Faculty and Student Self Service

PCCD Staff Development Flex Day
Jan. 15, 2008

PASSPORT
Student Administration Project
Working together for our student community
Key Process Changes

Faculty Self Service:
- Submit Grades Online
  - Saves Time in Submitting Grades
  - Reduces Errors
- View Class Roster
- Search Schedule of Classes and Course Catalog
- Post Attendance
- View weekly schedule
- View Detailed Information about course
  - Facility
  - Available Seats
  - Meeting Dates
- Notify a Student from a Roster

Student Self Service:
- Track Financial Aid progress
- Track Grades
- Add/Drop
- Access Account Information
- Access To Do Lists
- View Holds
- Search Schedule of Classes and Course Catalog
- Communicate Real-Time with Faculty and Staff
Faculty Self Service
Old Process:

Faculty submitted grades on bubble sheets and hand-delivered the grades to the A/R by deadline.

New Process:

Faculty will submit grades online and will have longer to submit grades each semester.
Old Process:
Faculty received paper lists of class rosters from A/R office.

New Process:
Faculty will be able to access class rosters and post attendance online in real-time.
Old Process:

Faculty only had a student’s email address if the student supplied it during registrations or in class, making it difficult for an instructor to contact an entire class.

New Process:

Faculty will be able to email students through the PASSPORT system at the student’s Peralta email.
Faculty Self Service

Old Process:

Faculty tracked vacation and sick time through a paper based system managed by department secretaries.

New Process:

Faculty will be able to track their vacation and sick time through their self-service page. Faculty will also be able to view their paycheck stubs on their self service page.
Student Self Service
Student Self Service

Old Process:
Students accessed unofficial transcripts in homegrown system

New Process:
Students will track and access unofficial transcripts in a new state-of-the-art web-based system.
Old Process:
Faculty provided personal email/phone for student communication.

New Process:
Faculty and Students will be assigned Peralta email accounts for easier communication.
Old Process:

Students were required to search different areas of the website to access schedule of class information, course catalogs, individual schedules, etc.

New Process:

PASSPORT will provide one-stop access for students to locate the schedule of classes, course catalog, individual schedules, holds, etc.
Old Process:
Students has to contact Financial Aid to track the progress of Financial Aid applications.

New Process:
Students will be able to track the Financial Aid application process online.
Old Process:

If a student needed to change their address, phone number or email address (any biographical information), the student had to go to the Admissions and Records office to request the change.

New Process:

A student will be able to update biographical information online through the Student Self Service page.
Critical Dependencies

- Students:
  - Students will still depend on counseling to help choose classes and clear prerequisites.
  - Students will still depend on Admissions for accurate enrollment dates as well as making sure faculty report grades accurately and on time.

- Faculty:
  - Course information has to be kept up-to-date by Schedulers for the Faculty to view correct information, etc.
  - Faculty will still depend on Admissions & Records for accurate rosters and to add students with Add Cards.