

Accessing Student Information through the Faculty Center

The screenshot displays the 'Cardinal Station for Faculty' web interface. At the top, the university's logo and name are on the left, and a search bar with links to 'Cardinal Station Home', 'Add to My Favorites', and 'Sign out' is on the right. Below the header, a 'My Cardinal Station' tab shows a 'Guest' status. The 'Enterprise Menu' on the left lists 'My Favorites', 'Faculty Self-Service', 'Cardinal Students', 'MyHousing', and 'Change My Password'. A yellow callout box with a black border points to 'Faculty Self-Service' and contains the text 'Click on "Faculty Self-Service"'. The 'Announcements' section on the right includes links for 'Cardinal Station Upgrade', 'IMPORTANT INFORMATION ABOUT CARDINAL STATION - PLEASE READ!', 'Your Rights Under FERPA' (with a brief description of FERPA), and 'View All Articles and Sections'. The 'Reference Documents' section at the bottom right includes a link for 'Need Help Using Cardinal Station?' and another 'View All Articles and Sections' link.

The Catholic University of America
Cardinal Station for Faculty

Search:

[Cardinal Station Home](#) | [Add to My Favorites](#) | [Sign out](#)

My Cardinal Station **Guest**

Enterprise Menu

- ▷ My Favorites
- ▷ Faculty Self-Service
- ▷ Cardinal Students
- ▷ MyHousing
- [Change My Password](#)

Announcements

[Cardinal Station Upgrade](#)

IMPORTANT INFORMATION ABOUT CARDINAL STATION - PLEASE READ!

[Your Rights Under FERPA](#)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. To learn more about these rights, click above.

[View All Articles and Sections](#)

Reference Documents

[Need Help Using Cardinal Station?](#)

Find out more about the updated Cardinal Station by clicking the blue link above and exploring our new online guide to our administrative and self-service systems.

[View All Articles and Sections](#)

Click on "Faculty Self-Service"

View My Advisees

Base Navigation Page - Windows Internet Explorer

https://psoftportdevc.cua.edu:8005/psp/patst/EMPLOYEE/EMPL/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript

The Catholic University of America
Cardinal Station for Faculty

Search:

Cardinal Station Home | Add to My Favorites | Sign out

Menu

- My Favorites
- Faculty Self-Service
 - Faculty Center Self-Service
- Cardinal Students
- MyHousing
- Change My Password

Main Menu >

Faculty Self-Service

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

Click on "Faculty Center Self-Service"

Then click on "View My Advisees"

My Favorites

- Faculty Self-Service
 - Faculty Center Self-Service
- Cardinal Students
- MyHousing
- Change My Password

faculty center search browse catalog

Faculty Center

[My Exam Schedule](#)
[View My Advisees](#)
[View Personal Data Summary](#)

Advisee List

Cardinal Station Guest

my advisees student center general info transfer credit academics

View My Advisees

Advisee Roster

You can display photos by clicking this icon

Total number of advisees

All students assigned to you will be listed

Select display options: ☒ Link to Photos ☐ Include photos in list

Find | View All | First 1-10 of 35 Last

	Notify	Photo	ID	Name	View Student Details
1	<input type="checkbox"/>		2331990	Cardinal, Michael	View Student Details
2	<input type="checkbox"/>		2202982	Cardinal, Stacy Lynn N.	View Student Details
3	<input type="checkbox"/>		2331988	Registrar, Joe	View Student Details
4	<input type="checkbox"/>		2331989	Registrar, Mary	View Student Details
5	<input type="checkbox"/>		2331990	Cardinal, Michael	View Student Details
6	<input type="checkbox"/>		2202982	Cardinal, Stacy Lynn N.	View Student Details
7	<input type="checkbox"/>		2331988	Registrar, Joe	View Student Details
8	<input type="checkbox"/>		2331989	Registrar, Mary	View Student Details
9	<input type="checkbox"/>				View Student Details
10	<input type="checkbox"/>				View Student Details

This option will display student with photo, one student at a time

The first 10 are displayed; use arrow to display next 10

Or click here to "View All"

View FERPA Statement

Advisee List

Cardinal Station Guest

Select display option: ☒ Link to Photos ☐ Include photos in list

Find | View All | First 1-10 of 35 Last

	Notify	Photo	ID	Name	View Student Details
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8	<input type="checkbox"/>		2331989	Registrar, Mary	View Student Details
9	<input type="checkbox"/>				
10	<input type="checkbox"/>				

[notify selected advisees](#) [notify all advisees](#)

[VIEW DATA FOR OTHER STUDENTS](#)

My Advisees [Student Center](#) [General Info](#) [Transfer Credit](#)

Click here to see student information

You can email students individually by clicking their linked name

You can email all advisees

You can email selected students by checking their 'notify' box and clicking "notify selected advisees"

View Students who are not Advisees

notify selected advisees notify all advisees

VIEW DATA FOR OTHER STUDENTS

At the bottom of your advisee list, click the button called "View Data for Other Students"

My Advisees [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

Enter Student ID,
or First and Last
Name (or partial)

Student Services Center
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID: begins with ▼


Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

☐ Case Sensitive

Search Clear [Basic Search](#)  [Save Search Criteria](#)

Student Center

This Shows You What a Student Sees in Self-Service

The screenshot shows the 'Student Center' interface for a user named Christina. At the top, there are tabs for 'student center', 'general info', 'admissions', 'transfer credit', 'academics', 'finances', and 'financial aid'. The 'Academics' tab is selected, showing a 'Fall 2008 Schedule' table. A callout points to the 'Academics' tab, stating it includes tabs for academic, financial, and general information. Another callout points to the 'Fall 2008 Schedule' table, stating it displays class schedules and add/drop deadlines. A third callout points to the 'Holds' section, stating it includes tabs for academic, financial, and general information.

Station Guest

student center general info admissions transfer credit academics finances financial aid

Christina's Student Center

Academics

My Class Schedule
Shopping Cart
My Planner

other academic... >>

Deadlines URL Gradebook

	Class	Schedule
	NURS 403-01 LEC (2177)	Th 12:10PM - 3:00PM Gowan 400
		MoFr 9:10AM -

Class schedule (list or calendar view) and add/drop deadlines for each class are displayed (see next page for deadlines)

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Mary Elizabeth O'Brien
[details](#)

CUA Announcements and Policies
[Announcements](#)
[Policies](#)

weekly schedule >

Class Deadlines

Drop Deadlines

Drop - Delete Record:		A class dropped on or before this date will be deleted from your academic record.
Drop - Retain Record:	09/05/2008	A class dropped on or before this date will be retained on your academic record with a status of dropped.
Drop with Penalty:	11/07/2008	A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.
Drop with Greater Penalty:		Last date to drop. A class dropped on or before this date will appear on your transcript and a severe penalty grade will be assigned to the class.

Cancel & Withdraw Deadlines

Cancel:	08/24/2008	Classes within a session, canceled on or before this date will not appear on your transcript.
Withdraw without Penalty:	09/05/2008	Classes within a session, withdrawn on or before this date will not appear on your transcript.
Withdraw with Penalty:	11/07/2008	Classes within a session, withdrawn on or before this date will appear on your transcript and a penalty grade will be assigned to the classes.
Withdraw with Greater Penalty:		Last day to withdraw from a session. Classes within a session, withdrawn on or before this date will appear on your transcript and a severe penalty grade will be assigned to the classes.

Student Center

Station Guest

student center general info admissions transfer credit academics finances financial aid

Christina's Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

- Academic Requirement
- Assignments
- Course History**
- Exam Schedule
- Grades
- Transfer Credit: Report
- other academic...

Deadlines URL Gradebook

Fall 2008 Schedule

	Class	Schedule
31	NURS 403-01 LEC (2177)	Th 12:10PM - 3:00PM Gowan 400
31	NURS 420-01 LEC (2178)	MoFr 9:10AM - 10:30AM Room: TBA
31	NURS 423-01 LEC (2179)	MoFr 11:10AM - 12:30PM Room: TBA
31	NURS 478A-01 CLN (3186)	Tu 12:00AM - 12:00AM Room: TBA
31	NURS 478B-01 CLN (3192)	We 12:00AM - 12:00AM Room: TBA
31	NURS 569-01	Mo 1:10PM -

daily schedule >

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor
Mary Elizabeth O'Brien
[details >](#)

CUA Announcements and Policies
[Announcements](#)
[Policies](#)

Academic information includes grades and a complete course history on one page

You should be listed as one of the student's advisors

Course History

Station Guest

My Course History

This is a good alternative to printing an unofficial transcript. You can use the browser print function if you want a paper copy.

Sort by:
 Course Description Grade Status Term Units

Class Status Legend:
 ✓ Taken
 ← Transferred
 ◆ In Progress

Course	Description	Term	Grade	Units	Status
ANTH 110	SpeechExperience:Anth of Lang	Spring 2007	A	3.00	✓
ART 309	Intro to Photography	Fall 2008		3.00	◆
BIOL 103	General Biology I	Spring 2008	B+	3.00	✓
BIOL 104	General Biology II	Fall 2007	A	3.00	✓
ENG 101	Rhetoric and Composition	Fall 2005	A-	3.00	✓
ENG 209	Studies in Short Fiction	Fall 2008		3.00	
ENG 232	The History of English Lit II	Spring 2006	B+	3.00	✓
ENG 301	Creative Writing: Fiction	Spring 2008	A	3.00	✓
FRS 101A	Frshmn Sem: People at Work	Fall 2005	B+	3.00	✓
HIST 349	Washington:Symbol and City	Fall 2008		3.00	◆
MATH 114	Probability and Statistics	Fall 2006	B+	3.00	✓

“My Course History” lists all courses in a student’s record, including Course #, Title, Term, Grade, Units, and Status

You can sort the list by any of these parameters

Click on hyperlink in ‘Description’ column to see course detail (on next slide)

Done Internet 100%

Course Detail on Course History

My Course History

Course Detail

[Return to My Course History](#)

ART 309 - Introduction to Photography

Course Detail

Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Studio	Required

Enrollment Information

Add Consent	Department Consent Required
--------------------	-----------------------------

Description

Through lecture, lab, and independent projects, students are introduced to basic 35mm black-and-white photography techniques, darkroom developing and printing, the use of natural and artificial lighting, the history of photography, and contemporary theories and styles. A 35mm. SLR camera is required. No prerequisites.

Course Detail lists career, units, grading basis, components, enrollment information and description

Internet 100%

Academics - Grades

Station Guest

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

- Academic Requirement
- Assignments
- Course History
- Exam Schedule
- Grades**
- Transfer Credit Report
- other academic

Deadlines URL Gradebook

Fall 2008 Schedule

	Class	Schedule
1	EDUC 581-01 LEC (1626)	We 7:00PM - 9:30PM O'Boyle 108
1	MUPI 191-01 PRV (2008)	12:00AM - 12:00AM Room: TBA
1	MUS 100-01 LEC (2727)	Mo 4:10PM - 5:30PM Ward 220
1	MUS 327-01	TuTh 11:10AM -

1 To see a student's grades, select "Grades" from the dropdown menu on the landing page and click the arrow button

2 Then, select the term and click the "CONTINUE" button

View My Grades

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> Fall 2008	Undergraduate	The Catholic Univ of America
<input checked="" type="radio"/> Spring 2008	Undergraduate	The Catholic Univ of America
<input type="radio"/> Fall 2007	Undergraduate	The Catholic Univ of America
<input type="radio"/> Spring 2007	Undergraduate	The Catholic Univ of America
<input type="radio"/> Fall 2006	Undergraduate	The Catholic Univ of America
<input type="radio"/> Spring 2006	Undergraduate	The Catholic Univ of America
<input type="radio"/> Fall 2005	Undergraduate	The Catholic Univ of America

Cancel CONTINUE

Class Grades

Station Guest

Spring 2008 | Undergraduate | The Catholic Univ of America [change term](#)

Select the appropriate tab to see either Official (final) or mid-term grades.

Class Grades - Spring 2008

Official Grades		Mid-term Grades		
Class	Description	Units	Grade	Grade Points
EDUC 361	Psychology of Education	3.00	A	12.000
MUPI 181	Private Instruction (Sec/Min)	1.00	A	4.000
MUPI 191	Private Instruction(Major)	3.00	A-	11.100
MUS 100	Studio X		P	
MUS 138	Intro to Music Education	1.00	A-	3.700
MUS 148	World Percussion Techniques	1.00	A	4.000
MUS 150	Field Experiences in Mus Ed		P	
MUS 170	Perc Techs for Music Educators	1.00	A-	3.700
MUS 342	Instrumental Conducting	2.00	B+	6.600
MUS 399	Junior Solo Recital		P	
MUS 456	Secondary Instru Music Methods	3.00	A-	
MUS 495	Chamb Work Perf (w/classes)		P	
MUS 569	String Pedagogy	3.00	A	
MUS 602	Univ Symphony Orchestra	1.00	A	

Official Grades		Mid-term Grades	
Class		Mid Term 1	
ARCH 100		C-	
ARCH 135		C-	
ENG 102		C-	
ITAL 101		B	
MATH 120		C	

Term Statistics

Statistics for the term including term and cumulative GPA are displayed

▼ Term Statistics - Spring 2008

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Total Grade Points	72.200		72.200	434.600
Graded units towards GPA	19.000		19.000	117.000
Graded units not for GPA				
In progress units				
GPA**	3.800		3.800	3.715

** GPA = Total Grade Points / Graded units towards GPA

[Printer Friendly Page](#)

Cancel

General Information Tab

Cardinal Station Guest

Stacy Lynn Cardinal ID: 2202982

my advisees student center general info transfer credit academics

[Service Indicators](#) [Initiated Checklists](#)
[Student Groups](#) [Personal Data](#)
[Addresses](#) [Names](#)
[Email Addresses](#) [Phones](#)

COLLAPSE ALL
EXPAND ALL

Service Indicators

★ Positive ☐ Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	Archive Perm Record Legacy Sys	Begin Term - Svc Indicatr Use		06/26/2007		Registrar's Office
☐	Health Services Indicator	Fall 2007		08/02/2007		Health Services

You can collapse or expand any of the sections.

You can access any of the sections directly by clicking the link

A Negative Service Indicator is also known as a "HOLD"

Both positive and negative service indicators are displayed.

General Information Tab

You can review
checklist items

Cardinal Station Guest

▼ Initiated Checklists [review checklist summary](#)

No initiated checklists found.

[Go to top](#)

▼ Student Groups

Student Group	Description	Institution	Status
ABS8	In Absentia Spring 2008	The Catholic Univ of America	Active as of 2008-07-16

[Go to top](#)

▼ Personal Data

Campus ID:

Date of Birth: 04/01

Gender: Unknown

Marital Status: Single

[Go to top](#)

Student Groups and
Personal Data are
listed

General Information Tab

Names

Name Type	Display Name	Status
Preferred	Stacy Lynn Cardinal	Active as of 2007-12-20
Primary	Stacy Lynn Cardinal	Active as of 2007-12-20

 [Go to top](#)

Addresses

Address Type	Address	Status
Business	THIS IS A TEST RECORD 8 McMahon Hall The Catholic University of America Washington, DC 20064 District Of Columbia	Active as of 2008-07-22
Diploma	123 diploma Washington, DC 20064 District Of Columbia	Active as of 2008-07-16
Home	THIS IS A TEST RECORD 8 McMahon Hall The Catholic University of America Washington, DC 20064 District Of Columbia	Active as of 2005-10-05
Local	THIS IS A TEST RECORD - 7th 8 McMahon Hall The Catholic University of America Washington, DC 20064	Active as of 2008-01-25

Names and Addresses
are listed

General Information Tab

Cardinal Station | Guest

[Go to top](#)

▼ Phones

Phone Type	Phone Number	Extension	Preferred
Mobile	202/319-5373		<input checked="" type="checkbox"/>
FAX	202/319-5373		<input type="checkbox"/>
Home	202/319-5373		<input type="checkbox"/>

[Go to top](#)

▼ Email Addresses

Email Type	Email Address	Preferred
Campus	rustaqi@cua.edu	<input checked="" type="checkbox"/>

[Go to top](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

[Return to Search](#)

[Notify](#)

Phone numbers and email addresses are also listed