classes \(Detail View\)](#)
[Course Catalog](#)
[CRN Selection](#)
[Faculty Detail Schedule](#)
[Week at a Glance](#)
[Syllabus Information](#)
[Office Hours](#)
[Detail Class List](#)
[Summary Class List](#)
[Detail Wait List](#)
[Summary Wait List](#)
[Registration Overrides](#)
[Term Selection](#)
[Student Information Menu](#)
[Add or Drop Classes](#)
[Active Assignments](#)
[Assignment History](#)
[Advisee Grade Summary](#)
[Faculty Grade Summary](#)
[Enter Grades](#)
[Midterm Grades](#)
[Final Grades](#)
[Incomplete Grades Summary](#)

RELEASE: 8.5.2

Week at a Glance

Click the [Week at a Glance](#) link to see your schedule

51. Click [Week at a Glance](#) link
52. Enter [Date](#), click [Submit](#)

Week at a Glance

C10000000 U. R. Faculty
Jul 27, 2012 02:53 pm

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

52

Go to (MM/DD/YYYY):

[Previous Week](#)

Week of Jul 23, 2012 (51 of 92)

[Next Week](#)

No courses with assigned times this week.

[[Active Assignments](#) | [Assignment History](#) | [Detail Class List](#) | [Detail Wait List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Faculty Detail Schedule](#) | [Summary Class List](#) | [Summary Wait List](#)]

RELEASE: 8.5.1.2

Schedule for entire week appears

53. Clicking any schedule item opens its [Faculty Detail Schedule](#), with links to [Class List](#) (Roster) and [Syllabus](#) and [Office Hours](#)

Week at a Glance

C10000000 U. R. Faculty
Jul 27, 2012 02:54 pm

The following is your class schedule by day and time. Classes that do not have scheduled meeting times or have time conflicts are listed at the bottom of the page. Click on hyperlinked courses for more detail.

53

Go to (MM/DD/YYYY):

[Previous Week](#)

Week of Aug 13, 2012 (54 of 92)

[Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am			POLS 1105-1 10012 Class 9:00 am-9:50 am ADM 322	POLS 3520-1 10016 Class 9:30 am-10:45 am ADM 402	POLS 1105-1 10012 Class 9:00 am-9:50 am ADM 322		
10am							
11am			POLS 3300-1 10014 Class 11:00 am-11:50 am ADM 322		POLS 3300-1 10014 Class 11:00 am-11:50 am ADM 322		
12pm							
1pm			POLS 1101-1 10011 Class 1:00 pm-1:50 pm ADM 322		POLS 1101-1 10011 Class 1:00 pm-1:50 pm ADM 322		

Notes

Student Schedule

Click the [Student Schedule](#) link to see a student's schedule

55. Click [Student Schedule](#) link
56. Click drop-down and select **Term**
57. Enter at least first letter of student last name, then click Submit — name(s) of student(s) meeting search condition will be displayed just below [Submit](#) button

Term: Fall 2012 56

ID:

First:

Last:

57

Zuwee, Golly Y.
Showing 1 of 944

Select a Term: Summer 2012

C1000000 U. R. Faculty

CRN	Status	Session	Title	Subject	Course	Section	Credits	Instructor	Meetings
No Data									

Click to view textbook information.

58. Click [student name](#) for schedule you wish to view

Term: Fall 2012

ID:

First:

Last:

58 **Zuwee, Golly Y.**

Showing 1 of 944

Select a Term: Fall 2012

C13009999 — Zpwee, Golly Y.

CRN	Status	Session	Title	Subject	Course	Section	Credits	Instructor	Meetings
10162	**Web Registered**	Day	Principles of Accounting I	ACC	1901	1	3	Amy Hrinsin	KH 213, MWF, 9:00 am - 9:50 am
10176	**Web Registered**	Day	Electronic Commerce	IS	3514	1	3	Pamela Thompson	KH 340, MWF, 10:00 am - 10:50 am
10178	**Web Registered**	Day	Experiential Learning	MGT	4401	1	3	Pamela Thompson	TBA , , 7:00 pm - 7:00 pm
10335	**Web Registered**	Day	Bioscience	BIOL	1101	1	4	Staff	SSB 205, MWF, 11:00 am - 11:50 am
10336	**Web Registered**	Day	Bioscience	BIOL	1101	2	0	Karen Gordon	SSB 200, T, 12:00 pm - 2:59 pm
10478	**Web Registered**	Day	Business Ethics	MGT	2566	1	3	Staff	ADM 235, TR, 9:30 am - 10:45 am

Click to view textbook information.

How to get Class Roster(s) if CRNs are not listed

From [CatLink...](#)

A If you know the CRN for the course you wish to view:

- Click the [Enter CRN Directly](#) link
- Enter the CRN, click [Submit](#) and roster ([Summary Class List](#)) appears

If you do not know the CRN for course you wish to view:

- Click the [Look Up Classes \(Summary View\)](#) link
- Find CRN for the course you want
- Click the [Enter CRN Directly](#) link
- Enter the CRN, click [Submit](#) and roster ([Summary Class List](#)) appears

From [Cognos...](#)

B You can easily generate a class roster report if you:

- Click the [Employee](#) tab, click [Cognos Reports](#) in the [Banner Links](#) channel—[Cognos](#) will open
- Click [My Home](#) icon
- Click [Reports for All Employees](#) folder
- Click to select from the class roster options: [Class Roster—My Classes](#), [Class Roster—My Classes \(with grades\)](#), or [Class Roster—Select Instructor](#)
- You will need to select the [Academic Period](#) (and instructor(s) if you chose the [Select Instructor](#) option)
- Click [Finish](#) to generate report

If you have questions about
then contact
at phone number

Advising
Sheila Brownlow
704-637-4102

Registration
Registrar's Office
704-637-4411

CatLink
IT Help Desk
704-637-4666