

Faculty Center (FC) ~ Intro



What's the FC and what does it mean for me??



[Faculty Center](#)

Use the Faculty center to manage all your class, student and advisee related activities.

The Faculty Center (FC) provides information that is pertinent to your needs as a faculty member. At the beginning of the term, you will find your teaching schedule for the semester and your class roster for each class. Advisement is made easier because you have a quick reference to all of your advisees' information. Lastly, you are able to quickly search for open classes to make advising that much easier!!

ONE page = 3 tabs = LOTS of info:

1. **faculty center** where you can:
 - a. View your weekly class schedule
 - b. View your class roster
 - c. Import class roster into MS Excel (much easier than in past)
 - d. Email all students on roster
 - e. Email select students on roster
 - f. View past final and midterm grades
 - g. Enter grades for current term
 - h. Review FERPA statement

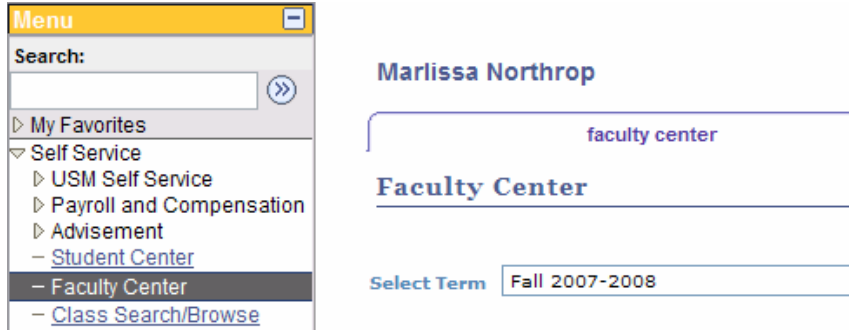
2. **advisement** where you can:
 - a. View list of advisees
 - b. Email all advisees
 - c. Email selected advisees
 - d. View advisee information

-Academic Information	-Address
-Class Schedule	-Degree Progress
-Emergency Contacts	-Enrollment Appointments
-Grades	-Midterm Grade Inquiry
-Telephone	-To Do List
-Transfer Credit Report	-Unofficial Transcript

3. **class search** where you can:
 - a. Search for classes
 - b. Browse the catalog for open classes

How do I get to the FC??

1. Once you log into SOAR, navigate to:
Self Service > Faculty Center



2. Then, click on the most appropriate tab for the function you would like to perform.

