



From the home page in iGuide3, click on the “Faculty Center” link under the FACULTY header.

A new page will open for Faculty Center, within the iGuide banner.

My Info

faculty center advisement class search

Faculty Center

Winter Quarter 2011 | Capella University [change term](#)

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

Class Roster
 Grade Roster

My Teaching Schedule > Winter Quarter 2011 > Capella University

Class	Class Name	Enrolled	Days and Time	Room	Class Dates	
PSF 8100-02 CRS 2760	Fund of Social Science Rsch (Course)	18	TBA	Online	Jan 10, 2011- Mar 18, 2011	

My Favorite Websites

[EDIT MY FAVORITE WEBSITES](#)

Click on the Class Roster icon to see list of learners enrolled in class

Click on the “advisement” tab at the top to access a list of mentees and committees. If faculty member is in the system as a learner’s mentor AND sits on a committee for the same learner, the faculty member will not see a link for the learner’s committee.

faculty center advisement class search

View My Advisees

★ Positive Service Indicator ⓧ Negative Service Indicator [FERPA Restriction](#)

Advisement		Find View All		First	1-4 of 4	Last
		Student ID	Name	Committee		
1	★ ⓧ	1091077	Learner Last Name, First Name		**Student Details**	⏪ ⏩
2	★ ⓧ	1053183	Learner Last Name, First Name	Committee Name Goes Here	**Student Details**	⏪ ⏩
3	★ ⓧ	1176742	Learner Last Name, First Name		**Student Details**	⏪ ⏩
4	★ ⓧ	1201120	Learner Last Name, First Name		**Student Details**	⏪ ⏩

Click on Committee link to view other committee members and to send an email to those members. For this example, names have been blanked out.

Advisement Committee Members
Committee Name Goes Here

Committee	Notify Name	Committee Role	Phone
	<input type="checkbox"/>	Member of Committee	
	<input type="checkbox"/>	Chair of Committee	

Click on either service indicator icon to see details of holds and 'flags'.

My Advisee - Dawn [REDACTED]'s Service Indicators

★ Positive Service Indicator ⓧ Negative Service Indicator

Service Indicator Data				
	Service Indicator	Institution	Term	Department
★	Advanced Doctoral Learner	Capella University	Begin Term - Svc Indicatr Use	Registrar
ⓧ	Annual No Current Enroll-Odd	Capella University	End Term - Svc Indicator Use	Financial Aid
ⓧ	FA Future Continuous Term	Capella University	Fall Quarter 2010	Financial Aid
ⓧ	Failure to Post in Course(s)	Capella University	Winter Quarter 2011	Financial Aid

Click on the link for the service indicator to view additional information.

Dawn [REDACTED]'s Service Indicators

Failure to Post in Course(s)

Reason and Contact

Institution: Capella University
Term: Winter Quarter 2011
Reason: Learner engagement
Department: Financial Aid

Instructions

Our records indicate you were not actively engaged in any course at the time of your financial aid disbursement. You must be enrolled in courses and post a substantial question, comment or assignment in order for your funds to be disbursed.



View My Advisees

★ Positive Service Indicator ⊘ Negative Service Indicator [FERPA Restrictions](#)

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1	★	⊘	1091077	Learner Last Name, First Name	**Student Details**	»
2	★	⊘	1053183	Learner Last Name, First Name Committee Name Goes Here	**Student Details**	»
3	★	⊘	1176742	Learner Last Name, First Name	**Student Details**	»
4	★	⊘	1201120	Learner Last Name, First Name	**Student Details**	»

NEW DROP-IN ADVISEES

- **Student Details**
- Academic Information
- Address
- Class Schedule
- Grades
- Telephone
- Unofficial Transcript

Additional information options for each mentee. Select the item you'd like to view from the dropdown, then click the double arrow button to retrieve.